

New Single Family/Duplex Construction Permit

Zoning Requirements – Verifying the zoning requirements for your project before deciding to build is a requirement. Kirksville has 20 separate zoning districts, each with minimum lot size, building height, setback, parking, landscaping, and other requirements. A handbook with both the Zoning Ordinances and Zoning Map is available for purchase from the Codes Department, or can be accessed online our website for free on the Zoning Information page located at <http://www.kirksvillecity.com/zoning>. Any questions can be directed to the City Planner at 660.627.1272.

Building Code – The City currently follows the 2021 International Codes listed below. Single family houses, duplexes, and accessory structures must be designed according to the codes, City Ordinances, and other city requirements.

- 2021 International Building Code
- 2021 International Fire Code
- 2021 International Plumbing Code
- 2021 Mechanical Code
- 2021 Fuel Gas Code
- 2015 Energy Conservation Code
- 2020 National Electrical Code

Submissions and Actions Required

1. Building permit application
2. Site plan – see attached Checklist
3. Floor plan – see attached Checklist
4. Building location staked on lot

Fees – Permit fees are due at the time the building permit is issued. Building permit fees for new residential construction are based on International Code Council's National Average requirements and are calculated on a rate per thousand dollars of construction.

*For current Permit Fees, please refer to our website and the Exhibit A – Fee Schedule. Any questions can be directed to the Administrative Specialist at 660.627.1272.

Review Time – Upon submission of all required documents, the Plan Review Team will begin the review process. This process generally takes approximately two (2) days. Upon completion, you will be contacted regarding the results of the review. The new building should be staked on the lot with property pins located. Property pins may need to be located or set by a licensed surveying company.

Contractor Licensing – All general contractors and sub-contractors are required to have a current Kirksville Business License. To obtain a business license, contact the Business License Clerk in the Finance Department at 660.627.1251. Contractor licenses will be verified by City staff prior to issuing a building permit.

Inspections – Contact the Codes & Planning office at 660.627.1272 to schedule an inspection. Failure to request a required inspection could result in project modifications at the owner's expense. No work should begin or inspections completed until required permits have been obtained.



Fall Protection – Any project site must provide protection to ensure that pedestrians do not unknowingly come onto a project site and be exposed to a fall hazard. Please find additional information regarding fall protection requirements in Chapter 10 of the City of Kirksville Code of Ordinances.

Stormwater Runoff Control – The City of Kirksville is mandated and supports the requirements of its MO-RO40000 Missouri State Operating Permit as required by the Federal Clean Water Act, therefore all sites must manage stormwater runoff. For construction activities that result in a land disturbance of less than one (1) acre, the owner/developer and contractor will be required to follow best management practices (BMP) that are site specific to control runoff; and for construction activities that result in a land disturbance of greater than or equal to one (1) acre, the owner/developer and contractor must obtain a State of Missouri Land Disturbance Permit determined by the Code Enforcement Director.



New Single Family/Duplex Building Permit Application

Date: _____

APPLICANT INFORMATION

☐ Owner ☐ Contractor

Name: _____

Address: _____

Phone: _____

E-mail: _____

LOCATION OF PROJECT

Address: _____

Subdivision: _____

Lot(s): _____ Zoning: _____

PROJECT INFORMATION

Total Lot Area in Sq. Ft. _____

Total Square Feet of Finished Floor: _____

Number of Stories: _____

Total Square Feet of Garage (if applicable): _____

Total Square Feet of Basement (if applicable): _____

Elevation of Foundation above the highest point of street or back of curb, if any: _____

Utility Easements on property: _____

Please check one of the following:

☐ Single Family ☐ Duplex ☐ Addition ☐ Basement Finish

Please check one of the following:

☐ Basement ☐ Concrete Slab ☐ Crawl Space

CONTRACTORS

The following firms have been engaged to do the work and will be licensed contractors in the City. General Contractor must contact the Codes Department if Contractor information changes at any time during the project.

General Contractor: _____

Electrical Contractor: _____

Plumbing Contractor: _____

Mechanical Contractor: _____

Concrete Contractor: _____

Framing Contractor: _____



PERMIT FEES FOR GOVERNMENTAL & QUASI-GOVERNMENTAL PROJECTS

In December 2003, City Council approved the waiving of building permit fees at the request of governmental and quasi-governmental agencies. City Council Policy #17 outlines the criteria. If you are a tax exempt entity, please provide a copy of your tax exempt letter to see if you qualify to have your permit fees waived.

