



CLAYCOMO BUILDING PERMIT APPLICATION



Information regarding building in the Village of Claycomo, Missouri.

Building permits are required for new construction, all commercial remodeling, and all residential remodeling if the roofline will be changed.

Applicable Codes:

- 1) Clay County Planning and Zoning has adopted the 2012 International Building Code, 2012 International Residential Code, 2012 International Plumbing Code, 2012 International Fire Code, the 2011 National Electric Code, and the 2012 International Mechanical Code.
- 2) The Village of Claycomo has Adopted the 2018 International Fire Code with Amendments.
- 3) The Village of Claycomo Ordinances

The person requesting the permit must submit the following, ten (10) business days prior to a Board meeting, to provide staff time to review site plans and verify for compliance with building codes:

- 1) Building Permit Application to Claycomo, Copy to Clay County Planning and Zoning.
- 2) **3 sets of construction plans, site plans** (drawn to scale) stamped by a Missouri registered design professional and a **cost estimate** of the project. Construction plans and site plans may submitted in a digital format (CD or Flash Drive) The site plan, as a minimum, must identify;
 - Location and actual dimension of the lot
 - Setback requirements
 - Building area (in relation to the lot dimensions)
 - Location of tie-in to public access (street)
 - Any accessory building(s)
 - Any utility easement(s) or public right-of-way(s)

NOTE: The submitted plans will be routed to City Hall, Fire Department, and you will need to submit one to Clay County Planning and Zoning.

NOTE: Any application in which property is located within a floodplain will require additional paperwork that must be completed and submitted with the construction plans.

All building permits are reviewed for approval by the Board of Trustees at a regular session meeting.

All fees will be due upon approval of the permit by the Board of Trustees and prior to any work conducted. One set of approved plans will be returned with the permit at time of issuance.

Once approved plans and permit is received, the applicant will need to schedule a pre-construction meeting with Clay County Planning and Zoning, call (816) 407-3380. All inspections will require a minimum of a twenty-four (24) hour notice for scheduling purposes. Call (816) 452-4612 for scheduling of the fire inspections.

For commercial and industrial builds, the Fire Department shall receive digital "as-built" plan.

Once all requirements have been met, a Certificate of Occupancy will be issued by the Village of Claycomo. The building cannot be occupied before the Certificate of Occupancy has been issued.



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Project Information (Office Use)		
App Date:	Occ ID:	Project ID:
Completed Date	Building Permit:	C of O:

Contact Information	
Applicant / Point of Contact	
Name:	Phone:
Address:	
E-Mail Address	
Business	
Name:	Phone:
Address:	E-Mail Address
Owner	
Name:	Phone:
Address:	E-Mail Address:
Contractor/Builder	
Name:	Phone:
Address:	E-Mail Address:

Building Site				
Address:	Subdivision:	Lot#:		
Type of Construction:	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial		
Type of Project:	<input type="checkbox"/> Single Family	<input type="checkbox"/> Two Family	<input type="checkbox"/> Multi-Family	
	<input type="checkbox"/> Business	<input type="checkbox"/> Addition	<input type="checkbox"/> Accessory Building	
Site Setbacks:	<input type="text"/> ' Front	<input type="text"/> ' Side	<input type="text"/> ' Side	<input type="text"/> ' Rear

Project Specifications			
Structure Dimensions:	<input type="text"/> ' Height	<input type="text"/> ' Width	<input type="text"/> ' Depth
Total Square Footage:	<input type="text"/> ' ²	<input type="text"/> # of Rooms	
Foundation:	<input type="checkbox"/> Poured Concrete	<input type="checkbox"/> Block	
Framing:	<input type="checkbox"/> Wood	<input type="checkbox"/> Metal	<input type="checkbox"/> Block
	<input type="checkbox"/> Brick	<input type="checkbox"/> Brick Veneer	<input type="checkbox"/> Other
Roofing:	<input type="checkbox"/> Asphalt Shingle	<input type="checkbox"/> Metal	<input type="checkbox"/> Ceramic

