

# APPLICATION FOR CONSTRUCTION PERMIT

City of Ashland Missouri  
Community Development Department  
Building Regulations Division  
101 W. Broadway, Ashland, MO 65010  
Phone (573) 657-2091 [Inspector@ashlandmo.us](mailto:Inspector@ashlandmo.us)  
Fax (573) 657-7018 [www.ashlandmo.us](http://www.ashlandmo.us)



### Indicate type of work proposed for this permit:

- Building    Plumbing    Electrical    Mechanical  
 Other \_\_\_\_\_

### 1. Property Information: (location of proposed construction)

Street Number \_\_\_\_\_ Lot # \_\_\_\_\_  
Street Name: \_\_\_\_\_  
Zoning: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

### 2. Type Work: New   Alteration   Addition   Repair Other \_\_\_\_\_

### 3. Type Use:

- Single Family    Two Family  
 Multi-Family    Commercial

### Description of Work:

### 4. Square Footage

Basement: Finished: \_\_\_\_\_ Unfinished: \_\_\_\_\_  
1<sup>st</sup> Floor: Finished: \_\_\_\_\_ Unfinished: \_\_\_\_\_  
2<sup>nd</sup> Floor: Finished: \_\_\_\_\_ Unfinished: \_\_\_\_\_  
Other: Finished: \_\_\_\_\_ Unfinished: \_\_\_\_\_  
Garage: Attached: \_\_\_\_\_ Detached: \_\_\_\_\_  
Pole Barn/Shed: Finished: \_\_\_\_\_ Unfinished: \_\_\_\_\_  
Deck/Porch/Etc. Finished: \_\_\_\_\_ Unfinished: \_\_\_\_\_

### 5. General Building Information:

Const. Cost Estimate \$ \_\_\_\_\_  
Number of stories: \_\_\_\_\_ Area Sq Ft: \_\_\_\_\_  
Number of units: \_\_\_\_\_ Bathrooms per unit: \_\_\_\_\_  
Irrigation: Yes or No Bedrooms per unit: \_\_\_\_\_

### Commercial Only:

Wall Height: \_\_\_\_\_  
Sprinkler System: Yes or No

### 7. Property Owner Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Contact \_\_\_\_\_  
Email Address \_\_\_\_\_

### 8. Consultant / Design Professional: (Commercial Use)

Lic# \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Contact \_\_\_\_\_  
Email Address \_\_\_\_\_

Approved Permit #: \_\_\_\_\_

### 9. General Contractor:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Contact \_\_\_\_\_  
Email Address \_\_\_\_\_

### 10. Sub-Contractor Information: sub-contractors on this project.

Mechanical contractor: \_\_\_\_\_  
Plumbing contractor: \_\_\_\_\_  
Electrical contractor: \_\_\_\_\_

**11. Certification:** I hereby certify that I am the owner of record of named property, or that the proposed work is authorized by the owner of record and I have been authorized to make this application as his agent and we agree to conform to all applicable laws of this jurisdiction.

► \_\_\_\_\_  
*Signature of Applicant* *Date*

## For Official Use Only Beyond This Line

### 11. Permit Approval:

\_\_\_\_\_  
*Authorizing Official* *Date*

Date: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_ Permit # \_\_\_\_\_  
Type of Payment:    Cash                      Check  
  
Check 1 Building Fees: \_\_\_\_\_  
Check 2 Utility Fees:    \$2,425 \_\_\_\_\_  
   Irrigation Meter:    \$800 \_\_\_\_\_  
Check 3 Water Deposit:    \$90 \_\_\_\_\_

This permit conveys no right to occupy any street, alley, or sidewalk or any part thereof, either temporarily or permanently. Encroachments on public property, not specifically permitted under the building code, must be approved by the jurisdiction. Street or alley grades as well as depth and location of public sewers may be obtained from the department of public works. The issuance of this permit does not release the applicant from the conditions of any applicable subdivision restrictions.  
PERMIT SHALL BE NULL AND VOID IF CONSTRUCTION WORK IS NOT STARTED WITH 180 DAYS OF THE DATE THE PERMIT IS ISSUED AS NOTED ABOVE OR 180 DAYS FROM LAST CALLED INSPECTION.

