



STAFF

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HOURS

Monday – Friday

8:00 a.m. – 4:30 p.m.

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BUILDING & REMODELING INFORMATION

The City of Kirksville has adopted the International Code Council's (ICC's) array of building and property maintenance codes. As of March 21, 2022, we now operate under the 2021 version. This includes the International Building Code, International Fire Code, International Residential Code, International Plumbing Code, and others. At the same time, we adopted the 2020 National Electrical Code. However, certain City ordinances are established with specific requirements.

1. Foundation, footings, sewer lines, and water lines should be at frost depth, minimum 48".
2. Hard-wired and interconnected smoke alarms are required on all new and remodeling residential projects. (See Codes Division for locations).
3. Emergency exit windows at each sleeping room and basement if there is a finished area. Minimum size: 5 sq. ft. net if grade level; 5.7 sq. ft. if above or below grade level.
4. Concrete or asphalt driveways and parking are required. Also, a permit must be obtained for any concrete or asphalt projects (replacement or new).
5. Lots must be able to drain adequately.
6. Foundation and roof drains are prohibited from connection to the City's sanitary sewer.
7. New installations of fireplaces and wood fired furnaces must be permitted and inspected prior to use. Also, the replacement of any A/C unit, furnace, or water heater must be permitted and inspected prior to use.
8. Plumbing fixtures require vents that pass through the roof: 3" minimum on main vent; minimum 1" above roof.
9. All used lumber and materials used must be approved by a Building Official.
10. Permits are required for all porches, patios, decks, carports, accessory buildings, and detached garages. A site plan must be provided.
11. The State of Missouri requires an asbestos inspection to be conducted by a licensed asbestos inspector prior to remodeling of any commercial building, if the possibility exists of disturbing any materials that may contain asbestos.
12. Replacing shingles on a residential roof does not require a permit. However, a contractor's license is required unless the work is completed by the owner. A maximum of two (2) layers of shingles are permitted. Replacing roof sheathing does require a permit and must be inspected. A minimum of 15 pound felt is required for underlayment.

13. To construct a metal roof on a residential structure, a permit is required. If there are more than one (1) layer of shingles on the roof, those additional layers must be removed before a metal roof can be done.
14. During any street work and the cutting of the street is necessary, the street must be put back to the original condition. The City has established a planning guide.
15. Inspections are required before any plumbing, electrical, mechanical, and / or structural work is covered up. If in doubt, give us a call.
16. Before gas service can be given to a property, a licensed plumber must do a gas pressure test. A gas pressure test is to ensure that the gas line holds at least 20 lbs. of air pressure for a minimum of two (2) hours. Once a gas permit is obtained (\$23), our inspector will perform two inspections: first, to see the air pressure placed on the gas line; second, to see the air pressure has held for a minimum of two (2) hours.
17. When building and remodeling projects are completed, a final inspection must be completed before a Certificate of Occupancy will be issued.
18. An approved carbon monoxide detector is required in all existing and new residences where there is an attached garage and / or fossil-fueled appliance(s). See Codes Department for locations.
19. Before digging on private property or in the right-of-way, please call 1.800.DIG.RITE.
20. When soil is disturbed on a construction site with one acre or more, a Land Disturbance Permit is required to be issued from the State of Missouri. If this is required, please include the Land Disturbance Permit with the building permit application.
21. For fences, the maximum height is 4' in the front yard. Behind the front line of the house, the maximum height is 7'. Any fences constructed over these heights will require approval before they can be constructed.

BUILDING PERMITS

PERMIT COSTS: \$25.00 FLAT FEE, PLUS \$4.25 PER \$1,000 OF COST OF CONSTRUCTION BASED ON INTERNATIONAL CODE COUNCIL NATIONAL AVERAGE CALCULATIONS

A building permit is required whenever a party wishes to build a new structure, add to an existing structure, and / or place any other structure within the city limits of Kirksville.

An application must be submitted with the information below to obtain a building permit. A copy of the application is available on our website at www.kirksville.gov/p/new-construction-permit.

1. Address where the building is to be constructed or placed.
2. Owner's name and address.
3. Contractor's name and address.
4. The use of the building.
5. The size and height of the building.
6. The number of dwelling units in the proposed structure.
7. Square footage of the structure.
8. A site plan including:
 - a. The structure, distance to all lot lines, and direction of lot drainage.
 - b. Dimensions of any parking, sidewalks, or concrete-covered ground.
 - c. Layout of proposed building site, with measurements.
 - d. Setbacks from all property lines.
9. A signed and sealed set of engineering / architectural plans is required for the following:
 - a. Projects of a public use nature (stores, gas stations, offices, etc.)
 - b. Projects involving three or more units.
 - c. Projects that involve over 2,000 square feet (in cases of commercial structures).
 - d. Projects that will be occupied by nine (9) people or more.

