



**City of Holts Summit**

213 S. Summit Drive  
P.O. Box 429  
Holts Summit, Missouri  
65043

## 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 subcontractor of the following conditions;

1. Prior to the 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 due at the time of application.
3. **NO BUILDING PERMIT WILL BE ISSUED UNTIL ALL SUBCONTRACTORS HAVE A BUSINESS LICENSE.**
4. Inspection request received by 8:15am are scheduled for that day. Requests received after 8:15am will be scheduled for the following business day. For footing and sewer connections only, the building inspector must be contacted to set up an inspection appointment. Do not open any sewer lateral line without the inspector present on the job site.
5. If the requested items at the work site are not ready for 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.
6. To ensure safe flow of traffic, all vehicles at the job site will use driveways at the job site and not on-street parking.
7. 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 the 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

**\*\*Money received will NOT be held until all subcontractors have a business license. All money will be deposited within 24 business hours. \*\***

# Application for Building Permit

PERMIT #: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_ DATE OF EXPIRATION: \_\_\_\_\_

## Property Information

SUBDIVISION: \_\_\_\_\_ PHASE : \_\_\_\_\_ LOT #: \_\_\_\_\_

PARCEL# (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 performing work, yourself, please list it.

CONTRACTOR	BUSINESS NAME	ADDRESS	PHONE	Business License No.
Applicant				
Architect				
General Contractor				
Excavation				
Concrete				
Carpentry				
Electrical				
Plumbing				
Sewer				
Mechanical				
Roofing				
Masonry				
Drywall or Lathing				
Sprinkler				
Paving				
Fire Alarm				

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**Proposed Use**

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

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

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 \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Date

**PLOT PLAN LAYOUT  
Use Separate Sheet**

# Building Permit Fee Schedule

## SECTION A- MISCELLANEOUS

Sign = \$30.00

Driveway = \$30.00

Culvert = \$30.00

Combination = \$50.00

Street = No Cost

Commercial Electric  
Work = \$20.00

Other: (description) \_\_\_\_\_ = \$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 pad Residential=\$600 Commercial=\$1200

Total # of Connections \_\_\_\_\_ x fee = \_\_\_\_\_ + 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

**\*Disclaimer – All fees remitted will be deposited into bank within 24 hours\***