



City of Byrnes Mill

141 Osage Executive Circle • Byrnes Mill, MO 63051
t: (636) 677-7727 • f: (636) 677-5533
www.byrnesmill.org

RESIDENTIAL BASEMENT FINISH PERMIT APPLICATION CHECKLIST

Applicant must provide all applicable documents to submit application for plan review

- Completed Building Permit Application with all applicable Contractors (Mechanical, Electrical, Plumbing) signed onto permit application plus \$40.00 Administrative Fee
- Two complete sets of Building Plans drawn to standard scale no less than ¼"-1"
 - Existing Floor Plan (identify all existing conditions, door sizes, window sizes, mechanical, electrical, and plumbing items, etc.)
 - New Floor Plan (identify all new walls, doors, and windows (include sizes), etc.)
 - Complete wall section (should identify structural component sizes from the floor joist through footing)
 - Electrical Plan (where applicable, illustrate switches, outlets, fixtures, smoke detectors, AC unit)
 - Mechanical Plan (where applicable, illustrate any new HVAC)
- Three Soil Morphology Reports & Sewer Drawings sealed by a registered & licensed on-site sewer designer – or – Existing Sewer System Verification (if applicable)
- Copy of Warranty Deed or Deed of Trust for Property
- Copy of Paid Real Estate Tax Receipt from Previous Year

Note: All applications and plans will go to plan review for further inspections of detail before approval will be granted for issuance. Other items or detail not designated above may be required.



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OFFICE USE ONLY

App. Approved: Yes No Date: _____
Permit # _____
Permit Fee: Cash Check # _____ Credit/Debit
Amount: _____ Date: _____

BUILDING PERMIT APPLICATION

PROJECT INFORMATION & LOCATION

Project Type: Residential Multi-Family Commercial **CONSTRUCTION COST \$** _____
Structure Type: New Building Existing Building Temporary Structure **AMEREN PREMISE #** _____
Brief Description of Work: _____
Project Address: _____
Subdivision: _____ Lot # _____

OWNER / CONTRACTOR INFORMATION

Owner: _____ Contractor: _____
Owner Address: _____ Contractor Address: _____
Phone: _____ Email: _____ Phone: _____ Email: _____

DESCRIPTION OF STRUCTURE

Dwelling Space: _____ sq. ft. Width: _____ Length: _____ Stories: _____
Bedrooms: _____ Bathrooms: _____ Basement: _____ sq. ft. Width: _____ Length: _____
Garage: _____ sq. ft. Width: _____ Length: _____ Septic or Public Sewer: _____

IS THE PROPERTY LOCATED IN ANY AREA OF SPECIAL FLOOD HAZARD? YES NO

NOTICE: The disposal of demolition waste is regulated by the Department of Natural Resources under Chapter 260, RSMo. Such waste, in types and quantities established by the department, shall be taken to a demolition landfill or a sanitary landfill for disposal.

I understand if the information I have given above is not true, my permit may be revoked by Byrnes Mill Code Enforcement, and I agree to abide by, and comply with, the conditions of all Building regulations.

THIS STRUCTURE SHALL NOT BE OCCUPIED AND/OR USED UNTIL A FINAL INSPECTION HAS BEEN APPROVED.

I hereby certify that the owner(s) of record authorizes the proposed work and I have been authorized by the owner(s) to make this application as their agent. Inspections must be requested 48 hours in advance.

Applicant Signature: _____ Date: _____

Phone: _____ Email: _____

City of Byrnes Mill, MO
Friday, June 21, 2024

Chapter 500. Building Codes and Building Regulations

Article III. Fees

Section 500.100. Fees.

[Ord. No. 812-14 §I, 9-17-2014; Ord. No. 864-16 §I, 6-1-2016; Ord. No. 941-21, 7-21-2021]

- A. **Administrative Fees.** In the administration of the provisions of this Chapter, the Building Department shall collect all fees for all permits issued in relation to water, sewer, excavation and building projects.
1. The administrative fees for building permits shall be collected at the time of the filing of a petition or an application and shall be non-refundable. Administrative fees for residential-related permits shall be forty dollars (\$40.00), and for commercial and/or industrial-related permits the fee shall be one hundred dollars (\$100.00).
- B. **Cost Of Building Permit.** The fee for a building permit for buildings and structures of all use groups and types of construction as classified and defined in this Chapter of the Building Code shall be according to one (1) of the rate schedules listed below. The fee for all building permits shall be based on the gross square footage and/or the total construction cost.

All building permits must be obtained prior to the start of any construction. Any request for building permits made after construction has begun will be subject to a fee of three hundred dollars (\$300.00) or twice the normal building permit fee, whichever is greater.

1. **Residential.** The following formula will be used to determine the permit fee for new all residential buildings (new construction, additions, renovations, or alterations) within the City of Byrnes Mill. Using the total cost of the project and applying the multiplier of 0.0035 determines the permit fee. If the project has a contract bid that has been accepted, that will be the total cost. If no contract, a total cost will be supplied by the permit applicant, compared to the total cost determined by using the IBC formula for determining total construction cost. A minimum permit fee of fifty dollars (\$50.00) applies.
2. **Commercial Or Industrial.** The following will be used to determine the permit fee for new commercial and industrial buildings within the City of Byrnes Mill. Using the total cost of construction and applying the multiplier of 0.005, the permit fee is determined. If the project has a contract bid that has been accepted, that will be the total cost. If there is no contract, the permit applicant will supply a total cost, compared to the total cost determined by using the IBC formula for determining total construction cost.
 - a. The IBC formula for determining construction value is:
(Gross Area x Gross Area Multiplier x Type of Construction Factor).
 - b. In addition, any additional electrical, plumbing, mechanical and/or footing/foundation inspection anticipated above the normal amount can be added to the permit fee at the rate of fifty dollars (\$50.00) per inspection.
3. **Flat Rate Permits.**

- a. Several permits shall be issued on a flat rate permit fee.

