

BUILDING PERMIT APPLICATION Fee \$75.00

<u>Please provide all the requested items on page 3 prior to submission, application fees are non-refundable.</u>

Street:	Parcel:			
Zoning District:				
Owner Name:	Addres	Address:		
City:	State:	Zip:		
Phone:	Cost of Construction:			
Contractor:		Address:		
City:	State:	Zip:		
Phone:				
		n Alteration Other _		
		Mobile Home set up	_ Room addition	
5 <u>—</u>	ool Shed Roof * _			
		existing roof does not require	permit)	
This permit is valid for a may be granted upon red		n date of approval. Only o	one 90 day extension	
been authorized by the c		ized by the owner of recocation as his/her authorizedion.		
Signature of Applicant		Date	,	
2014434	0.1: 3.50.65545	(417) (62 2600 FAX		

29144 Main Street • Seligman, MO 65745 • (417) 662-3600 • FAX: (833) 277-7002

Est. 1881

CITY OF SELIGMAN

9/9/25

SECTION 405.570: BUILDING PERMIT

A. Prior to the erection of a new structure; the expansion of an existing structure; any external alteration affecting structural integrity, load-bearing elements, or the building envelope; or any permanent foundation work, an application for a building permit shall be prepared on forms provided and shall be submitted to the Zoning Administrator accompanied by a plot plan in duplicate, drawn to shape and location of the building to be erected, required setbacks, points of ingress and egress, driveways, circulation aisles, parking lots, individual parking spaces, service areas, and other information as may be necessary to provide for the enforcement of this Chapter.

It shall be unlawful for any person to commence the erection of a new structure; the expansion of an existing structure; any external alteration affecting structural integrity, load-bearing elements, or the building envelope; or any permanent foundation work, prior to approval of a building permit application by the Zoning Administrator.

- 1. Every application for a building permit shall be subject to a filing fee of Seventy Five dollars (\$75.00), filing fees shall not be accepted until all the requested documentation required under this Chapter has been submitted.
- 2. A record of the application, plans, and permits shall be valid for a period of one hundred eighty (180) days, in accordance with the permit.
- 3. Expiration of the permit, thirty (30) days prior to the expiration of the permit, the Zoning Administrator shall mail a notice of expiration and extension request form to the applicant.
- 4. Extension of the building permit shall be requested in writing prior to permit expiration, if a written extension request is sent to the Zoning Administrator showing that circumstances beyond the control of the permittee have prevented work from progressing, only one (1) extension, not to exceed ninety (90) days, may be granted provided no changes have been made or will be made in the original plans. No filing fee is required.
- 5. Permits shall expire after two hundred and seventy (270) days, no extensions shall be granted.
- 6. Permit application is complete once the structure is enclosed and protected from the elements with exterior fixtures and exterior finish complete.



9/9/24

SECTION 405.570: BUILDING PERMIT (continued)

- B. Where a building permit is issued for foundation or concrete work prior to the erection of a structure, the City shall conduct inspections at the following stages:
 - 1. After formwork and rebar are in place but prior to the concrete pour; and
 - 2. After completion of the concrete pour but before backfilling or concealment.

No further construction shall proceed until all required inspections have been completed and approved.

C. Any structure or structural component, including but not limited to posts, columns, framing members, foundation systems, or concrete slabs, which has been erected, installed, or poured pursuant to a permit and remains unincorporated into a completed structure for more than six (6) months from the date of installation or pour shall be deemed a public nuisance. The Zoning Administrator shall provide written notice of violation and afford the permit holder thirty (30) days to remedy or remove the condition before any enforcement or abatement action is taken, unless an extension is granted for good cause.

Before completing the application, provide the following:

- □ What is the current zoning of the parcel in question? See Zoning Maps
- ☐ Lot pin location (required to verify setbacks)
- ☐ Site Plan showing the building in relation to property (can be hand drawn).
- ☐ Floor Plan (showing square footage dimensions)
- □ Roof pitch (if applicable).
- □ Foundation details (slab, block, concrete, skirting).
- □ Flag the area (we have flags to use).
- □ Contact Missouri 811 for utilities.
- □ Parcel Number of the structure (found on tax documents)
- □ 911 Address assigned to the residence (if applicable)

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SITE PLAN



Michael Avers, Mayor

BUILDING PERMIT APPLICATION (Pg 2)

Fee \$75.00 Method:	Receipt:		
Site Plan: Floor Plan: Pit	ch: Pins:		
Details:			
Building Inspector:			
Layout Inspection or Review:	/Y/\		
Details:			
Complies: V N			
Complies:YN			
Approval of Permit:	(If no, please e	xplain below.)	
Permit # Issued:	Permit Expires:	(180 days)	
Permit Posted Date:	<u></u>		
(continued on next page)			
			5



Michael Avers, Mayor

BUILDING PERMIT APPLICATION - FOLLOW-UP REPORT

Pre-Pour Foundation Inspection date:	
Details:	
Post-Pour Foundation Inspection date:	
Details:	
Extension request date:	(request must be in writing)
Details:	
Extension Approved: Y N Date:_	
Extended Permit Expires:	_ (post new notice)
Final Inspection date:	
Details:	
Project Complete Date:	