BUILDING PERMITS POLICIES AND PROCEDURES

CITY OF OSCEOLA, MO

1. Submit the above four (4) sets of plans, together with the applicable, typed or legibly printed Building Permit Application to Osceola City Hall. The Mayor and the Board of Aldermen will review the application and the plans attached to determine if they are in compliance with the City Building Code and/or all City Ordinances.

2. After reviewing your plans, the City Clerk will notify you when a Building Permit will be issued (usually within 2 to 3 weeks). You will then be able to pay the costs in full and pick up one set of the above- mentioned plans, and one Building Permit Card at the City Hall. If a Building Permit will not be issued at this time, you will be informed of the reasons and the options you have available to you.

3. The BUILDING PERMIT CARD is to be on display at all times commencing when any work begins on the lot, and ends when the City of Osceola's staff removes the BUILDING PERMIT CARD after the Final Inspection. It is recommended that you put your lot number in bold print.

4. Please call 417-646-8421 to notify the City Clerk when you require inspections from the City of Osceola. Have the following information available: 1) Your name, 2) Your contractor's name, 3) Your telephone number, 4) Name of subdivision, 5) The lot number, 6) Type of inspection, 7) Permit number, and 8) When available for inspection. Inspections generally will be made on *(To be determined)*. Emergency or unusual situations can be handled in a shorter time frame, as appropriate. Please notify the City of Osceola 24 hours before you will be ready for a specific inspection. Consult the City of Osceola Building Permit/Inspections Fee Schedule for the necessary inspections.

5. Any inspection requested by a builder/contractor and not ready for inspection when the city's inspector arrives, will require a reinspection at an extra charge of $25.00 per inspection which is payable to the City of Osceola at the time of the final inspection, before an OCCUPANCY PERMIT will be issued.

6. At the time of the final inspection, the City (Inspector(s) will take the Building Permit Card from the construction site to City Hall and produce an Occupancy Permit.

7. Proceeding with construction without having received a timely required inspection, or any other breach of regulations or procedures, will be referred to the City of Osceola's Prosecutor for referral to the Municipal Court and levying of fines and/or penalties.

Prior to any digging, MO-ONE CALL (Dig-Rite) will be contacted by the holder of the permit, and MO-ONE CALL will mark the area involved, with the existing utilities. No construction can begin until this has been completed.

NEW CONSTRUCTION

City of Osceola Building Permit Policies and Procedures

Please refer to Ordinance # 93-06 and any amendments to the Ordinance (typically known as Zoning Ordinance) for any issues regarding appropriateness to the city's ordinance.

MANUFACTURED HOMES

Based on Ordinance # 93-06 and any amendments to the Ordinance (typically known as Zoning Ordinance) manufactured homes are defined in ARTICLE 3. Section 4. Manufactured homes are not permitted, except (a) double-wide manufactured homes, and (b) manufactured homes with a value of $15,000 or more and have tongue and wheels removed and are set on a foundation of concrete blocks. Also, as described on page 7 of the Zoning Ordinance - ARTICLE 9 - Definitions Section 1.: "Manufactured home" shall mean the same as specified in Section 700.-010 RSMO.

HOME ADDITIONS, ALTERATIONS OR REMODELING

The building permit fee for additions, alterations and remodeling, including any building permit in connection with swimming pools, accessory structures, porch additions, or any other exterior structure requiring a building permit, shall be based on the schedule of fees as maintained and posted in City Hall.

MOVING OF BUILDINGS

A building permit for the removal of a building or structure from one lot to another or to a new location on the same lot is required as per the schedule of fees maintained and posted in City Hall.

DEMOLITION PERMITS

Self-explanatory, however, upon completion of the demolition all debris should be removed and grass reseeded the site.

INSPECTIONS

In addition to the building permit fee, an inspection charge of twenty-five dollars ($25.00) shall be paid to the city for each inspection deemed necessary by the City. The number of inspections required shall be determined after the review of the plans submitted and the number shall be indicated on the building permit application.

REINSPECTION CHARGE

There is hereby established a re-inspection charge of twenty-five dollars ($25.00), which shall be applicable to all reinspections, where it has been determined that the initial inspection resulted in a failure to comply with the applicable construction code, that the initial inspection reveals that the scope of work performed has deviated from the plans submitted to the City, or upon the request of the owner or contractor for any reinspection.

FINAL COMPLETION

Each building permit issued by the Building Commissioner shall state upon its face the expiration date of said permit. All work authorized by the permit shall be completed no later than 5 p.m. C.S.T. on the expiration date of the permit. Each applicant shall notify the City of the date of completion of the work authorized by the permit prior to the expiration of the permit. The City shall perform a final inspection of each project within fourteen (14) days after the expiration of the permit or the completion of the work, whichever is earlier. An inspection fee shall be assessed in the amount of twenty-five dollars ($25.00) for each final inspection and the fee shall be paid by the applicant. Additionally, all extra costs, fees, permit fees, and other expenses shall be paid by the applicant within thirty (30) days from the date of the final inspection.

(a) In the event that the City receives an application, petition or other request for any administrative or legislative consideration, and the applicant, petitioner or requestor owes the City any amounts from previous City consideration including any third-party expenses the City has incurred, the City reserves the right to refuse to give any consideration to such application, petition or request until such time that the City has received payment in full or payment terms acceptable to the City.

(b) In the event that it is necessary for the City to undertake an inspection or other professional investigation in order to confirm or deny the existence of a building code or zoning violation, the owner of the property shall be liable for all

inspection fees, all reasonable costs or fees charged to the City, including, but not limited to, site and building

plan review, inspection and permit fees, and testing fees as deemed necessary by the City. In the event that it is determined that no building code or zoning violation exists on the subject property, the owner of the property shall not be liable for any inspection fees, costs, or expenses.

(c) Any person or entity that fails to pay the necessary permit fees, inspection fees, or additional costs as contained in this Policies and Procedures shall be deemed as violating the City's Ordinances.

REFUNDS

The City may cancel permits and refund the permit fee less expenses incurred and a maximum penalty of twenty dollars ($20.00) or such lesser amount as the City shall set.

FINES AND/OR PENALITIES

Anyone who fails to comply with any of these policies and procedures is subject to a $100 fine.

APPLICANT:

ADDRESS:

CONTRACTOR
NAME:

FEE
SCHEDULE:

HOME
ADDITION

--GOOD FOR 6 MONTHS ONLY--

CITY OF OSCEOLA

BUILDING PERMIT

DATE:

DAYTIME
PHONE#

DAYTIME
PHONE
#

$35

EXISTING
BUILDING
MOVED $75

ALTERATIONS
OR
REMODELING

BUILDING/
HOME
DEMOLITION

$75/
$100

(Based on Structure Size at City's Discretion)

NEW CONSTRUCTION $75

BRIEF DESCRIPTION OF PROJECT:

MANUFACTURED HOME $75

Please attach a sketch of the building; location on the lot; address of the property or location; and be aware all work must follow the Uniform Building Codes.

By signing this application I am verifying that I have read the City of Osceola's Building Permit Policies and Procedures, and I agree to comply with these policies and procedures. I further understand failure to comply with any of these policies and procedures I am subject to a $100 fine.

Applicant's Signature

Co-Applicant Signature (if applicable)

Information attached:

Contractor License Verified:

Fees Paid:

Board of Aldermen Approved:

(attach minutes)

Date:

Permit Granted:

Designated City Official

Date