RIGHT OF ENTRY

In the discharge of duties, the Code Official or designated representative shall have the authority to enter at any reasonable hour, any building, structure or premise in the city limits of the City of Kirksville to enforce the provisions of all applicable laws and regulations.

I hereby certify that the proposed work is authorized by the property owner of record, and that I have been authorized by said owner to make this application as an authorized agent for said owner and further agree to conform to all applicable laws of the City of Kirksville.

Applicant Name (Please Print)

Signature of Applicant

Date

Address of Applicant _____

Property Owner _____

Address _____

City of Kirksville
Permit Application Submittal Checklist

SINGLE FAMILY/DUPLEX/ADDITION

SITE PLAN

- _____ Property Lines w/ Dimensions
- _____ North Arrow
- _____ Location of new structure on Lot
- _____ Location of any additional structures on Lot
- _____ Location of any structures on adjacent properties if closer than 7' to property line
- _____ Driveway and public & private sidewalks (location & dimensions)
- _____ Easements, if any (location & size)
- _____ Water Meter location & size
- _____ Deck/Porch/Patio Location(s) (covered or uncovered)
- _____ Water Service (location entering structure & meter size)
- _____ Sewer Service (location entering structure & size)
- _____ Storm Drainage (show run-off from building)
- _____ Floodplain (verify no portion of property is in the Floodplain)

