



City of Holden

816-732-4811

101 W. 3rd St. Holden, MO 64040

cityclerk@cityofholden.com

Manual for Building Permits, Building Codes, and Building Inspections

City of Holden, Missouri

For Building Code & Construction Questions:

Building Inspector: Jim Coldsnow 816-506-0218

For Site Plan & Public Infrastructure Questions:

City Engineer: Travis Kiefer 816-918-7802

atsikc@gmail.com

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PERMIT APPLICATION OVERVIEW

WHAT YOU ARE GIVEN:

1. Letter to Applicants	
2. Fee Schedule	
3. Permit File Log	
4. Site Plan Checklist	
5. Residential Plan Requirements	
6. Required Building Inspections	
7. Building Permit Application – FORM	
8. Electrical Permit Application – FORM	
9. Business License Application – FORM	
10. Street Excavation Permit Application – FORM	

Received By: _____

Date Received: _____

WHAT YOU MUST RETURN FOR REVIEW COMPLETED AND SIGNED:

1. All Applicable Fees	
2. Permit File Log	
3. Site Plan Checklist	
4. Residential Plan Review Checklist	
5. All Required Building Inspections	
6. Building Permit Application	
7. Electrical Permit Application	
8. <i>If applicable:</i> Business License Application and/or Street Excavation Permit Application	
9. Plot Plan (2)	
10. Complete Building Plans with Engineer Stamp (2)	
11. One Digital Copy of Plot Plan & Building Plans	
12. Proof of a Valid Business License in City of Holden, Missouri	

Returned By: _____

Date Received: _____

TO: All Applicants:
FROM: Building Inspector

Applicants:

The purpose of this document is to give an applicant for a building permit the required information necessary to complete a project in compliance with all regulations.

The City Code and its regulations are in place to protect and preserve the appearance, character, and quality of the City of Holden's commercial and residential buildings.

It is a violation of the City Code to begin construction, residential or commercial, without having obtained all required permits. Failure to obtain a permit may result in a penalty of double the permit fee and requiring the removal of any construction for which inspections are required and have not been obtained. No inspections will be made until the required permits have been approved, obtained, and posted correctly.

The City of Holden Has adopted the International Building Codes below:

- The 2015 International Building Code
- The 2015 International Residential Code
- The 2015 International Plumbing Code
- The 2015 International Mechanical Code
- The 2015 International Fire Code
- The 2014 International Electric Code

Zoning Requirements: All construction must comply with current City zoning requirements as contained in Chapter 42 of the Municipal Codes of the City of Holden, Missouri. Copies of the zoning ordinances can be obtained from City Hall. If you have questions concerning the specific zoning, building code, or project requirements for your project please contact the City at 816-732-4811 before beginning any construction.

Applications: Building permit applications must be submitted on forms provided by the City. These forms are included in this packet.

All applications must be complete. Incomplete applications will not be reviewed. Applications must include two complete sets of building and site plans and building plans must show the building as it will actually be constructed. If you are building two buildings which are identical, you may ask to submit only one copy for yourself, along with two copies which the City will retain (one for each file).

Review Time: After a complete application has been submitted, the Plan Review Team will review the application. Review for single family and duplex construction normally takes three business days. Review of applications for commercial building may take two to three weeks, depending on the building complexity.

After the plans have been reviewed, either the plans will be approved and a permit issued, or revisions will be requested to be noted on the submitted site or building plans in order to meet code requirements.

If revisions have been requested, additional review time may be required. If you have questions, please contact the Building Inspector to discuss your concerns. The Building Inspector will be able to assist you in working with the appropriate Plan Review member to resolve the item at issue.

BUILDING PERMIT FEES

BUILDING PERMIT:

RESIDENTIAL

ESTIMATED VALUE OF WORK	FEE
\$1-\$999	\$25
\$1,000 -\$50,000	\$150
\$50,001-\$150,000	\$250
\$150,001 - \$250,000	\$350
\$250,001 or higher	\$450
Accessory Buildings under 500 sq. ft.	\$50

COMMERCIAL

A fee of 0.4% of estimated project cost is assessed for all commercial building permits.

