



OBTAINING A BUILDING PERMIT SINGLE FAMILY & DUPLEX CONSTRUCTION

BUILDING PERMITS REQUIRED: A building permit is required for each of the following types of construction:

- New Single Family, Duplex residences
- Decks and carports
- Closing in a porch/deck/patio
- Multiple Single Family Dwellings, Townhouses, not more than 3 stories high
- Basement finishes
- Room additions or remodels
- Above ground pools
- Electric panel changes

This list is not complete. Please check with the Building Official if you have any question as to whether you need to obtain a building permit.

It is a violation of city code to begin construction without having obtained all required permits. Failure to obtain a building permit may result in assessment of a double permit fee and requiring the contractor to remove construction for which required inspections have not been obtained. No inspections will be made until required permits have been obtained.

The City of Warrensburg has adopted the 2000 International Residential Code for single family, duplex, and townhouse construction.

All construction must comply with current City Zoning Requirements as contained in Chapter 27 of the Code of Ordinances of the City of Warrensburg. The Zoning Code sets out requirements for setbacks from streets and property lines, minimum lot size, height restrictions, parking requirements, and other matters. Copies of the Zoning Map and the Zoning Ordinance can be purchased at the Municipal Building, 102 S. Holden Street. **If you have a question concerning the specific zoning, building code, or permit requirements for your project, please contact the City Planner at 660-747-9135, before beginning any construction.**

Building permit applications must be submitted on forms provided by the City. These forms are available at the Municipal Building at 102 S. Holden St.

- All applications must be complete. Incomplete applications will not be reviewed.
- Two complete sets of plans, which must include both a site plan and all appropriate building plans, must be submitted with each application. Please refer to the Building Permit Submittal Checklist attached to the building permit application for specific requirements regarding what information must be included on site plans and building plans.
- The City does not keep plans on file and refer to them for subsequent permit applications.
- Building plans must show the building **as it will actually be constructed**. If you are building two residences which are identical, you may ask to submit only one copy for yourself, along with the two copies which the City will retain (one for each file). The

Building Official will determine whether this will be sufficient (i.e., both residences will be built without substantial changes to the submitted plan.)

- The Contact Person listed on the application will receive all correspondence, including plan review letters, building permits, and Certificates of Occupancy, unless otherwise specified by the owner.

After a complete application has been submitted to the City, the Plan Review Team will review the application. Review of applications for Single Family and Duplex construction, and the other types of construction set out above, normally takes 2 days.

After the plans have been reviewed, either (1) the plans will be approved and a permit issued, or (2) revisions will be requested to be noted on the submitted site or building plans in order to meet code requirements.

If revisions are requested, additional review time may be required in order for the City to consider the changes. If you have any questions regarding the changes requested by the Plan Review Team, please contact the City Planner to discuss your concerns. The City Planner will be able to assist you in working with the appropriate Plan Review Team member to resolve the item satisfactorily.

All required permit fees must be paid at the time the building permit is issued.

- Permit fees for new construction are calculated using the BOCA Permit Fee Schedule.
- Fees for remodel or rehabilitation construction are calculated according to the cost of the construction being completed.
- Sewer Tap Permit: varies
- Driveway Permit: \$ 25.00
- Sidewalk Permit: \$ 7.50
- Excavation Permit: varies
- Demolition Permit: \$ 75.00
- Structure Moving Permit: \$150.00
- Mobile House Placement Permit \$ 35.00

All general contractors and sub-contractors working in the City of Warrensburg are required to have a current, City Merchant's License. A Merchant's License can be acquired by contacting the City Collector at 660-747-9131, or by visiting the Collection's Office located in the upper level of the Municipal Building at 102 S. Holden St. **Building permits will not be approved for construction using unlicensed contractors.**

Please contact the Community Development Permit Clerk at 660-747-9135 to schedule the required inspections. If a required inspection is not requested when needed, you will be required to make any structural or other changes, as necessary to allow the inspection to be completed, at your own expense.

- Building permits must be available to present to the Inspector upon initial inspection, and posted at the job-site thereafter.
- Approved plans relevant to a scheduled inspection are required to be on the jobsite, and available for review by the Inspector.

You can not use or occupy the premises until a Certificate of Occupancy has been issued. A Certificate of Occupancy cannot be issued until all required inspections have been passed.