Process to Obtain a Building Permit

1. Submit an application with any additional documents to the office of Codes & Planning Division at City Hall or email to sray@kirksville.gov.
2. Once all required information is submitted, City Officials anticipate 7-14 days must be allowed to review.
3. Upon favorable review of the information submitted, a building permit will then be issued.

REMODELING PERMITS

PERMIT COSTS: \$25.00 FLAT FEE, PLUS \$3.75 PER \$1,000 OF COST OF CONSTRUCTION

Remodeling permits are necessary when any party alters or repairs any structure or portion of that structure other than ordinary repairs. Ordinary repairs are considered to be anything cosmetic such as painting, new flooring, new vinyl siding, etc. Ordinary repairs shall not include addition to, alteration of, replacement or relocation of any stand pipe, water supply, sewer, drainage, drain leader, gas, waste, vent or similar piping, electrical wiring or mechanical or other work affecting public health or general safety if it has to be uncovered in order to do the repair.

To apply for a residential remodeling project, the following information must be submitted by the Applicant:

1. Address
2. Owner
3. Contractor
4. Class of Work
5. Cost of Construction

To apply for a commercial remodeling project, the Applicant is required to submit a Commercial Remodeling Permit Application. The application is available on our website here: <https://www.kirksville.gov/p/remodeling-permit> The State of Missouri requires an asbestos inspection to be conducted by a licensed asbestos inspector before remodeling of a commercial building if the possibility exists of disturbing any materials that may contain asbestos.

****IMPORTANT****

Projects of a public nature (stores, gas stations, offices, etc.) and projects involving three (3) or more residential units, involving over 2,000 square feet or will be occupied by nine (9) people or more, must provide a signed set of engineering / architectural plans with a site plan. This requirement is according to State Law with the Missouri Board of Architects, Professional Engineers, Professional Land Surveyors, & Professional Landscape Architects. **NOTE: Engineer / Architect must be registered with the State of Missouri.**

DEMOLITION PERMITS

Demolition of structures require approval from the Kirksville Historic Preservation Commission before a demolition permit can be issued. The permit fees are as follows:

1. Small shed, garage → \$40.00
2. Houses, mobile homes → \$50.00
3. Commercial structure → \$4.75 per \$1,000 cost of demolition, \$50.00 minimum

To apply for a demolition, the Applicant is required to submit a Demolition Permit Application. The application is available on our website here: <https://www.kirksville.gov/p/demolition-permit>

The City of Kirksville requires demolition specifications that must be followed. In addition, the State of Missouri requires that all building demolition waste be deposited in a State Licensed Landfill. For commercial structures, an Asbestos Report must be submitted before the permit will be issued.

When soil is disturbed on a construction site, a land disturbance permit is required from the State of Missouri. If your project will disturb the soils on the site, please include the Land Disturbance Permit with the demolition permit application.

SIGN PERMITS

A sign permit is required when any party wishes to place or change an advertising sign on the building or in the yard of their business. The Code Enforcement Director is available to help you navigate our City Sign Code (Chapter 44, Article XII) to establish what is allowed within your zone. The permit fees are as follows:

1. Flat Fee → \$25.00
2. Plus \$4.25 per \$1,000 cost of project

To apply for a new or replacement sign, the Applicant is required to submit a Sign Permit Application. The application is available on our website here: <https://www.kirksville.gov/p/sign-permit> Along with the application, a mock-up sketch / drawing must be submitted for review.

In addition to a regular sign permit, there is also a permit for temporary signs. It is recommended to refer to the Sign Code for full details or contact the Code Enforcement Director for more details at 660.627.1272.

REZONING

To rezone any parcel of land within the City of Kirksville, the applicant must submit the following forms to the City Planner:

1. Project Inquiry Form
2. Agent Authorization Form (if applicable)
3. Rezoning Application
4. Application Fee

After submission, the following steps must be completed in this order:

1. A meeting will be scheduled with the City Planner and the Applicant(s) to discuss specific details regarding the process, including the hiring of an abstract company.
2. The hired abstract company will obtain a full detailed legal description of the land and notify by certified mail all adjacent landowners within 185 feet the time and place of the rezoning hearing.
3. The City Planner will publish an intent to rezone at least 15 days prior to the public hearing in a "generally circulated" newspaper.
4. The Applicant(s) and the City Planner will work together to present the case for rezoning to the Planning and Zoning Commission in a public hearing.
5. Once presented to the Planning and Zoning Commission, their recommendation will be presented to the Kirksville City Council for the final decision.