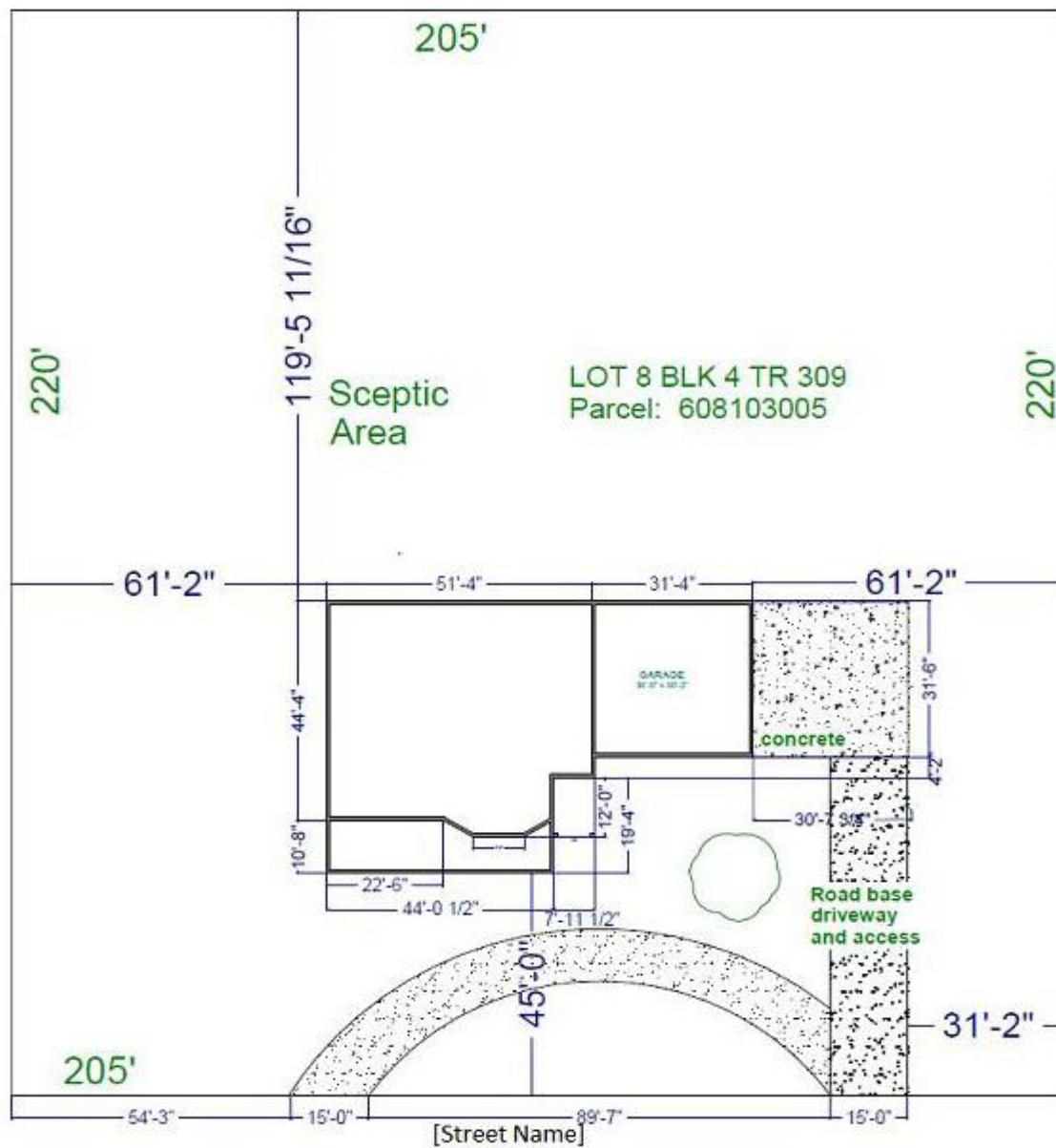
FLOOR PLAN

- _____ All Walls and Rooms with Dimensions
- _____ Doors & Windows Locations (width, header type & size)
- _____ Stairs (width, floor openings, & direction bearing locations)
- _____ Framing Layout (floor, ceiling, and roof)
- _____ Location of Smoke/Carbon Monoxide Detectors
- _____ Service Panel Location
- _____ Roof Type and direction of peak/ridge
 - Layout: Lumber or Truss Pkg (stamped & signed)
 - Details: Ceiling Joists & Rafters (material, sizes, spans, etc.)

CROSS SECTION VIEW(S)

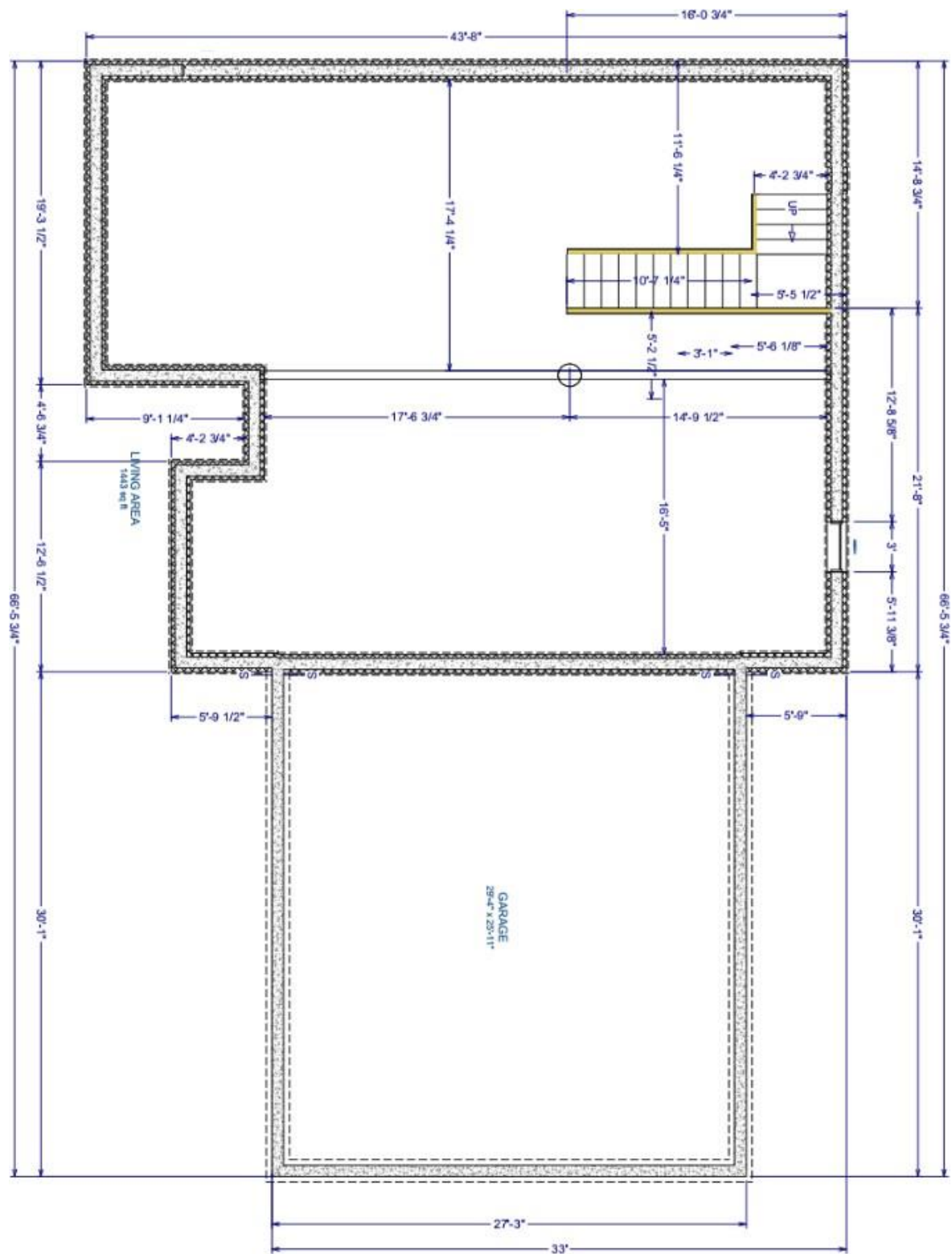
- _____ Fill in the corresponding blanks required (page 5)

