

# Woodland-Lakes Building Permit Form

Date of Application: _____	Office – Reviewed by: _____
Property Owner Name: _____	Lot, Block, Section: _____
Street Name: _____	Type of Lot: _____
Variance Needed: _____	Phone #: _____

**No construction shall be permitted until permit is approved and signed by Board Members.**

**Email:** \_\_\_\_\_

**Preferred method of communication: Email \_\_\_\_\_ Phone \_\_\_\_\_**

### Type of Permit

**Aerators**  
\_\_\_\_\_

Aerator Waste Systems and Holding Tanks are no longer permitted by the Trusteeship. You must obtain a permit either from the Missouri Dept. of Health or the Washington County Health Dept. The permit must be submitted to the Trusteeship prior to approval of permits for homes or mobile homes being granted. All systems must comply with state laws concerning wastewater. Septic tanks are not allowed, and aerators must have a chlorinator.

**Boat Docks**  
\_\_\_\_\_

Size: \_\_\_\_\_ X \_\_\_\_\_ Floatation Type: \_\_\_\_\_  
All flotation devices must be of non-corrosive material.  
Must meet minimum construction standards.

**Camping Cabins**  
\_\_\_\_\_

Size: \_\_\_\_\_ X \_\_\_\_\_ Square footage of building \_\_\_\_\_  
(See specification sheet) Detailed plans must be submitted and approved by the Board of Trustees before construction. **ALL MATERIALS CLOSE TO THE GROUND MUST BE TREATED.** Must meet minimum construction standards. Cabin must be completed within six months of permit approval.

**Carports**  
\_\_\_\_\_

Size: \_\_\_\_\_ X \_\_\_\_\_ Commercially Manufactured / Site Constructed

**Deck/Patio Cover**  
\_\_\_\_\_

Size: \_\_\_\_\_ X \_\_\_\_\_  
Must meet minimum construction standards. **ALL MATERIALS CLOSE TO THE GROUND MUST BE TREATED.**

**Garage**  
\_\_\_\_\_

Size \_\_\_\_\_ X \_\_\_\_\_

**Homes**  
\_\_\_\_\_

Size \_\_\_\_\_ X \_\_\_\_\_ Square Footage: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Exterior construction must be completed within six months of excavation. Must be a minimum and 720 square feet on multi-purpose lots. A wastewater permit from the county or state must be submitted with plans. Approved sewage or wastewater facilities must be installed and in operation before a dwelling is occupied.

**Mobile Homes**

Size \_\_\_\_\_ X \_\_\_\_\_ Year \_\_\_\_\_ Brand \_\_\_\_\_

Storage Sheds

Wells

Other

**New or Used**  
 (See specification sheet) Photos of used units or floor plan for new units required with permit application. A wastewater permit from the county or state must be submitted with permit application. Approvals subject to final site inspection. Must be set up and fully skirted within 90 days of placement. Upon approval a 30-day permit will be issued. If the unit will not be delivered within the 30-day period, you must obtain another permit. You will be given a pink permit-form, which must be signed by the gatekeeper when delivered. Approved sewage or wastewater facilities must be installed and in operation before the mobile home permit is approved.

Size \_\_\_\_\_ x \_\_\_\_\_  
 Commercially manufactured or Site Constructed  
 Must be approved prior to placement or construction. Plans for constructed sheds must be submitted with permit application. Must meet minimum construction standards MATERIALS CLOSE TO THE GROUND MUST BE TREATED WOOD. Must be completed within 60 days of permit approval. Must be painted or otherwise finished on exterior. Final approval is subject to site inspection.

Must comply with Private Well Construction Standards. MO Revised Statutes 156.600.

**Please notify office when job is completed**

This permit may be revoked should the terms and conditions of its issuance not be fulfilled. Revocation will require removal of permitted item.

***By signing, I agree to give Woodland Lakes representatives permission to enter the property location for the purposes of inspections.***

Signature of Owner

First Approval

Final Inspection Signature and Date

Signature	Date
Signature	Date
Signature	Date

***By approving your permit, the board of Trustees make no representations as to the structural soundness or safety of the structure to be built nor that the structure will be built in a good and workmanlike manner and all liability and risk of construction is assumed by the applicant.***

**Permit Specifications**  
**Woodland Lakes Trusteeship, Inc.**

Name: \_\_\_\_\_ Lot, Block, Section: \_\_\_\_\_

**This Portion to be completed only when building is not commercially manufactured.**

*Structural questionnaire for decks, sheds, camping cabins, screen rooms, garages and patio covers:*

Please place an X in the appropriate boxes

**Type and Size of Structure**

<input checked="" type="checkbox"/>	Deck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Camping Cabin	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Screen Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Garage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Patio Cover or Carport	<input checked="" type="checkbox"/>

