



RESIDENTIAL BUILDING PACKET

1

(New Residential Construction)

**BUILD INFORMATION, FEES &
PERMIT APPLICATION**

181 W. Harrison St. Warsaw, MO. 65355 Phone: (660) 438-5522 Fax: (660) 438-7142

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CITY CONTACTS

NAME	DEPARTMENT	ADDRESS	PHONE
Randy Pogue	City Administrator/Site & Planning Inspector	181 W. Harrison St. Upper Level	660 438-5522
Jessica Kendall	City Clerk	181 W. Harrison St. Upper Level	660 438-5522
Mark Breshears	People Service Water & Wastewater	1255 Tamara Lane Warsaw, MO. 65355	660 723-3115 After Hrs: 888 861-1921
Doug Hedrick	Codes & Facility Director / Site Inspections	181 W. Harrison St.	660 723-2802
Jill Cobb	Clerk /Permit Submittal/Payments	181 W. Harrison Lower Level	660 438-5522
Staff at City Offices	Permit Submittal/Payments	181 W. Harrison Lower Level	660 438-5522

NOTICE TO BUILDERS AND DEVELOPERS

PLEASE BE AWARE OF THE FOLLOWING INFORMATION REGARDING THE CITY OF WARSAW'S BUILDING PERMIT PROCESS.

The City requires permits and inspections for all construction.

The City has up to seven (7) working days to issue a permit. Additional review time may be necessary on a case by case basis as determined by the City staff. I.e. Plan Review

****NO FOUNDATION EXCAVATION SHALL BE STARTED UNTIL A BUILDING PERMIT HAS BEEN OBTAINED!**

The following items MUST BE COMPLETED PRIOR TO PERMIT ISSUANCE:

- ✓ The building inspector will review the application, building plans and site plan.
- ✓ The builder shall have setbacks staked for verification.
- ✓ The proposed type of foundation shall be in compliance with plans and specifications.
- ✓ Doing plan review the owner and city designate utility services and ensure that all elevations are appropriate.

****A BUILDING PERMIT MUST BE PAID FOR & ISSUED PRIOR TO WORK COMMENCING.**

BUILDING INSPECTIONS

Inspection Request:

It's the duty of the person doing the work authorized by the permit to notify Jill Cobb that such work is ready for inspection.

Approval Required:

All construction inspections will follow as outlined on the back of the City's permit.

Required Inspections:

Reinforcing steel or structural frame work of any part of any building or structure shall not be covered or concealed without first obtaining the approval of the building inspector.

**The following inspections are performed and
Must be completed during construction:
A MINIMUM OF 24 HRS NOTICE IS NEEDED TO ALLOW FOR SCHEDULING.**

1. Footings/Foundations
2. Water
3. Sewer
4. Ground & top Rough
5. Plumbing
6. Framing
7. Fireplace
8. Electrical / Electrical Rough
9. Mechanical Rough
10. Driveway
11. Occupancy or Final

RESIDENTIAL CONSTRUCTION FEES

Residential Permit fees are based upon square footage.

PERMIT # _____ CELL # _____

ANY PROJECT REQUIRING A BUILDING PERMIT WITHOUT A LEGAL PERMIT WILL PAY 150% OF THE STANDARD BUILDING PERMIT FEE.

CONTRACTOR /OWNER NAME: _____ LOT# _____

PROPERTY ADDRESS: _____

√ or qty Check all that apply. If more than 1 please indicate in left hand column

FEES (Select all that apply):	
BUILDING PERMIT FEE: (ASSESSED BY TYPE OF CONSTRUCTION)	\$
DRIVEWAY PERMIT FEE: \$25.00 - Obtain/Attach Driveway permit if needed.	\$
SHED: MUST BE OVER 10' X 10' WITH PERMENANT SLAB: FEE based on size	\$
Select One: WATER METER INSTALLATION FEES	
¾" Meter Installation.....\$1,000.00	\$
1" Meter Installation.....\$ 1,500.00	\$
Water Hook Up.....\$ 500.00	\$
Select One: IRRIGATION METER FEES	
¾" Meter Installation.....\$ 500.00	\$
1" Meter Installation.....\$ 1,000.00	\$
Water Hook Up.....\$ 500.00	\$
SEWER	
SEWER HOOK UP\$ 500.00	\$
Other Fee (s) Required:	
	\$
TOTAL FEES DUE	
	\$

Pay all fees at the Community Building –Lower Level Utility Dept.