Type of Permit	Fee
Reinspection	\$50.00
Communication towers	\$200.00
Mobile home (pad)	\$75.00

- b. Other permits specific to discipline flat fee plus administrative fee, if applicable, as follows:

Type of Permit	Fee
Electric, residential	\$35.00
Electric, non-residential	\$50.00
Mechanical, residential	\$35.00
Mechanical, non-residential	\$50.00
Plumbing, residential	\$35.00
Plumbing, non-residential	\$50.00
Signs (unlit)	\$10.00
Signs (lighted)	\$25.00
Signs (lighted with electric service required)	\$60.00
Electric service inspection/permit	\$35.00
Sprinklers	\$1.00 per head
Demolition (per 500 square feet of area)	\$50.00, plus a deposit to insure satisfactory completion within 30 days

- c. Demolitions.

(1) No permit shall be required if two hundred (200) square feet or less.

(2) The deposit will be returned to the depositor not later than thirty (30) days after the work shall have been completed, inspected, and the area free of all debris caused by the demolition. If the area is not free from debris, the deposit will be forfeited. The City shall thereafter remove all debris from the demolition site utilizing the forfeited deposit to pay for the costs of such removal. If the deposit is not sufficient to pay the entire costs thereof, the depositor shall be required to pay the balance thereof.

(a) Deposit for structure less than one thousand five hundred (1,500) square feet: two thousand dollars (\$2,000.00).

(b) Deposit for structure more than one thousand five hundred (1,500) square feet: four thousand dollars (\$4,000.00).

- d. Any additional charges that are required to process permits that are not a normal part of the permitting guidelines will also be added to that individual permit fee, i.e., direct charges for additional copies of drawings needed for permitting process that applicant did not submit.

4. Permit Renewal. Building permits are granted as described in the administrative portion of each respective code adopted. Should a permit expire or become inactive, a renewal fee to reissue, reactivate or extend a building permit shall be one-half (1/2) of the original permit cost, unless an additional plan review process is required, then additional costs incurred will be added to the renewal.

5. Floodplain Permits. Any work being completed in a floodplain requires a special permit. The fee for this additional permit, which is required in addition to any building, excavation, or other required permit, shall be one hundred dollars (\$100.00).
 6. Developmental Permits. These would be required for any person or entity that is going to prepare a parcel of land for future residential, commercial or industrial buildings. This permit would provide the City of Byrnes Mill with the ability to manage all properties to best serve the needs of all concerned and to prevent any entity from planning or developing a parcel for a purpose that is not acceptable in that zoning area. The fee for a development permit will be based on the size of the parcel, one hundred dollars (\$100.00) per acre or fraction thereof.
- C. Septic And Excavation Fees.
1. Septic Permits. The fee for a single-family dwelling is one hundred dollars (\$100.00); for duplex and multi-family the fee is one hundred fifty dollars (\$150.00); and for commercial and industrial the fee is two hundred dollars (\$200.00). These fees are in addition to applicable administrative fees.
 2. Excavation Permits. A non-refundable permit fee of thirty dollars (\$30.00) shall be paid for any excavation permit. There is also a deposit fee of five dollars (\$5.00) times the square footage to be excavated. This deposit shall be returned to the depositor not later than six (6) months after the work has been completed, inspected, and the place restored to its original condition. The six-month time frame will serve as a warranty period. If the excavation is not restored, the deposit will be forfeited. If the deposit is not sufficient to pay the entire cost thereof, the depositor shall be required to pay the balance thereof.
 - a. All asphalt-based streets must be saw cut prior to excavation.
 - b. Excavations in any surfaced street or alley, whether a permanent or temporary surfacing exists on the street or alley at the time the excavation is made, shall be made to minimize effect on existing pavement, and all materials removed from the excavation shall be disposed of by the permittee at some different location other than its origin. Such excavations shall first be backfilled with proper bedding material recommended by the Public Works Director. The remaining backfill of the excavation shall be accomplished by lifts of six (6) inches in depth of Type 1 aggregate as specified in the Missouri Standard Specifications for Highway Construction. Each lift shall be compacted to ninety-five percent (95%) of standard proctor density. An optional method of backfilling of the excavation may be accomplished by the use of concrete flowable fill. Backfill material shall be brought to the level of the bottom of the pavement surface or three (3) inches below the top surface of a bituminous pavement, whichever is more. Prior to paving, saw cuts shall be made on straight and true lines on all sides a minimum of one (1) foot beyond the trench and backfill area limits. The pavement material shall match the type of pavement material existing on the street, whether bituminous material or concrete material as currently specified by the Public Works Director. All right-of-way restoration shall be completed within two (2) weeks of permit approval unless an extension is approved by the Public Works Director for weather or other reasons.