



# City of Byrnes Mill

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

## UTILITY BUILDING- GARAGE 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, Sewer) plus \$40.00 Administrative Fee
- Property located in a designated flood hazard area  YES  NO  
*(if yes, a flood development permit application may need to be submitted for approval)*
- Adding a Driveway  YES  NO  
*(if yes, a driveway permit application is required to be submitted for approval)*
- Two complete sets of Building Plans drawn to a standard scale no less than ¼"=1"
  - Floor Plan (door & window sizes, all structural elements, including wall bracing lengths, locations, and methods, identified, post spacing header sizes, etc.)
  - Foundation Plan (top view – showing footing/foundation or pier locations and spacing)
  - Complete Wall Section (identify structural component sizes from roof through footing)
  - Electrical Plan, where applicable (illustrate switches, outlets, fixtures, and service equipment)
- Two copies of Engineered Truss specifications (roof framing layout key and each truss diagram, provided by the manufacturer)
- Two complete sets of Site Plans drawn to scale
  - Include location & dimensions of existing structures, distance from lot lines & between structures
  - Location & width of any easements and/or right-of-way
  - Location & dimension of the proposed structure; distance from property lines & existing structures
- Copy of Warranty Deed or Deed of Trust for Property
- Copy of Paid Real Estate Tax Receipt from Previous Year
- HOA Approval, if applicable)

**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: \_\_\_\_\_