OFFICE USE ONLY		
Received By:	___ Check # ___ ___ Debit / Credit ___ Cash	Date Paid: ___/___/___



181 W. HARRISON ST. WARSAW, MO.65355.
PHONE: (660) 438-5522 / FAX: (660) 438-7142

PERMIT FEE DUE: \$ _____
DATE PAID: ____/____/____
RECEIPT NO #: _____

OFFICE
STAFF

PERMIT NO# _____

RESIDENTIAL BUILDING PACKET # 1 (New Construction Application/Permit)

For Additions, Home Improvements projects, etc. please obtain "Residential Building Permit # 2"
ANY PROJECT REQUIRING A BUILDING PERMIT THAT IS STARTED WITHOUT A LEGAL PERMIT WILL BE REQUIRED TO PAY 150% OF THE STANDARD BUILDING PERMIT FEE.

DATE OF APPLCATION: ____/____/____

PERMIT VALID FOR 1 YEAR FROM DATE OF APPLICATION

I. LOCATION OF BUILDING/PROJECT (TO BE COMPLETED BY ALL APPLICANTS)

APPLICANT PLEASE COMPLETE ALL 3 PAGES OF APPLICATION

OWNER NAME: _____
APPLICANT NAME: _____ CONTRACTOR / ENGINEER (circle one)
PROJECT ADDRESS _____ CITY _____ STATE _____ ZIP _____
OWNER PHONE: _____ PHONE # 2: _____
ZONING DISTRICT: _____ BETWEEN _____ AND _____
CROSS STREET NAME CROSS STREET

II. TYPE OF BUILDING: "X" to all that apply

TYPE: NEW BUILDING NEW ADDITION ALTERATION REPAIR/REPLACE MOVING OTHER: _____
FOR: SEPARATE GARAGE ATTACHED GARAGE CARPORT PATIO DECK OTHER: _____
**For Roofs, Fences, Signs, Sheds under 10x10 no elect/plumbing, & Driveways use designated application. Obtain online or at City Office.*

III. SELECTED CHARACTERISTICS OF BUILDING "X" TO ALL THAT APPLY

RESIDENTIAL: SINGLE (1) FAMILY TWO OR MORE FAMILY UNITS OTHER: _____
NUMBER OF STORIES: 1 2 3 NUMBER OF BEDROOMS: 1 2 3 4 5
BATHS: # OF FULL BATHS: _____ # OF PARTIAL BATHS: _____
PRINCIPAL TYPE OF FRAME: WOOD FRAME STRUCTURAL STEEL/REINFORCED CONCRETE MASONARY
PRINCIPAL TYPE OF HEATING FUEL: N/A GAS OIL ELECTRICTY COAL OTHER _____
TYPE OF MECHANICAL: WILL THERE BE AIR CONDITIONING? YES NO WILL THERE BE AN ELEVATOR? YES NO
FOUNDATION TYPE: SLAB-CONCRETE WOOD MASONARY GRAVEL

IV. TOTAL COST\$ & SQUARE FOOTAGE- Must Provide

Residential building permits shall be assessed on the finished living area at twenty-five cents (\$.25) per square foot with all inspection at no cost. Includes projects: Decks, slabs, roofs, additions etc. unless marked otherwise.
COST: ESTIMATED TOTAL COST OF PROJECT:\$ _____ (Includes labor/materials, etc.)
TOTAL SQ. FEET OF PROJECT: _____ *Residential Permit Fee due based on total square footage x .25

Applicant Signature

I hereby certify 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 authorized agent and we agree to all applicable laws of this jurisdiction. I have read and understand the required guidelines & building permit process.

