



CITY OF CARTERVILLE
Application for Building Permit & Certificate of Occupancy

Fee \$ _____ Date _____ Permit # _____

Est. cost of Construction \$ _____

Bldg Address _____ **Lot/Subdivision** _____

Zoned: RS / RM / M / C / I / A **Flood Zone:** Yes No **Lead/Cadmium Area:** Yes No **Storm Water Plan:** Yes No

Property Owner _____

Name _____ Address _____ City/State/Zip _____ Ph # _____

(NOTE: Please provide a copy of a recorded Deed for proof of ownership and a survey if applicable.)

Contractor _____

Name _____ Address _____ City/State/Zip _____ Ph # _____

Permit For _____ **Use of Building** _____ **# of Dwelling Units** _____

Number of feet from property lines: Front _____ Sides: _____ / _____ Rear _____

Structures presently on site _____ **Size of property** _____ X _____ = _____ Sq Ft/Acres

	<u>Finished</u>	<u>Unfinished</u>		
Basement square footage	_____	_____	=	_____
1 st Floor square footage	_____	_____	=	_____
2 nd Floor square footage	_____	_____	=	_____
Other	_____	_____	=	_____
Garage attached/detached	_____	_____	=	_____
Deck/Porch/Etc...	_____	_____	=	_____
				TOTAL Sq Ft: _____

Number of bedrooms _____ bathrooms _____

Height of bldg to Peak _____ Elevation _____

Type of foundation: Basement Crawl space Slab with footing

THE FIRST FOUR SUB-CONTRACTORS AND THE MAIN CONTRACTOR MUST HAVE CITY LICENSE IN PLACE BEFORE A BUILDING PERMIT WILL BE ISSUED!

Additional sub-contractors on jobsite:

Carterville City License #

Excavation _____

Concrete _____

Block Layer (Foundation) _____

Framer _____

ALL ADDITIONAL SUB-CONTRACTORS MUST HAVE CITY LICENSE IN PLACE PRIOR TO STARTING THEIR PHASE OF WORK ON ANY PROJECT.

Electrician	_____	_____
Plumbing	_____	_____
Insulation	_____	_____
Roofing	_____	_____
Drywall	_____	_____
Mechanical (HVAC)	_____	_____
Garage Door	_____	_____
Cabinet/Countertop	_____	_____
Carpet & Tile	_____	_____
Exterior Finish	_____	_____
Siding	_____	_____
Brick Layer/Stucco	_____	_____
Guttering	_____	_____
Windows	_____	_____
Landscaping	_____	_____
Other	_____	_____

The City of Carterville’s right to connect fees is only to allow the tapping or connection to the City of Carterville’s utilities. This fee does not imply the City of Carterville’s utilities are located on or at your lot/property or project. If the City of Carterville’s utilities are off-site of your lot/property or project it is the responsibility of the Permit applicant/builder/developer of this intended permit to acquire the necessary easements and incur all the additional cost of the extension of the City of Carterville’s utilities to your lot/property or project. The City of Carterville’s utilities shall be constructed per the City of Carterville specification ordinances. The issuance of this permit does not imply nor ensure the City of Carterville utilities are located on your lot/property or project nor does it imply the City will incur the cost to bring the City of Carterville’ utilities to your lot/property or project for either residential or commercial projects. (utilities definition includes sewer lateral/sewer main/water main/water service connection)

Please email collector@cartervillemo.com **24 hours in advance** to schedule an inspection; *failed inspections require correction and a \$50 re-inspection* fee before further inspections.

This permit is valid for one year from date of issue. If the construction is not completed within the time frame allowed you must reapply. No permit fees or inspections will be reimbursed, even if all inspections were not performed due to the expiration of the permit. A new permit fee will be required, along with remaining inspection fees and must be paid before work can resume.

