

**CITY OF ST. JOSEPH**  
**Building Regulations Division**  
**Commercial / Residential Building Permit**

**Permit No.:** \_\_\_\_\_ **Expires:** \_\_\_\_\_ **Application Date:** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_  
**Project Address(s):** \_\_\_\_\_ **Permit Type:** \_\_\_\_\_  
**Building Use:** \_\_\_\_\_ **Construction Type:** \_\_\_\_\_

Parcel No.: \_\_\_\_\_ Valuation: \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Lot No.: \_\_\_\_\_  
Legal Description: \_\_\_\_\_

Applicant Information: \_\_\_\_\_ Owner Information: \_\_\_\_\_ Contractor(s) Information: \_\_\_\_\_

Distance to Fire Hydrant: \_\_\_\_\_ Historical District: Y/N \_\_\_\_\_ Flood Zone: Y/N \_\_\_\_\_  
Street Type: \_\_\_\_\_ Sprinkled: Y/N \_\_\_\_\_

**Parking Lots : \$63.00 Base Fee plus, square foot x \$.0078** \_\_\_\_\_

**POOLS MUST BE FENCED/PERMIT REQUIRED - RESPONSIBLE PARTY**

\_\_\_\_\_

**Modular must have hauling permit to move to site - Contact Customer Service Assistance (816) 271-4751 prior to transporting modular.**

Additional Permits Required: Electrical / Mechanical / Plumbing / Sidewalk & Access (Driveway) / Dumpster / Tree

**Sidewalk Y/N Driveway Y/N - Permit Required contact Customer Service Assistance (816) 271-4751. Please understand that a permit will be required for sidewalks & driveways. Permit must be obtained prior to starting work.**

**Work Description:** \_\_\_\_\_

**Value of project: \$** \_\_\_\_\_

**Site Plan must show:**

- |                                 |  |                                  |
|---------------------------------|--|----------------------------------|
| - Address                       | - Show easements                           | - Show lot and lot dimensions    |
| - Legal description of property | - Building footprint                       | - Set backs / front, back, sides |
| - Location of sewer, water      | - Show location of fire hydrant & distance |                                  |

**CAUTION: LOT LINES DO NOT NORMALLY COINCIDE WITH CURBS, GRADER DITCHES OR SIDEWALKS AND MANY FENCES ARE NOT LOCATED ON LOT LINES. IF YOU ARE NOT SURE OF THE EXACT LOCATION IT IS YOUR RESPONSIBILITY TO HAVE A LAND SURVEYOR LOCATE THEM.**

**FRONT:** \_\_\_\_\_ **REAR:** \_\_\_\_\_ **SIDE:** \_\_\_\_\_ **SIDE:** \_\_\_\_\_

Describe easements: \_\_\_\_\_

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_

Residential Worksheet for 1 & 2 Family Homes -  
Additions, Alterations, Garages, Carports, Decks

**PLEASE NOTE THE FOLLOWING IS FOR 1 & 2 FAMILY RESIDENCE  
YOU WILL NEED TO USE THE INTERNATIONAL BUILDING CODE 2000 TYPE OF CONSTRUCTION  
FACTOR - TABLE 1A FOR OTHER CONSTRUCTION TYPES OTHER THAN 1 & 2 FAMILY  
RESIDENCE / COMMERCIAL**

Area:	Size:	Cost:	Total:	
Base Fee				\$31.50
Finished Area Basement:		sq ft x 80 x .4 x .0021	Using VB cf	
Finished Area Level 1		sq ft x 80 x .67 x .0021	Using VB cf	
Finished Area Level 2		sq ft x 80 x .67 x .0021	Using VB cf	
Finished Area Level 3		sq ft x 80 x .67 x .0021		
Unfinished Basement Area		sq ft x 80 x .2 x .0021		
Garage or Carport Attached & Detached		sq ft x 80 x .2 x .0021		
Accessory Bldg.		sq ft x 80 x (cf) x .0021	Need to know cf	
Porches/Decks		sq ft x 80 x .31 x .0021		
Sub total				
Fireplace		\$31.50 base-\$26.25/each		
Certificate of Occupancy		\$26.25/each		
Land Disturbance		\$60.00		
Plan Review (if applicable)		\$31.50/each		
Total				

Payment Information: (Valid only if Stamped)

Total Permit Fee: \$\_\_\_\_\_

**PLEASE SEE ATTACHED WORK DESCRIPTION AND CONDITIONS**

**SUSPENSION OF PERMIT:** Any permit issued shall become invalid if the authorized work is not commenced within six months after issuance of the permit, or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work.

**Minimal Serviceable Floor Elevation:** It is the applicant's responsibility to ensure that the basement floor elevation is above the minimal serviceable floor elevation for sewer.

It is the owner's responsibility to ensure the accuracy of the information contained in the application for building permit. Issuance of this building permit does not guarantee property line location or setback requirements for the structure. The owner may wish to secure the services of a registered land surveyor to obtain this information. I hereby affirm as the owner or owner's representative the above statements are true and correct, and I agree to comply with the provisions of applicable codes, ordinances, and laws.

**It is the responsibility of the individual(s) obtaining the permit to schedule final inspection(s) upon completion of the project.**

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Permission is hereby granted to perform the work included in this application. This permit shall not be construed to permit any violation of any laws or ordinances. **If the application is found to be willfully fraudulent, you may be fined up to \$500 and your permit fee will be doubled per City Code of Ordinances Chapter 7, Section 7-405.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_