

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

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

City of Holts Summit
Application for Building Permit

Permit # _____ Application Date _____ Date Permit Expires _____

PROPERTY INFORMATION

Property Address _____ Zoning _____

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 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:

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

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
 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