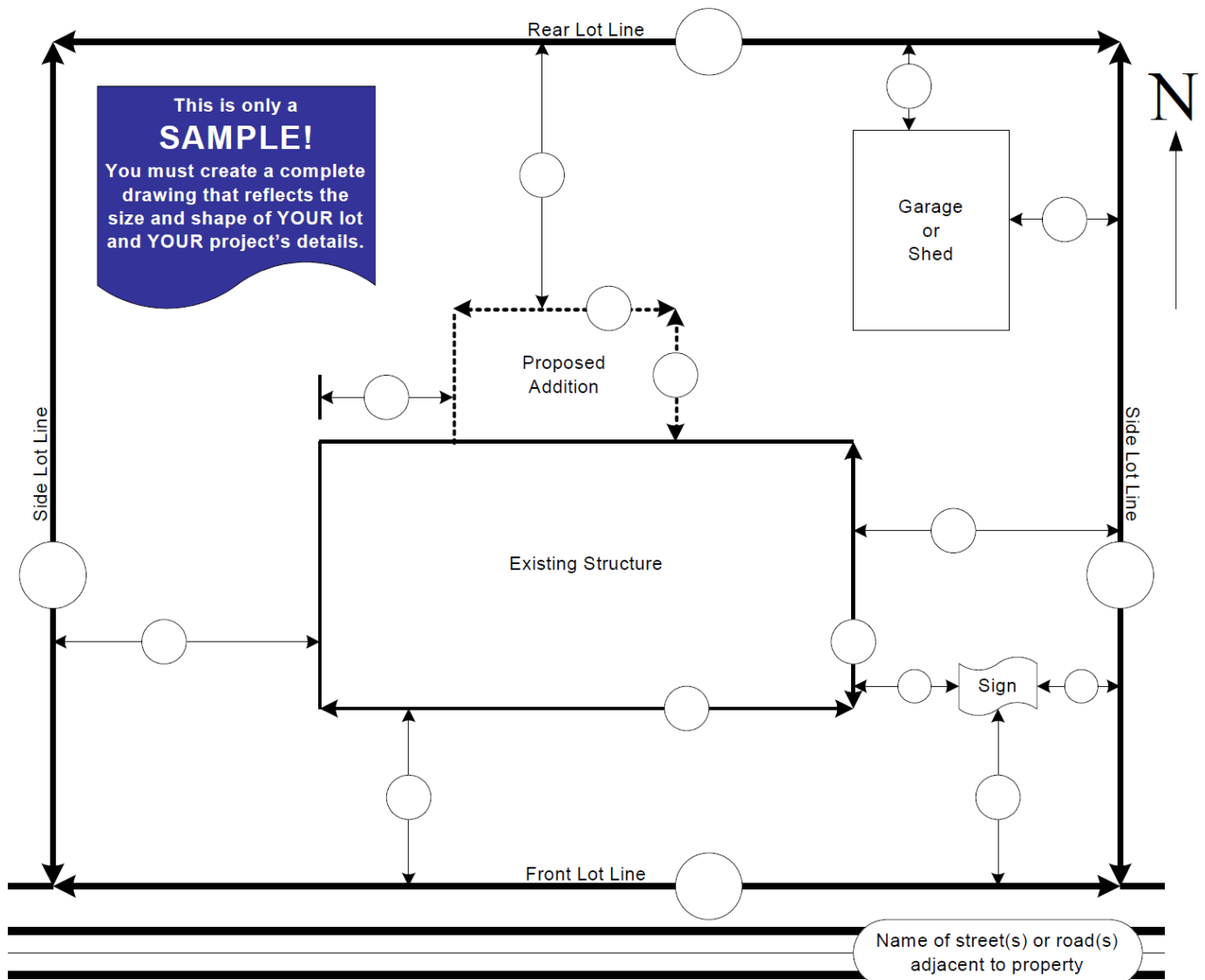
Is property in a Floodplain? Yes / No

If yes, certification must be provided prior to the issuance of a permit to develop and that the proposed development will result in no increase in the base flood (100 year) elevation.

Cost Estimate of Project: \$ _____ .00

Sample Site Plan

- 1) On an 8-½ x 11 sheet of standard paper (or larger), draw your individual property. Your drawing MUST be to scale and show adjacent street(s) and roads(s), with a direction arrow indicating north.
- 2) Show ALL buildings, mobile homes, garages, sheds and any other structures on your property on the site plan, regardless of the reason for requesting a permit.
- 3) If the requested permit is for an addition, show the existing structure(s) with solid lines and the addition(s) with dotted lines.
- 4) After locating all structures on your property, show distances in feet from lot lines and for key elements of the plan (as illustrated by the circles in the sample, below).
- 5) Sign and date your site plan drawing before submitting it with your permit application.
- 6) The drawing below is SAMPLE ONLY. Your lot and building(s) will differ in size, shape and scale. Your drawing must accurately reflect YOUR property and YOUR project. Where the shapes of building(s) differ, include measurements for the offsets from the lot lines or other parts of the building(s).





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In consideration of the granting of this permit, I hereby agree and bind myself to construct and perform all of said work in accordance to the requirements of the Village of Claycomo Ordinances; and further agree to observe all other ordinances of the Village regulating such work, that said building(s) and improvement(s) will be made in a good substantial and workmanlike manner, to the satisfaction and approval of the Building Inspector, and that I will assume all risk and be responsible for all damage that might occur by reason of said improvements.

Signature

Phone

Address

Date

Duplicate plans for construction, alterations and additions, drawn to scale, showing the location and actual dimensions of the lot to be occupied, the dimensions and location on the lot with measurements from all lot lines to foundation lines of the building have been received in this office.

Village Representative

Date

Plans approved by the Board of Trustees on _____.

Village Clerk