**Type of Foundation**

<input type="checkbox"/>	Concrete Slab	<input type="checkbox"/>	Skids	<input type="checkbox"/>	Piers
<input type="checkbox"/>	Deck Blocks	<input type="checkbox"/>	Posts	<input type="checkbox"/>	Other
<input type="checkbox"/>	Footing with Foundation Walls	<input type="checkbox"/>	Footing Depth _____ Footing Size _____	<input type="checkbox"/>	Mesh Specs _____ Size of Rod _____

**Type of Floor**

<input type="checkbox"/>	Gravel	<input type="checkbox"/>	Concrete	<input type="checkbox"/>	Plywood
<input type="checkbox"/>	Other	<input type="checkbox"/>		<input type="checkbox"/>	

**Floor Framing**

<input type="checkbox"/>	Reinforced Concrete	<input type="checkbox"/>	Floor joist with band boards	<input type="checkbox"/>	Other
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**Type of Wall**

<input type="checkbox"/>	Posts & Headers	<input type="checkbox"/>	2x4 Studs	<input type="checkbox"/>	2x6 Studs
<input type="checkbox"/>	Other	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Spacing of Structural Members in Wall	<input type="checkbox"/>	Size of Beams or Headers	<input type="checkbox"/>	Window size _____ Door size _____

**Exterior Wall Coverings**

<input type="checkbox"/>	Plywood	<input type="checkbox"/>	Siding	<input type="checkbox"/>	Screen
<input type="checkbox"/>	Glass	<input type="checkbox"/>	Other	<input type="checkbox"/>	

**Type of Roof**

<input type="checkbox"/>	Style of Roof	<input type="checkbox"/>	Pitch of Roof	<input type="checkbox"/>	Truss Spacing
<input type="checkbox"/>	Rafter Spacing	<input type="checkbox"/>		<input type="checkbox"/>	

**Sheathing or Roofing Material Supports**

<input type="checkbox"/>	Plywood - Size	<input type="checkbox"/>	2x4's	<input type="checkbox"/>	2x6's
<input type="checkbox"/>	1 x Material	<input type="checkbox"/>	Other	<input type="checkbox"/>	

**Roof Coverings**

<input type="checkbox"/>	Asphalt Shingles	<input type="checkbox"/>	Fiberglass Shingles	<input type="checkbox"/>	Wood Shingles
<input type="checkbox"/>	Manufactured Metal	<input type="checkbox"/>	Other	<input type="checkbox"/>	
<input type="checkbox"/>	Prefinished	<input type="checkbox"/>		<input type="checkbox"/>	

For material recommendations, please refer to attached chart. Please attach a drawing of the proposed improvement.

**Size:** Maximum area 520 sq. ft. on multi-purpose lots. Porch is optional (see requirements below).

**Types of Roofs:** Gable, Hip or Gambrel

**Structure of Roof:** 2 X 4 trusses 24" on center with gussets or steel plates at all joints. Minimum 12" overhang

**Roof Covering:** Roof must have a minimum 3" to 1' slope. Plywood or wafer board covering not less than 7/16 inch. Fiberglass or asphalt shingles with a 20-year limited warranty and including metal drip edges. Wood shingles, wood shake or pre-finished metal properly installed are acceptable.

**Side Walls:** Minimum 2 X 4 studs 16" center with single bottom plate and double top plate. Side walls 8' high. Exterior wall covering shall be exterior grade plywood, textured 111, cedar plywood or equivalent.

Material must be stained or painted where applicable. Where cedar or vinyl siding is used an insulation board may be used provided that 4 X 8 sheet of plywood is used on each corner for stability.

**Floor Framing:** Minimum joist 12" on center may be used only with skid construction not to exceed 6' on center.

2 X 4 joist span not to exceed 6'

2 x 6 joist span not to exceed 12'

2 x 8 joist span not to exceed 16'

Bridge blocks in floor to support at all floor seams.

**Floors:** Sub floor shall not be less than 5/8" plywood.

**Foundation:** Building shall be constructed or placed on concrete slab, skids, piers or footing and must be level, plumb and square. Skids shall be two or more 4 X 6 skids pressure treated not more than 6' apart.

**Windows:** Minimum of 1 - 24" x 24" side slide or 24" x 36" up/down

**Porch:** May be screened or glass enclosed and must not exceed 50 percent of the enclosed area of cabin.

Example: 120 sq. ft. building may have a 60 sq. ft. porch.

**Electric:** Not required on lot

**Storage Sheds (All).** Storage buildings shall comply with the following as appropriate:

Commercially constructed buildings must be new or in good repair with no rust or similar defect evident.

Storage building roof type and materials will be approved on a case basis.

Plans or specifications shall be submitted for each storage building. For a commercially constructed building, a specification sheet shall be sufficient.

All storage buildings must be completed within sixty days of construction start.