Site Plan Example

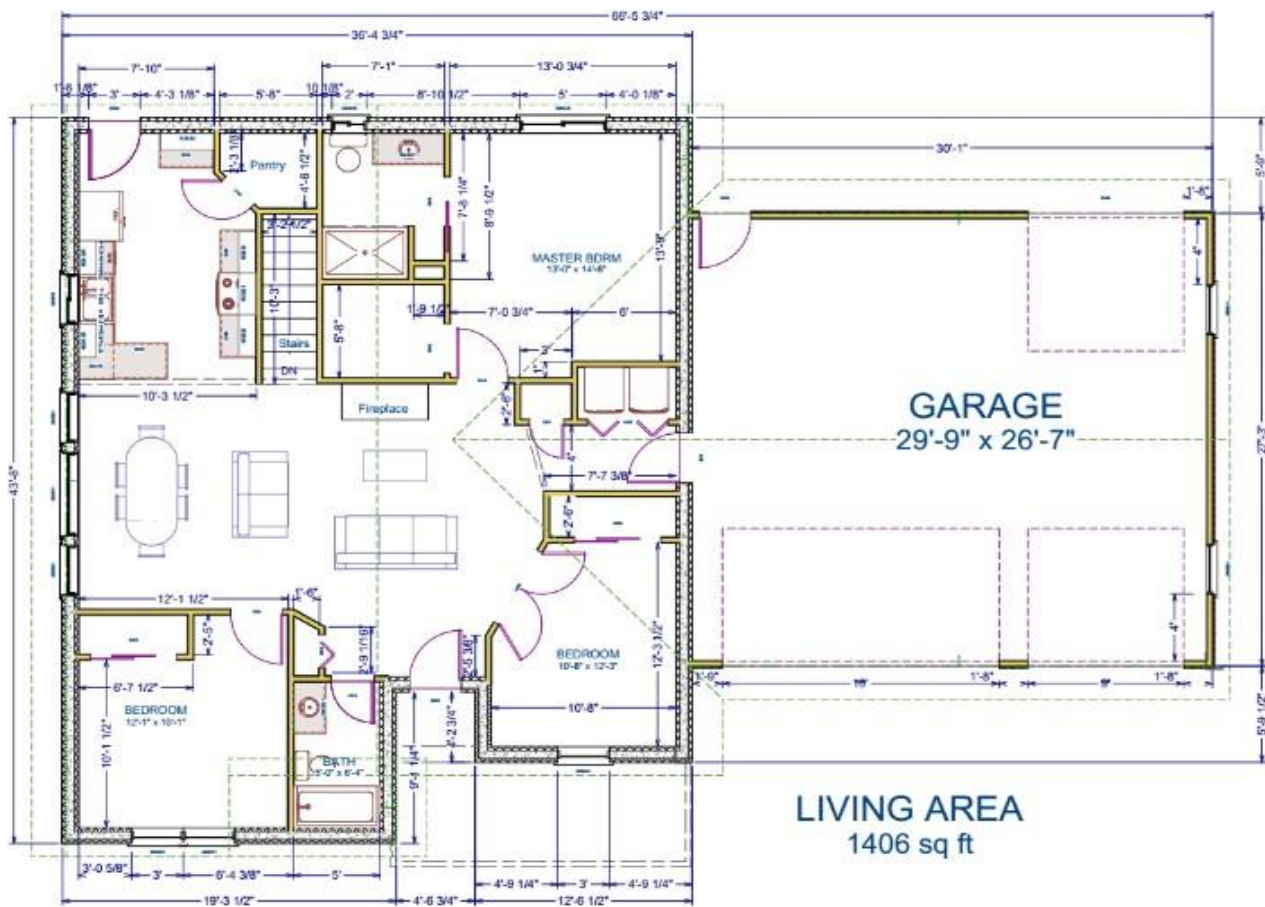


All items on checklist may not be shown above.