Where allowed by Municipal Code, a Special Use Permit may be allowed. To apply for a Special Use Permit, please complete the following forms and submit to the City Planner:

1. Project Inquiry Form
2. Agent Authorization Form (if applicable)
3. Rezoning Application
4. Application Fee

After submission, the following steps must be completed in this order:

1. A meeting will be scheduled with the City Planner and the Applicant(s) to discuss specific details regarding the process, including the hiring of an abstract company.
5. The hired abstract company will obtain a full detailed legal description of the land and notify by certified mail all adjacent landowners within 185 feet the time and place of the public hearing.
6. The City Planner will publish an intent for the special use permit at least 15 days prior to the public hearing in a "generally circulated" newspaper.
7. The Applicant(s) and the City Planner will work together to present the request to the Planning and Zoning Commission in a public hearing.
8. Once presented to the Planning and Zoning Commission, their recommendation will be presented to the Kirksville City Council for the final decision.

SUBDIVISION OF LAND

Any property owner(s) interested to make a change to a parcel of land, please reach out to the City Planner at 660.627.1272 before submitting any requests.

The procedure to subdivide land is as follows:

1. Contact the City Planner to schedule a meeting regarding a subdivision of land. The City Planner will conduct a review of the preliminary plat submitted by the developer.
2. Submit a copy of the preliminary plat prepared by a Missouri Registered Surveyor to the City Planner and have the proposal placed for consideration on the agenda for a regular scheduled meeting of the Planning & Zoning Commission.
3. Application Fee → \$250 plus \$2.00 per lot
4. All plats submitted to the Planning and Zoning Commission will be presented to them for a recommendation, and then scheduled for final approval to the City Council at their next regular scheduled meeting. An ordinance must be prepared by the City Planner to accompany each plat before the City Council can act on the subdivision.
5. Once the City Council approves a subdivision plat, it must be recorded at the Adair County Recorder's Office by the City. Applicant will be responsible for all fees pertaining to the Public Hearing Notice in the local newspaper and any recording fees.

Minor Subdivision Plats

These plats contain three or fewer parcels of land and don't involve public infrastructure. Review would be required by the City Planner before forwarding to the City Council or City Manager for action.

Major Subdivision Plats

All plats other than those of a minor nature require two separate reviews; Planning and Zoning Commission before being forwarded to the City Council.

LOT SPLITS

Any property owner(s) interested to make a change to a parcel of land, please reach out to the City Planner at 660.627.1272 before submitting any requests.

To divide any parcel of land within the City of Kirksville, the applicant must submit the following to the City Planner: Project Inquiry Form, Agent Authorization Form (if applicable), Lot Split Application, minimum four (4) Original Survey Plats, and the Application Fee.

Once the applicant submits the above information, the City Planner will determine if the lot split will meet city requirements. If it does, the lot split plats will be sent to the City Manager for approval. If the City Manager approves, it will be filed with the Adair County Recorder. If the lot split doesn't meet all requirements, it will be presented to the City Council on an upcoming City Council Agenda as an action item. If the City Council then passes it as an approved lot split, the City will file the lot split with the Adair County Recorder.

The Application Fee consists of a flat fee of \$250 plus \$2.00 for each lot, including the parent lot. These fees are due at the time the survey plats and other documents are submitted to the City Planner. Once approved, the applicant will also be responsible for the recording fees.

A lot split located within Kirksville city limits is not legal unless submitted to and approved by the City Manager or the Kirksville City Council and filed with the Adair County Recorder.

IMPORTANT NOTE: According to City Ordinance, if a property has been involved in a previous lot split since May 20, 1985, the property owner(s) will be required to apply for a Minor Subdivision.

LOT COMBINATIONS

Any property owner(s) interested to make a change to a parcel of land, please reach out to the City Planner at 660.627.1272 before submitting any requests.

To combine any parcel of land within the City of Kirksville, the applicant must submit the following to the City Planner: Project Inquiry Form, Agent Authorization Form (if applicable), Lot Combination Application, minimum four (4) Original Survey Plats, and the Application Fee.

Once the applicant submits the above information, the City Planner will determine if the lot combination will meet city requirements. If it does, the lot combination plats will be sent to the City Manager for approval. If the City Manager approves, it will be filed with the Adair County Recorder. If the lot combination doesn't meet all requirements, it will be presented to the City Council on an upcoming City Council Agenda as an action item. If the City Council then passes it as an approved lot combination, the City will file the lot combination with the Adair County Recorder.

The Application Fee consists of a flat fee of \$250. Once approved, the applicant will also be responsible for the recording fees.