Estimated Construction Start Date: _____

Estimated Construction End Date: _____

No permit will be approved or issued until the completed building permit application has been filed in the office of the City Clerk and all appropriate fees have been paid. Please allow up to five days for processing.

I understand that a **CERTIFICATE OF OCCUPANCY** is required prior to occupancy of this structure and that, no structure shall be occupied until the structure passes the Final Inspections and a **CERTIFICATE OF OCCUPANCY** has been issued.

I hereby certify that I have read and examined this application and I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of applicant: _____ Date _____

Address _____

Phone # _____

Please provide a survey/sketch plan with proposed location of building.

1. Please show, and label, streets/roads and indicate location of driveway.
2. Please show the location and dimensions of the proposed building in relation to lot lines.
3. Indicate location of wastewater treatment in relation to structure and lot lines
4. Indicate and label all existing structures on property.
5. For additions, indicate existing structure and location of addition.

Rear (Property Line)



Front (Street Frontage)

READ AND REVIEW CAREFULLY

I further understand that per Section 505.050, the Building Inspector or other competent person designated by them or as their agent shall have the right to enter into any building or structure in the discharge their official duties; and for that purpose he/she shall be given prompt access to all buildings or structures, public and private, on application to the company or individual owning or having charge or control thereof. Any person who denies access to the Building Inspector or their agent shall be in violation of the terms of the application for building permit and said permit may be revoked at the discretion of the Building Inspector.

Signature of applicant: _____ Date: _____

Phone number: _____ Email Address: _____

The City Administrator, Building Inspector, and the Superintendent of Public Works will review your application, along with the site plan detail. They may approve, conditionally approve, or deny the application. If not approved, the applicant shall be notified by City Hall or Building Inspector of such action, pointing out deficiencies and outline the remedy deemed necessary to gain approval of the application.

ADDITIONAL PERMIT INFORMATION

The Building Inspector will review the land use and zoning regulations pertinent to the applicant's request to place (or construct) a structure.

BUILDING SITE/LOT PLAN INFORMATION:

1. A copy of your plat drawing of the building site/lot plan preferred to be prepared by a registered land surveyor or registered engineer showing address, legal description, boundaries, date, north arrow, grade and scale of the plat with the following noted:
 - a) Lot number (or indicate metes and bounds)
 - b) Location of building/structure on the lot and its accurate measurements
 - c) Location of all present, proposed public and private ways, driveways, and curbs.
2. City water and sewer must be available for you to connect at your building site/lot. Septic tanks (or private sewage systems) and wells for potable water are not permitted within the city.

Does your building site/lot have water and sewer? Yes No

Are you building on a lot that has had no previous building or structure? Yes No

3. If applicable, existing and proposed topography shown at not more than two-foot intervals, if any portion of the parcel is in the 100- year flood plain, the area shall be shown, with base flood elevations.
4. Explain storm water runoff control plan and drainage system. Indicate pattern of water discharge.
5. Zoning district boundaries adjacent to site perimeter.

Will the building be totally electric or have natural gas? Yes No

Please email collector@cartervillemo.com 24 hours in advance to schedule an inspection; ***failed inspections require correction and a \$50 re-inspection fee*** before further inspections. Please make a note to email collector@cartervillemo.com or stop by City Hall to set up all inspections.; a **24-48 hour** notice is required. There will be NO inspections scheduled on the weekends. Please make inquires to the building inspector regarding current code.

INSPECTIONS

The following are just some of the items that will be looked at throughout the construction process which seem to cause failures. This is just a partial list of items that will be looked for during routine inspections.

ADDRESSES POSTED ON BUILDING SITE

The correct address must be posted on the building site. The sign may be one furnished by your supplier or of your design, it must be easily visible from the street.

FOOTING INSPECTION

Before scheduling a footing inspection, you must have silt fencing in place and you must pull a string line between all four (4) property corner pins. Required setback rules from property lines are as follows: Interior lots-fifteen (15) feet front and back minimum, eight (8) feet side minimum. Corner lots must follow the same rules as interior lots with the following exception for side yard which must be fifteen (15) feet minimum from property line on street side. Silt fencing is required if soil may run off the site during a rainstorm.