APPLICANT SIGNATURE: _____ DATE ____/____/____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

APPLICANT PLEASE CONTINUE TO NEXT PAGE!
Office Staff Section

Signature of Approval _____ Date: ____/____/____
Print Name: _____

STREET: _____

OWNER: _____

v. CONTRACTORS/SUB-CONTRACTORS APPLICANT(S) (MUST READ)

*The City of Warsaw now requires a contractor and sub-contractors working on any project within the City limits of Warsaw to first obtain a business license.

*General contractors must complete this form, listing all sub-contractors that will be working on the project.

*Licenses must be obtained before any type of work begins by any contractor/subs. *Contractors who do not obtain a city business license prior to work may result in a STOP WORK ORDER on the project until the license(s) have been issued.

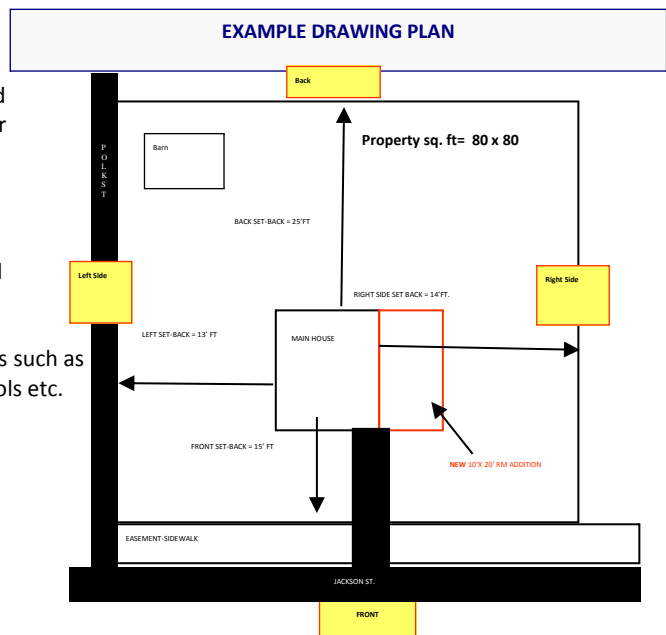
CONTRACTORS/OWNER: MUST COMPLETE BELOW FOR EVERY CONTRACTOR/SUB INVOLVED IN PROJECT.

CONTRACTOR/COMPANY NAME	LICENSED IN WARSAW? YES / NO <i>If No-must obtain City business License</i>	PHONE #
SAMPLE: JOE SMITH / JS ELECTRICAL & PLUMBING	YES / NO IF NO OBTAIN CITY LICENSE	660-438-1234
	YES / NO IF NO OBTAIN CITY LICENSE	
	YES / NO IF NO OBTAIN CITY LICENSE	
	YES / NO IF NO OBTAIN CITY LICENSE	
	YES / NO IF NO OBTAIN CITY LICENSE	
	YES / NO IF NO OBTAIN CITY LICENSE	
	YES / NO IF NO OBTAIN CITY LICENSE	
	YES / NO IF NO OBTAIN CITY LICENSE	
	YES / NO IF NO OBTAIN CITY LICENSE	

SITE PLAN REQUIREMENTS FOR RESIDENTIAL CONSTRUCTION

The following optional items must be included on a plot plan: **DRAW PLANS NEXT PAGE!!**

- Existing property line and description.
- Platted building set back or building restrictions lines.
- Existing easements, right of ways, watercourses, sewer & man holes etc. or other documents containing desired appropriate information affecting the property, whether recorded or observed.
- Exterior dimensions of all buildings at ground level.
- Square Footage of:
 1. Lot
 2. Exterior footprint of all buildings or gross floor area of all buildings at ground level.
 3. Identify any possible height restrictions.
- Substantial visible improvements in addition to buildings such as sidewalks, signs, parking areas, or structures, swimming pools etc.
- Indication of access to public streets and alleys
- Existing utility information as recorded or visible.
- Distance between main building and accessory building.



CONTINUE TO DRAW PLAN PAGE.

DRAW PLAN or attach proposed plans.

SET-BACK MEASUREMENTS: **Please provide all set-back distances.

Front = _____ ft. _____ inches **Back** = _____ ft. _____ inches

Left Side = _____ ft. _____ inches **Right Side** = _____ ft