INSPECTION:

Initial Inspection - \$0

First Re-Inspection - \$0

Second and Subsequent Re-Inspections - \$100

Electrical Permit: \$25

PERMIT FILE LOG

Date Submitted _____ Permit No. _____

Project Address/Lot/Locality _____

Applicant _____ Owner _____

Address _____ Address _____

City/State/ZIP _____ City/State/ZIP _____

Phone _____ Phone _____

LIST OF CONTRACTORS/SUB-CONTRACTORS:

BUILDER

Name _____ Phone _____

Address _____ City/State/ZIP _____

FOOTING/FOUNDATION

Name _____ Phone _____

Address _____ City/State/ZIP _____

GROUND ROUGH

Name _____ Phone _____

Address _____ City/State/ZIP _____

FLOOR/FLATWORK

Name _____ Phone _____

Address _____ City/State/ZIP _____

FRAMER

Name _____ Phone _____

Address _____ City/State/ZIP _____

ELECTRICIAN

Name _____ Phone _____

Address _____ City/State/ZIP _____

PLUMBER

Name _____ Phone _____

Address _____ City/State/ZIP _____

MECHANICAL

Name _____ Phone _____

Address _____ City/State/ZIP _____

TRENCH DIGGER

Name _____ Phone _____
Address _____ City/State/ZIP _____

SHEETROCK/DRYWALL

Name _____ Phone _____
Address _____ City/State/ZIP _____

EXTERIOR FLATWORK

Name _____ Phone _____
Address _____ City/State/ZIP _____

PORCH/DECKS/PATIOS

Name _____ Phone _____
Address _____ City/State/ZIP _____

PAINTER

Name _____ Phone _____
Address _____ City/State/ZIP _____

CARPET/TILE/ETC.

Name _____ Phone _____
Address _____ City/State/ZIP _____

ROOFING

Name _____ Phone _____
Address _____ City/State/ZIP _____

EXTERIOR SIDING

Name _____ Phone _____
Address _____ City/State/ZIP _____

LANDSCAPING

Name _____ Phone _____
Address _____ City/State/ZIP _____

OTHER

Name _____ Phone _____
Address _____ City/State/ZIP _____

SITE PLAN REQUIREMENT CHECKLIST

- Legal Description**
 - Must be by a surveyor.
- Site Plan Drawn to Scale**
 - Must not be less than 1:60 and must contain a North arrow.
- Location And Dimensions of All Property Lines**
- All Retaining Structures**
 - i.e., retaining walls, retaining ponds, etc.
- Grade and Elevation**
 - Any existing and/or proposed grade elevation contours (if phased, must show).
- All Sidewalks, Driveways, Paved Areas, Streets, Curbs, and Gutters**
- All Existing and Proposed Fire Hydrants**
 - Including any Siamese connections.
- All Dimensions of Buildings and Distances to Other Buildings**
 - Include distances from other improvements, property lines, driveways, and proposed parking.
Must include the elevation of such structures.
- Site Utilities and Storm Drainage**
 - Must indicate routing of all utilities to the point of connection to public facilities.
- Drainage Study**
 - Must address storm water management for the project including construction and post-construction measures.
 - Must be prepared in accordance with APWA 5600 and the BMP Manual.
 - Must be prepared and sealed by a Professional Engineer licensed in the State of Missouri.
- Location of All Public Right-of-Ways Adjacent to Property**
- Location of All Easements on the Property**
- Layout and Design of the Parking Areas**
 - Must include spaces for the disabled, required screening, off-street loading/unloading areas, maneuvering areas, and pavement construction details.
 - Must include parking area lighting.
- Landscaping Plan**
 - Must comply with ordinance requirements where applicable.
- Erosion and Sedimentation Control Measures**
 - Must reference all American Public Works Association (APWA) erosion and sediment control details on plan.
 - **IF** disturbed land area is one acre or more, then a *Land Disturbance Permit* is required.

Floodplain Information

- **REQUIRED IF** the regulatory 100-year floodplain is located anywhere on the parcel per current Federal Emergency Management Agency (FEMA) maps – North American Vertical Datum (NAVD) datum will be used.
- Must include:
 - The location and elevation of the boundary of the 100-year Regulatory Floodplain based on current FEMA maps.
 - **IF** required for “critical facilities” in accordance with the FEMA Regulatory Floodplain provide the location and elevation of the 500-year Regulatory Floodplain based on current FEMA maps.
 - The location and elevation of the boundary of the “one foot freeboard” based on current FEMA maps.
 - The elevation of the lowest grade adjacent to the structure.
 - **IF** the structure is located within the area of the current regulatory floodplain plus one foot freeboard, then a *Floodplain Analysis* is required to show no-rise and no adverse impacts.