FOUNDATION INSPECTION

Anchor bolts should be on six (6) foot centers and a bolt within twelve (12") inches of every corner and joint.

FLOOR INSPECTION

A floor inspection is required on all wood frame floors and slab floors. A wood floor must be inspected prior to laying sub flooring. A slab floor inspection is required before concrete may be poured.

FRAMING INSPECTION

Make certain you are not exceeding wall framing heights with 2x4 framing material. Bedroom egress minimum window must be 20" x 24". The maximum windowsill height from the floor is 44". Hurricane ties must be used securing the ceiling joists and rafters to the walls.

ROUGH IN ELECTRIC INSPECTION

All wiring must comply with the National Electric Code as adopted by the City of Carterville. Smoke detectors in all bedrooms and adjoining hallways must be interconnected. When you email for a permanent electrical inspection be sure you have all GFCI's and AFCI's in required locations. Absolutely no electrical panels located in bedroom closets or bathrooms.

ROUGH IN PLUMBING INSPECTION

Nail guards are required on all stud and plate penetrations within 1 ½" of wall surface edge. A minimum of a 12" x 12" framed opening for access to all slip joints on tub installations. Check for correct water heater installations. Install pans where required and proper pressure relief valve piping per code.

MECHANICAL SYSTEMS INSPECTION

Flex ducting needs to be supported at least every four (4) feet, no kinks are allowed. Make sure all boots are completely insulated. The secondary drain from emergency pan needs to terminate at a conspicuous place. The minimum attic access opening to equipment must be 22" x 30".

PERMANENT ELECTRICAL INSPECTION

Service head and disconnect installed with service lateral dug out four (4) feet from house. All bonding and grounding complete. Conduit properly clamped to structure.

MISCELLANEOUS ITEMS

Stairway construction needs close attention to detail regarding tread height, tread depth, nosing, handrails and all clearances.

Permits for new construction and remodel are based on total cost of construction as follows:

Square feet of living space x 50.00 = assessed value

Valuation

Under \$100	No charge
\$101 - \$10,000	\$5 per \$1000
\$10,001 - \$25,000	\$50 for 1 st \$10,000 + \$4 per ea additional \$1000
\$25,001 - \$50,000	\$100 for 1 st \$25,000 + \$3 per ea additional \$1000
\$50,001 - \$100,000	\$175 for 1 st \$50,000 + \$3 per ea additional \$1000
\$100,001-\$500,000	\$325 for 1 st \$100,000 + \$2 per ea additional \$1000
\$500,001 +	\$1125 for 1 st \$500,000 + \$2 per ea additional \$1000

Residential Inspection Fees

Type of Inspection	Cost Per Inspection	Information
Building	\$40.00 ea	Footings, Framing, Sheeting
Plumbing	\$40.00 ea	Rough-in, Gas
HVAC	\$40.00 ea	HVAC Systems
Electrical	\$40.00 ea	Temporary Service, Rough-In
Re-Inspections	\$50.00 ea	Per failed inspection
Finals	\$60.00 ea	Per FINAL inspection on each Trade
Plan Reviews	\$50.00 ea	Per Set of Plans to be reviewed

Commercial Inspection Fees

Type of Inspection	Cost Per Inspection	Information
Plumbing	\$60.00 ea	Rough-In
Electrical	\$60.00 ea	Temporary Service, Rough-In
Re-Inspections	\$80.00 ea	Per failed inspection
Street Excavation	\$40.00 ea	Driveways, Sidewalks, Street Repairs
Grease Traps	\$30.00 ea	
Finals	\$100.00 ea	Per FINAL inspection on each Trade
Plan Reviews	\$100.00 ea	Per Set of Plans to be reviewed