**Building Permit Fee Multipliers:**

Residential (one & two family dwellings) shall use a multiplier of **0.0025 (.25%)** of construction value  
Commercial shall use a multiplier of **0.005 (.5%)** of construction value for the first \$5,000,000 of value. For construction value over \$5,000,000, the multiplier shall be **0.0025 (.25%)** of construction value.

Construction value shall be determined by the Community Development Department using the latest publication of the International Code Council Building Valuation Data which shall be effective as of May 1st of the year it is published.

Remodels, rehabilitations, alternations and repair construction values shall be determined using fifty (50) percent of the new construction value as determined above.

The construction value determined in accordance with the above is for calculating the building permit fee and is not intended to determine actual construction costs.

New Construction includes all new construction as well as any additions that increase square footage of existing structures.

Remodels, rehabilitations, alternations, and repair are any projects which do not increase the square footage of existing structures.

A substantial rehabilitation or remodel will be considered as new construction if it meets one or all of the conditions below:

1. Involves the replacement of two or more major building components such as:
  - a. Roof structures
  - b. Wall or floor structures
  - c. Foundations
  - d. Complete plumbing systems, central heating and air conditioning systems, or electrical systems
2. The total project cost exceeds \$10,000 (ten thousand dollars)
3. The major building components are significant to the building and its use and are normally expected to last the life of the building, are not cosmetic in nature, and render the structure inoperable if not repaired or replaced.

**Ancillary Fee Schedule:**

The fee schedule below defines the associated permit costs for the defined projects listed.

Electrical Permit	\$75
Plumbing Permit	\$75
Mechanical Permit	\$75
Deck Permit	\$50
Roof Permit	\$50
Shed Permit	\$50
Sign Permit	\$50
Fence Permit	\$50
Driveway/Sidewalk	\$50
Demolition Permit	\$100
Swimming Pool	\$100

A shed permit is required if the square footage of the shed is 200 (two hundred) square feet or larger or the shed shall be installed in a permanent fashion using footings or a foundation.

A demolition permit is required only if the structure in question is served by utilities. Utilities need to be removed and capped at the property line for any demolition project will the site graded and seeded prior to project closeout.

A pool permit is required if the pool in question is a permanent aquatic vessel. Meaning the pool is permanent in nature, intended for swimming, bathing, or wading, and is designed or manufactured in such a way as to be connected to a circulation system. Portable aquatic vessels do not require a permit. However, portable aquatic vessels may require other permits such a deck or fence permits if such features are installed. If a pool designed and intended as a portable aquatic vessel is installed with a deck more than 30" above grade and/or is more than 200 square feet, it shall be treated as a permanent aquatic vessel.

**Commercial Plan Review Fee:**

Commercial plan review fee is 25% of the building permit fee value with a maximum plan review fee of \$8,000.

**Permit Fee Refunds:**

Permit fees may be refunded upon written request within 60 calendar days from the date the permit was issued. The written request must include: property address; permit number; a statement to withdraw the permit; and be signed by the individual who signed the original permit application. The amount refunded will be less a processing cost of \$50 or 20% of the issued permit cost, whichever is greater.

**Permit Construction Fees:**

Permit Construction Fee totals also include fees for driveway construction, water and sewer system connections, and water meter installation costs. These fees are defined below. Note, these fees are for single family new construction only. All other construction may be subject to additional or different fees tables. Contact the Building Inspector for additional information.

Driveway/Sidewalk	\$50
Sewer Treatment Impact Fee	\$825
Sewer Collection System Connection Fee	\$800
Water System Connection and Meter Fee	\$800
Irrigation Meter Fees (optional add-on)	\$800
Water Utility System Account Deposit	\$90