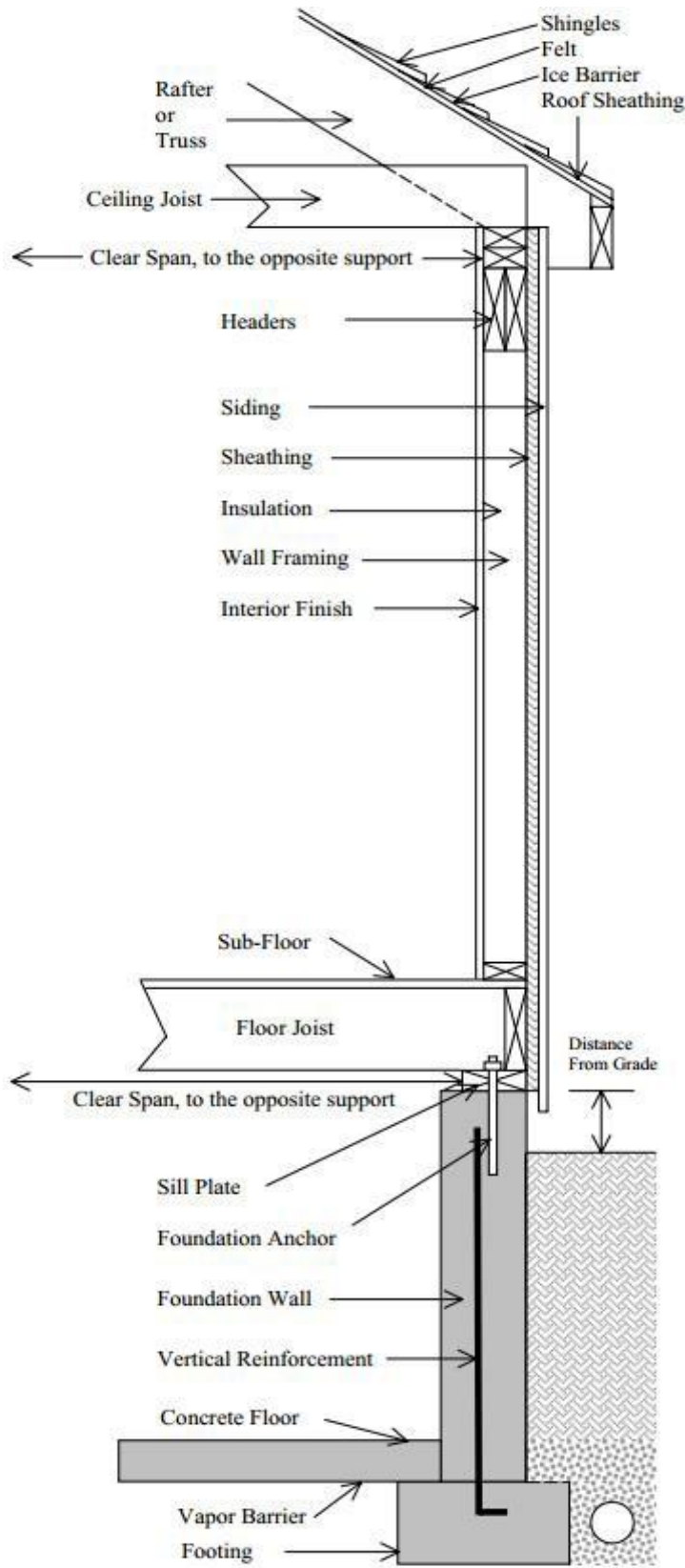
Foundation / Basement Plan Example



Floor Plan Example



Cross Section View



Shingles Type _____
 Felt Type _____
 Headers _____
 Siding Type _____
 Sheathing Type & Thickness _____

Insulation Type & R-Value _____

Wall Framing Dimension & Height _____

Interior Finish _____
 Sub-Floor Type & Thickness _____

Floor Joist Type & Dimension _____

Sill Plate Dimension _____
 Foundation Anchor Size _____
 Foundation Wall Type & dimension _____

Vertical Reinforcement Size & Spacing _____

Concrete Floor Thickness & Rebar Details _____

Footing Dimensions & Rebar Detail _____

****Please refer to the drawing on the left and complete the information above.****