



City Of Billings P.O. Box 207 Billings, MO 65610
Ph. 417-744-2581 x 303 202 NE US Hwy 60 Fax 417-744-4560

BILLINGS, MISSOURI

2019 BUILDING PERMIT PROCEDURE

**CONTRACTOR'S LICENSE REQUIRED (25.00 per Calendar Year)
MUST PROVIDE WORKMAN'S COMP. INFORMATION AND/OR
CERTIFICATE OF INSURANCE**

No new Building should be constructed, nor should any existing building be enlarged, or structurally altered, until Contractor or Builder has applied for and received both a Zoning Approval and Building Permit from the City.

Applications for Building Permits and Zoning approval should be accompanied by a Site Plan of the structure to be constructed, enlarged or structurally altered.

The Site Plan should reflect the overall dimensions of the lot upon which construction will take place together with the dimensions of the building or structure should include the height thereof.

Front, Back and Side Yard setbacks should be reflected upon the site Plan.

- (1) The application and site plan should first be reviewed by the zoning officer to insure conformance with the city's zoning ordinance. This would include confirmation that the structure will conform to permitted uses within the zoning district. The zoning official would also make sure that the lot is of sufficient size, as required by the zoning ordinance, for the structure to be built thereon; that the size and height of contemplated structure conforms to the requirements of the zoning ordinance; and that the size and location of the structure on the lot conforms to all setback requirements set forth by the city's zoning ordinance.
- (2) Once the zoning official has verified conformance with the zoning ordinance, the building inspector should review the submitted documents. The building inspector may require additional information to insure the building or structure will conform to all code requirements. Where the zoning official and building inspector is the same person, the examination for conformance with zoning and building codes would take place at the same time.

- (3) Once the zoning official and building inspector have confirmed everything is in order, a building permit shall be issued after payment of appropriate fee to the Deputy City Clerk or her designee per city's ordinance. Article XI Residential & Commercial Construction-Schedule of Fees. Section 500.120. Schedule of Fees Licenses, Inspections & Permits.
- (4) Applicant is required to pay the fee at this time. Permit Cost will be based on square footage of structure by building inspector. Receipt for it will be given, along with a permit number, signed and dated by the Deputy City Clerk and applicant.
- (5) Building inspector meets with applicant at job site, if all requirements are approved; Building inspector then issues the actual building permit/hard card. Building permit/hard card must be posted on the job site at all times.
- (6) On site inspections required during the building process.
 - a. Footing Inspection
 - b. Foundation Inspection
 - c. Sewer Ditch Inspection
 - d. Electrical Inspection
 - e. Framing Inspection
 - f. Electrical Inspection
 - g. Plumbing Inspection
 - h. Mechanical Inspection
 - i. Driveway or Culvert Inspection
 - j. Final Inspection for Occupancy

If it becomes necessary for the Building Inspector to inspect any of the above more than twice (2), due to a failure to meet code requirements or design standards, an additional inspection fee of \$30.00 per inspection, paid in advance shall be charged.

- (7) New construction materials will be required for all construction.
- (8) Work must start within 30 days from date the building permit is issued, work must be completed within 9 months from start date. A written notification for extension needed to complete existing building project would require an extension permit at 1/3 of the cost of original permit.
- (9) Upon completion of the structure/building, the building inspector signs off on the building permit/Hard Card. This Hard Card/Building Permit must, then be presented to the Deputy City Clerk, who will issue an Occupancy Permit to the Applicant.

FOR ADDITIONAL INFORMATION REGARDING YOUR PROJECT PLEASE
CONTACT:

417-380-8933 Terry Danley, Building Inspector

City Attorney and City Engineer upon recommendation by City Official

IT IS UNLAWFUL TO OCCUPAY THE STRUCTURE PRIOR TO RECEIVING
THE OCCUPANCY PERMIT.



BUILDING PERMIT

APPLICATION / INFORMATION FORM

APPLICANTS NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE NO. _____

TYPE OF STRUCTURE: _____

STRUCTURE DIMENSION'S:

LENGTH _____

WIDTH _____

HEIGHT _____

SQUARE FOOTAGE: (L x W) _____

LOT SIZE _____ (L) _____ (W) _____

FOUNDATION: ____ () YES _____ () NO _____

CONCRETE SLAB: __ () YES _____ () NO _____

SIDING: () METAL () WOOD () VINYL () BRICK () OTHER

ROOF TYPE () FLAT () GABLE () HIP () OTHER

ROOFING MATERIAL () METAL () SHINGLES () OTHER

ELECTRICAL SERVICE REQUIRED () YES () NO

PROPOSED STARTING DATE: _____

PROPOSED COMPLETION DATE: _____

DO YOU UNDERSTAND BILLING'S LAND USE REGULATIONS AS PERTAINS TO THIS APPLICATION? _____ () YES _____ (NO)

DO YOU UNDERSTAND THAT IS YOUR RESPONSIBILITY THAT ALL WORK TO BE DONE WILL BE IN COMPLIANCE WITH THE LAWS AND ORDINANCES PERTAINING TO SAME AND IN CONFORMITY WITH THE PLANS FILED WITH THS APPLICATION AND APPROVED BY THE PLANNING AND ZONING OFFICER AND THE BUILDER INSPECTOR AS REQUIRED. _____ (YES) _____ (NO)

SHOULD THE BUILDING INSPECTOR DETERMINE THAT AN APPLICANT FAILS TO FOLLOW BUILDING PERMIT PROCEDURES, A STOP WORK ORDER WILL BE ISSUED AND A \$500.00 FINE PER ORDINANCE IF CONVICTED WILL BE IMPOSED. THE STOP WORK ORDER WILL BE IN EFFECT UNTIL THE PROCEDURE VIOLATIONS HAVE BEEN CORRECTED AND THE \$500.00 FINE HAS BEEN PAID.

APPLICANT'S SIGNATURE: _____

DATE: _____

APPROVED BY: _____

DATE: _____

PLOT PLAN

INSPECTION FORM

TO BE SUPPLIED BY CITY

FOR USE BY BUILDING INSPECTOR

RESIDENTIAL AND COMMERCIAL INSPECTION AND PERMIT FEES

Plan Review (all projects)	75.00
Plan Review for remodeling	75.00
Permit fee – living area, attached garage and/or covered porch	.35 per sq. ft.
Permit fee – remodeling of living area and/or garage*	.35 per sq ft.
Permit fee – basement	.15 per sq. ft.
Permit fee – storage building or accessory building on foundation	.15 per sq. ft.
Re-wiring inspection (defined as upgrade of service)	50.00
Swimming pool inspection (in ground)	30.00
Sidewalk inspection	20.00
Driveway approach inspection	15.00
Fire damage repair of more than 60% of original structure	.30 per sq. ft.
Fire damage repair of less than 60% of original structure	.15 per sq. ft.

*Permit required if roof line changes

3 Month extension @ 1/3 the cost

If it becomes necessary for the Building Inspector to inspect any of the above more than twice, due to a failure to meet code requirements or design standards, an additional inspection fee of \$ 30.00 per inspection, paid in advance, shall be charged. Should any plans or inspections require the assistance of the city's engineer, the applicant shall be billed for all amounts charged to the city by such engineer and a final inspection shall not take place, nor an occupancy permit issued, until all such fees and charges have been paid and satisfied.

Should the Building Inspector determine that an applicant has failed to follow building permit procedures, a Stop Work order shall be issued. Anyone convicted of violating any of the provisions of this ordinance shall be fined up to \$ 500.00 per occurrence. The Stop Work order will be in effect until the procedure violations have been corrected and all fines have been paid in full.

Updated 11/13/2014