## **NOTICE TO BUILDERS AND DEVELOPERS**

**Please be aware of the following information regarding the City of Ashland's building permit process:**

1. The City has up to **48 hours** to issue a permit. Additional review time may be necessary on a case-by-case basis as determined by City staff. Commercial plan review may take up to three weeks to complete depending upon size and scope of project.
2. All new residential developments have predetermined minimum floor elevations and grading plans associated with storm water, street, and sewer specifications. The finished floor elevation of all new residential lots shall be a **minimum of 18" above curb**, unless otherwise specified. These lot details must be included and annotated on submitted plot plans or site plans. If the proposed structure is not in compliance, the City will not release the permit until the structure is brought into full compliance.
3. The City requires that all new construction must have a sewer backwater valve installed before connection to City sewer. This valve shall be installed so that access is provided to the working parts for service and repair.
4. If a lot has been designated for a slab, walk-out, or non-walkout construction then the structure shall comply with this designated design. No changes to this design will be allowed unless reviewed and approved by a certified engineer.
5. The following items **must be completed**:
  - The builder shall have setbacks staked for verification.
  - The proposed type of foundation shall be in compliance with pre-engineered plans and specifications.
  - The owner must locate sewer service and ensure that all elevations are appropriate.
  - A Plot Plan or Site Plan must be submitted including boundaries, proposed structure, sidewalks, driveways, parking, existing structures and setbacks, and all recorded easements in order for a permit to be issued
6. The following items **must be completed during construction**:
  - Builder/Contractor must follow ordinance 12.557 Silt Fencing & Inlet Protection.
  - The owner must contact the City for water connection. The water service line must be within twelve (12) feet of curb.
  - The owner must contact the City for sewer connection and backwater valve inspection.
  - The owner must contact the City for driveway inspections. All driveways shall have curb cuts and expansion joints at street and property line.
  - The owner must contact the City for sidewalk verification.
  - It is the builder's responsibility to grade the lot in order to control storm water runoff away from building along property lines and connect storm swales to storm sewers. There shall be no trapped storm water on property. There shall be no water diverted to neighboring property.

**\*\*No final occupancy will be granted for builders who do not complete this process. Thank you for your cooperation\*\***

**101 W. BROADWAY ~ P.O. BOX 135 ASHLAND, MO 65010 (573) 657-2091**

**FAX: (573) 657-7018 WWW.ASHLANDMO.US**

**COMMERCIAL REQUIRED SPECIAL INSPECTIONS**

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Project Name: \_\_\_\_\_ Project Address: \_\_\_\_\_

Per IBC Chapter 1 7 of the 2012 International Building Code the following items require Special Inspections.

The below Special Inspections are non-inclusive.

- |                                  |   |
|----------------------------------|---|
| Placement of Reinforced Concrete | High Strength Bolts   |
| Placement of Shotcrete           | Steel Frame Inspection  |
| Testing of Reinforced Concrete   | Inspection of Structural Steel Fabricator                                       |
| Placement of Reinforcing Steel   | Inspection of Metal Building Fabricator   |
| Prestressing Concrete            | Sprayed Fire Resistant Materials or Mastic & Intumescent Fire Resistive Coating |
| Bolts Installed in Concrete      | Structural Masonry  |
| Verification of Soils            | Exterior Insulation & Finish System (EIFS)                                      |
| Excavation and Filling           | Seismic Resistance  |
| Piles and /or Piers              | Wood Fabrication  |
| Earth Retaining Structure        | Smoke Control System  |
| Elevator Shaft Pressurization    | Wood / High Load Diaphragms   |
| Inspection of Precast Fabricator | Other Special Cases – List  |
| Structural Welding               |   |

**Additional Special Inspections required by the City of Ashland**

- |                                 |                                     |
|---------------------------------|-------------------------------------|
| Accessible Route Certification  | Elevator Construction Certification |
| Exterior Lighting Certification | Boiler Construction Certification   |

- Special inspection reports are to be kept on the job for Building Inspector Verification.
- All discrepancies must be brought to the immediate attention of the contractor for correction. If not corrected, discrepancies must be brought to the immediate attention of the building official, and design professional in responsible charge before completion of that stage of work.
- A final special inspection report (digital format preferred) documenting required special inspections, correction of discrepancies, and compliance with construction documents shall be submitted before a Certificate of Occupancy is issued.

*I hereby acknowledge that the noted special inspections will be performed as required and that the subsequent reports will be submitted for inclusion with the "AS BUILT" construction plans.*

SEAL

Registered Design Professional of Record:

\_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_