

*City of Holts Summit*  
*Instructions for Building Permit Holder*

The purchaser of this permit is required and will be held accountable to notify the contractor and any subcontractors of the following conditions;

1. Prior to start of any construction, sewer hookups or road cuts, the builder must have the proper permit(s), business license and post sewer and/or road cut bonds required by the City.
2. All contractors and subcontractors must have a business license issued by the City of Holts Summit. License fee is \$35 at time of application.
3. Inspection request received by 8:15am are scheduled for that day. Requests received after 8:15am will be scheduled the following business day. For footing and sewer connections only, the building inspector must be contacted in order to set up an inspection appointment. Do not open any sewer lateral line without the inspector present on the job site.
4. If the requested items at the work site are not ready for an inspection when the inspector arrives, or the building permit, site address, and permit number are not posted at the job site, the inspection cannot be conducted and a trip fee of \$25.00 will be charged.
5. To ensure safe flow of traffic, all vehicles at the job site will use driveways at the job site and not on-street parking.
6. Because the sewer billing account is established based on the name on the permit, the person that took out the permit is responsible for calling in the inspection and paying the sewer bill.

The following inspections are required:

|             |            |
|-------------|------------|
| Sewer       | Footing    |
| Foundation  | Under Slab |
| Under floor | Rough in   |
| Drywall     | Insulation |
| Driveway    |            |

**\*Final**-The Certificate of Occupancy must be issued by the Building Inspector prior to personal affects or persons being allowed in the building. Violations of this Ordinance can result in DAILY Fines of up to \$500. Your building permit should be available for all inspections as is your Certificate of Occupancy upon final inspection approval.

I have read and accept the above instructions and conditions and agree to compliance to avoid violations which will cause delays and additional costs for the permit holder.

\_\_\_\_\_  
Print Permit Holder Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



City of Holts Summit  
Application For Building Permit

Permit # \_\_\_\_\_ Application Date \_\_\_\_\_ Date Permit Expires \_\_\_\_\_

PROPERTY INFORMATION

Property Address \_\_\_\_\_ Zoning \_\_\_\_\_

Subdivision \_\_\_\_\_ Phase \_\_\_\_\_ Lot# \_\_\_\_\_

Parcel Number (can obtain from Callaway County Assessor: 573-642-0766) \_\_\_\_\_

OWNER INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Please list all contractors Full Name, Complete Address, and Telephone Number. If doing work yourself list self.

| CONTRACTOR         | BUSINESS NAME | ADDRESS | PHONE |
|--------------------|---------------|---------|-------|
| Applicant          |               |         |       |
| Architect          |               |         |       |
| General Contractor |               |         |       |
| Excavation         |               |         |       |
| Concrete           |               |         |       |
| Carpentry          |               |         |       |
| Electrical         |               |         |       |
| Plumbing           |               |         |       |
| Sewer              |               |         |       |
| Mechanical         |               |         |       |
| Roofing            |               |         |       |
| Masonry            |               |         |       |
| Drywall or Lathing |               |         |       |
| Sprinkler          |               |         |       |
| Paving             |               |         |       |
| Fire Alarm         |               |         |       |

**\*\*NO PERMIT WILL BE ISSUED UNTIL ALL SUBCONTRACTORS HAVE A BUSINESS LICENSE\*\***

PROPOSED USE

LOT SIZE & SET BACKS (From property line to structure, MUST INCLUDE, see next page to complete drawing) Lot size: \_\_\_\_\_

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RESIDENTIAL:

Square Footage: Living area      Basement      Garage      Total \_\_\_\_\_

Number of:      Bedrooms (per unit)      Bathrooms      Stories \_\_\_\_\_

Please Circle Answer:      Type of heat: Electric or Gas      Type of air conditioning: Electric or Gas

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COMMERCIAL/BUSINESS USE ONLY:      Building Square Footage \_\_\_\_\_

Number of:      Bathrooms      Service Sinks      Dishwashers      Floor Drains \_\_\_\_\_  
                    Parking Spaces      Other \_\_\_\_\_

Will structure include a sign?      Yes \_\_\_\_\_      No \_\_\_\_\_  
Fire Protection System?      Yes \_\_\_\_\_      No \_\_\_\_\_

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Estimated Cost of Improvements: \_\_\_\_\_

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ADDITIONAL INFORMATION (Give a brief description of planned project):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# PLOT PLAN LAYOUT

Use Separate Sheet

**City of Holts Summit  
Building Permit Fee Schedule**

**Section A - Miscellaneous**

Sign = \$30 / Driveway = \$30 / Culvert = \$30 / Combination = \$50 / Street = NC / Commercial Electrical Work = \$20

**Total Cost of Section A = \$\_\_\_\_\_**

**Section B – Buildings**

Main Floor \_\_\_\_\_ by \_\_\_\_\_ = total sq. ft. \_\_\_\_\_ x .05 = \$\_\_\_\_\_

Basement \_\_\_\_\_ by \_\_\_\_\_ = total sq. ft. \_\_\_\_\_ x .04 = \$\_\_\_\_\_

**New Construction Fee = \$50.00**

**Total Cost of Section B = \$\_\_\_\_\_**

**Section C – Carports, Garages, Sheds, Decks**

Garage or Carport \_\_\_\_\_ by \_\_\_\_\_ = total sq. ft. \_\_\_\_\_ x \$.04 = \$\_\_\_\_\_

Deck or Shed \_\_\_\_\_ by \_\_\_\_\_ = total sq. ft. \_\_\_\_\_ x \$.04 = \$\_\_\_\_\_

**Minimum for Section C Permit Fee (unless new residence) = \$20.00**    **Total Cost of Section C - \$\_\_\_\_\_**

**Section D – Sewer Connection/Inspections**

Multi-Family - \$400 x # of units    Mobile Home = \$400 x # of pads    Residential = \$600    Commercial = \$1200

Total # of connections \_\_\_\_\_ x fee = \_\_\_\_\_ + \$50 inspection fee    **Total Cost of Section D - \$\_\_\_\_\_**

**Section E – Charges and Payments**

**Total of all sections = \$\_\_\_\_\_**

**Total Amt. Paid \$\_\_\_\_\_    Date Paid \_\_\_\_\_    Check # \_\_\_\_\_    Receipt # \_\_\_\_\_**

Signature of Applicant \_\_\_\_\_    Date \_\_\_\_\_