All Site Plans and Documents MUST Be Prepared and Sealed by a Professional Engineer Licensed in the State of Missouri.

RESIDENTIAL REQUIREMENTS

RESIDENTIAL ZONE DISTRICT – R-1

Minimum Lot Size – 14,000 sq. ft.
Minimum Lot Width – 80 ft. measured at front yard line
Minimum Yard Requirements:
 Front – 35 ft.
 Side – 10 ft.
 Side (Exterior) – 10 ft.
 Rear – 25 ft.
Minimum Square Footage of Structure – 900 sq. ft.
Off Street Parking Requirement – One (1)

RESIDENTIAL ZONE DISTRICT – R-2

Minimum Lot Size – 7,000 sq. ft.
 1,800 sq. ft. for each additional unit per structure
Minimum Lot Width – 50 ft. measured at front yard line
Minimum Yard Requirements:
 Front – 25 ft.
 Side – 7 ft.
 Side (Exterior) – 10 ft.
 Rear – 25 ft.
Minimum Square Footage of Structure – 900 sq. ft. for single family
 1,800 sq. ft. for duplex
 900 sq. ft. per dwelling for multi-family
 900 sq. ft. for modular
Off Street Parking Requirement – One (1) for each dwelling unit

RESIDENTIAL ZONE DISTRICT – R-3

Minimum Lot Size – 7,000 sq. ft.
 1,800 sq. ft. for each additional unit per structure
Minimum Lot Width – 50 ft. measured at front yard line
Minimum Yard Requirements:
 Front – 25 ft.
 Side – 7 ft.
 Side (Exterior) – 10 ft.
 Rear – 25 ft.
Minimum Square Footage of Structure – 900 sq. ft. for single family
 1,800 sq. ft. for duplex
 900 sq. ft. per dwelling for multi-family
 900 sq. ft. for modular
Off Street Parking Requirement – One (1) for each dwelling unit

REQUIRED BUILDING INSPECTIONS

All inspections are required before receiving a Certificate of Occupancy.

You cannot use or occupy the premises until a Certificate of Occupancy has been issued.

SCHEDULING INSPECTIONS:

Please contact the City Clerk at 816-732-4811 to schedule the required inspections. If a required inspection is not requested when needed, you will be required to make any structural changes to allow the inspection to be completed at your expense. There are five inspections required before an Occupancy Permit can be issued.

1. First Inspection – Footings

- This inspection is made prior to placement of concrete after all excavations are completed and footing forms and reinforcing steel is in place.

2. Second Inspection – Basement and Foundation Wall Forms

- This inspection is made prior to placement of concrete after forms are set and reinforcing steel is tied in place. In some cases, a concrete slab will serve as the foundation. In this instance, this inspection step will be eliminated.

3. Third Inspection – Groundwork Plumbing

- This inspection is made prior to placement of the concrete floor. Footing drains, damp proofing, under-slab plumbing is checked.

4. Fourth Inspection – Includes the following:

- *Framing*
 - This inspection is made after the structure is completely enclosed and rough-in carpentry is complete.
- *Electrical Rough-in*
 - This inspection is made after the electrical rough-in is complete.
- *Plumbing Rough-in*
 - This inspection is made after the plumbing rough-in is complete.
- *Mechanical Rough-in*
 - This inspection is made after the furnace, water heater and air conditioning units are installed, and all associated piping, ductwork and venting is in place. Solid fuel venting will also be inspected.

5. Fifth Inspection – Insulation and Final

- This inspection is to be requested after all finish work has been completed and before the building is occupied. This inspection shall be made after insulation has been installed. Attic insulation will be inspected at the time of the final inspection. For this inspection, all life safety items shall be completed but cosmetics need not be done. E.g., paint, carpet, wallpaper etc. is considered cosmetic.

RE-INSPECTIONS:

If, during the initial inspection, deficiencies are found, a correction notice will be left either on the job site or with the contractor if they are present. All items on the corrections notice will be required to be corrected before you request a re-inspection unless a specific item or items will not be concealed and can be re-inspected on the final inspection.

If, for any reason, you are in doubt concerning any of the items which have been found to be deficient, you should contact the inspector for clarification. If you are still in doubt or disagree with the inspector's judgement, you should contact the Code Administration Office to receive an official code interpretation on all items in dispute. The complete procedure for appealing decisions and interpretations of the Codes Administration Office are outlined later in this document.

Re-inspection requests will be responded to on the day following the request being received by the inspector. If it is found that all items noted on the original corrections notice have not been corrected, and additional corrections are required, you will be assessed a re-inspection fee of \$100.00 per re-inspection after the first re-inspection. You may not proceed with your project or conceal any items remaining on the corrections notice until approval is received. Inspectors will only inspect items noted on the original inspection correction notice when performing re-inspections except as follows:

1. Additional work has been done which does not comply with code requirements.
2. A major deficiency is found that may adversely affect the integrity of the structure or the safety of its occupants.

BUILDING PERMIT APPLICATION

Date Submitted _____ Permit No. _____

Project Address _____

Locality _____

Lot _____ Block _____ Plat _____ Section _____ Township _____ Range _____ Zoning _____

Applicant _____

Address _____

City/State/ZIP _____

Phone _____

Owner _____

Address _____

City/State/ZIP _____

Phone _____

DESCRIPTION OF WORK:

Single Family: New Addition Alteration Repair _____ Other _____

Multi Family: New Addition Alteration Repair _____ Other _____

Commercial: New Addition Alteration Repair _____ Other _____

Out Building: New Addition Alteration Repair _____ Other _____

Other: _____

Approximate Date Construction is to Begin: _____

MATERIALS:

Foundation _____

Exterior _____

Roofing _____

SQUARE FOOTAGE:

Primary Floor Area _____

Accessory Floor Area _____

Total Floor Area _____

Number of Rooms _____

Number of Floors _____

Height of Structure _____

Estimated Cost _____

SETBACK LINES:

Front Yard _____

Side Yards _____

Rear Yard _____

Tract Dimensions _____

Area of Ground _____

Type of Sewage Facilities _____

Total Value of Project _____

The applicant and or agent hereby agrees to abide by and comply with the conditions of all building and health laws of the City, State, and any other applicable law, and understands that any variance from the ordinances shall constitute cause for the retraction of any City granted permit and subject to penalties associated with violations of such City ordinances and laws. I certify that the information furnished on this application is true to the best of my knowledge and belief.

Occupancy prior to final inspection is prohibited by law, and applicant in violation thereof shall be subject to prosecution.

Signature of Owner

Signature of Agent

Building Permit Fee _____

Electrical Permit Fee _____

Business License Fee _____

Sewer Fee _____

Permit Total _____

Permit Approved By: _____

Inspector's Signature

Date Approved _____

Electrical Permit Application

101 W. 3rd St. Holden, MO 64040 | (816)732-4811 | Fax (816)732-6550

*Application/Permit Number: _____

**Application Number will become the PERMIT NUMBER when the building permit is issued.*

Project Location and Description

Site Address: _____ Zoning: _____

Scope: Service Type: New Remodel Addition Repair Upgrade
Size: 200-amp single phase Other: _____ Amp _____ Sub Panel
 All wiring for new building erected at this site Add circuits or fixtures.
 Repair or restoration
Type of Structure Wired: Single Family Dwelling Two Family Dwelling
 Garage Storage Shed
 Multifamily Units: _____ Swimming Pool Commercial Other _____

Property Owner:	Contractor, and Contact Name:
Address:	Address:
City, State, Zip Code:	City, State, Zip Code:
Phone #:	Phone #:
Email:	Email:
Agent For: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor	
Name:	Craftsman License #:
Address:	Business License #:
City, State, Zip Code:	Phone #:
Email:	

Permit Applicant: I am the Contractor Property Owner Agent

Value of project: \$ _____

Permit Applicant's signature: _____ Date: _____

All entries made by me on this application are true and accurate to the best of my knowledge.

FOR OFFICE USE ONLY

Permit Approved: _____ Date: _____ Cost of Permit: \$ _____
Building Official _____