

## 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 2015 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.

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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.

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Applicant Name (Please Print)

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Signature of Applicant

Date

Address of Applicant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Owner \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

**\*\*Electronic plans and application can be submitted to [sray@kirksville.gov](mailto:sray@kirksville.gov).**

**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)
- \_\_\_\_\_ 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)

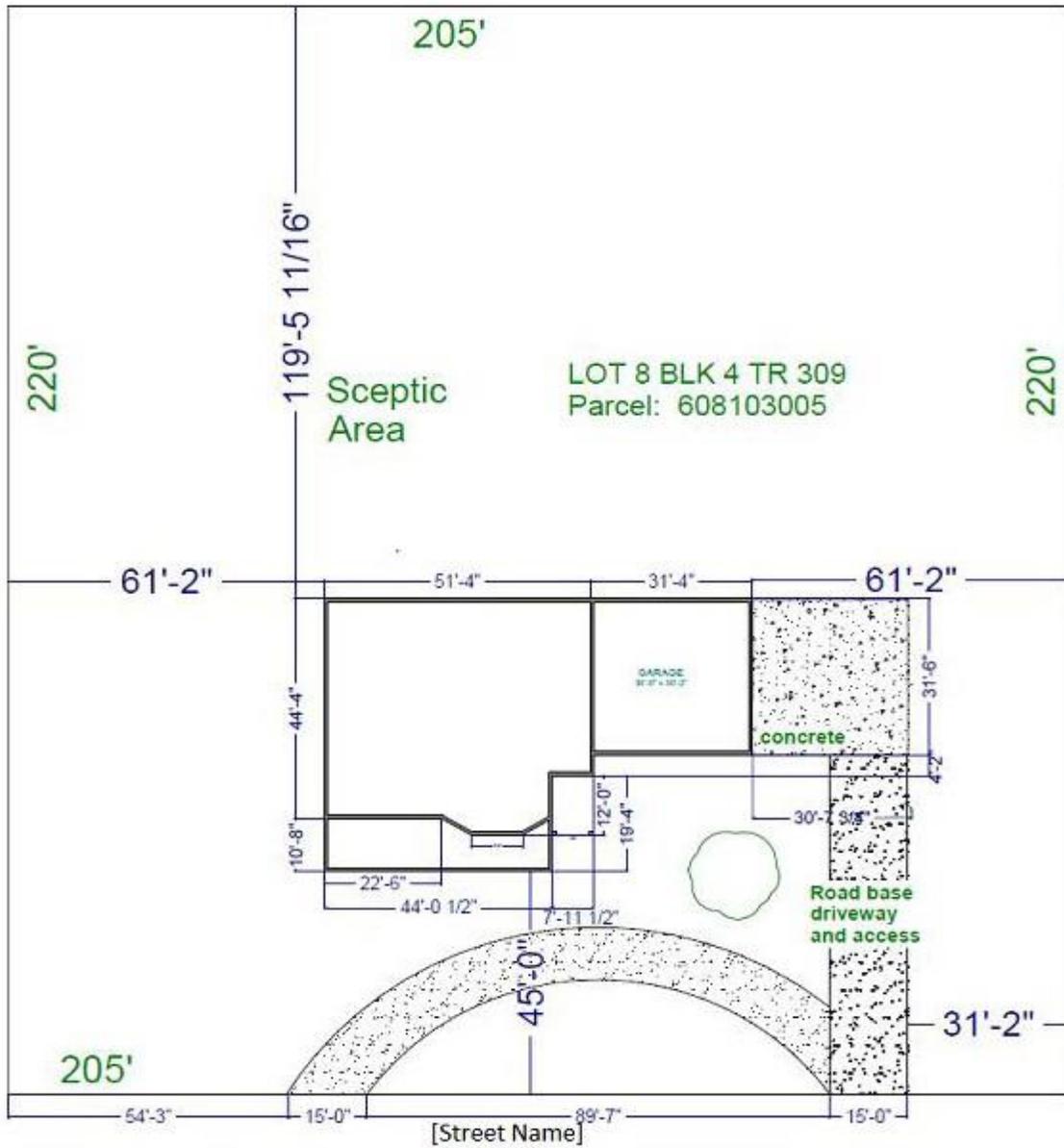
**FLOOR PLAN**

- \_\_\_\_\_ 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)**

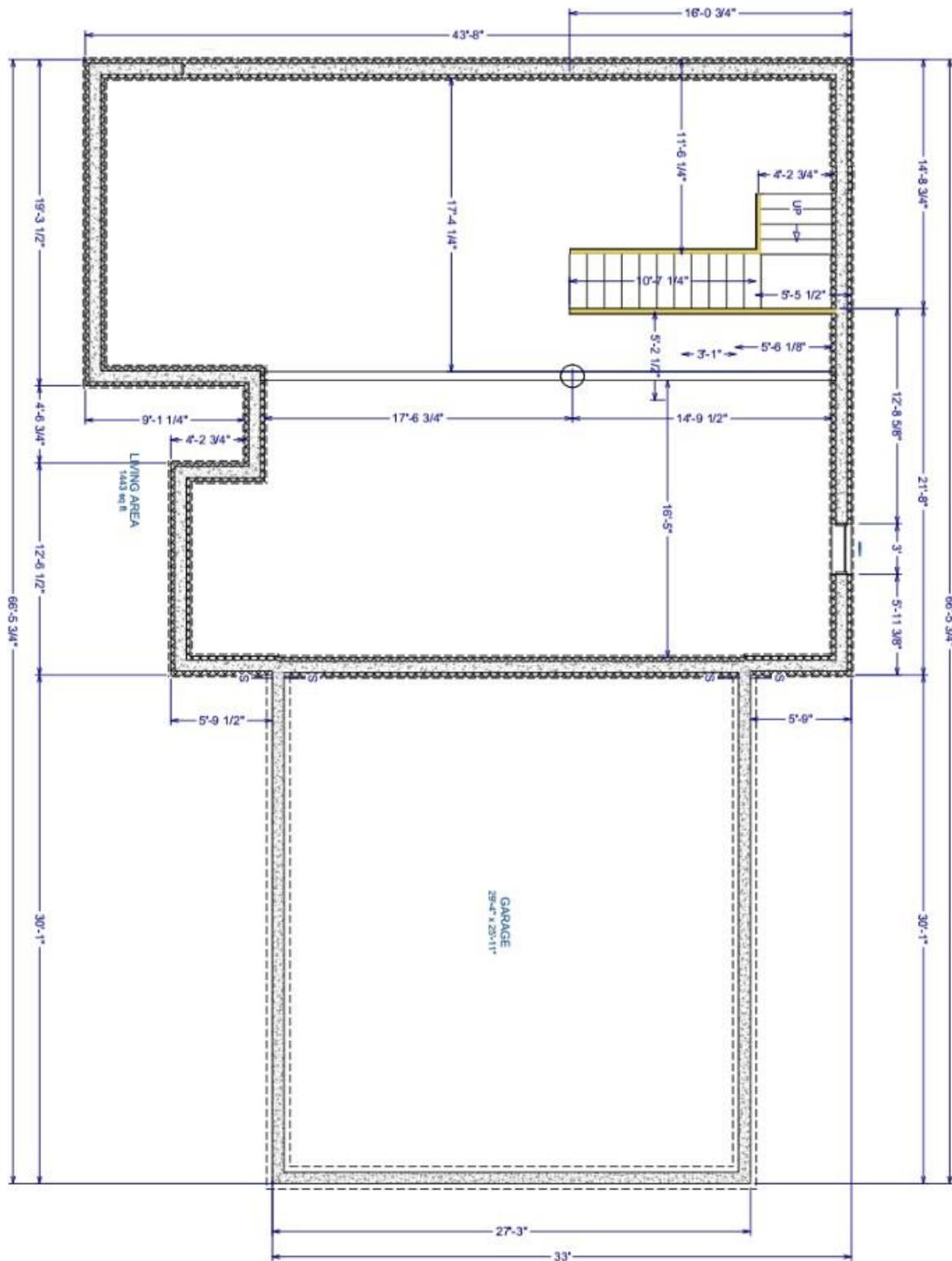
- \_\_\_\_\_ Fill in the corresponding blanks required (page 5)

# Site Plan Example

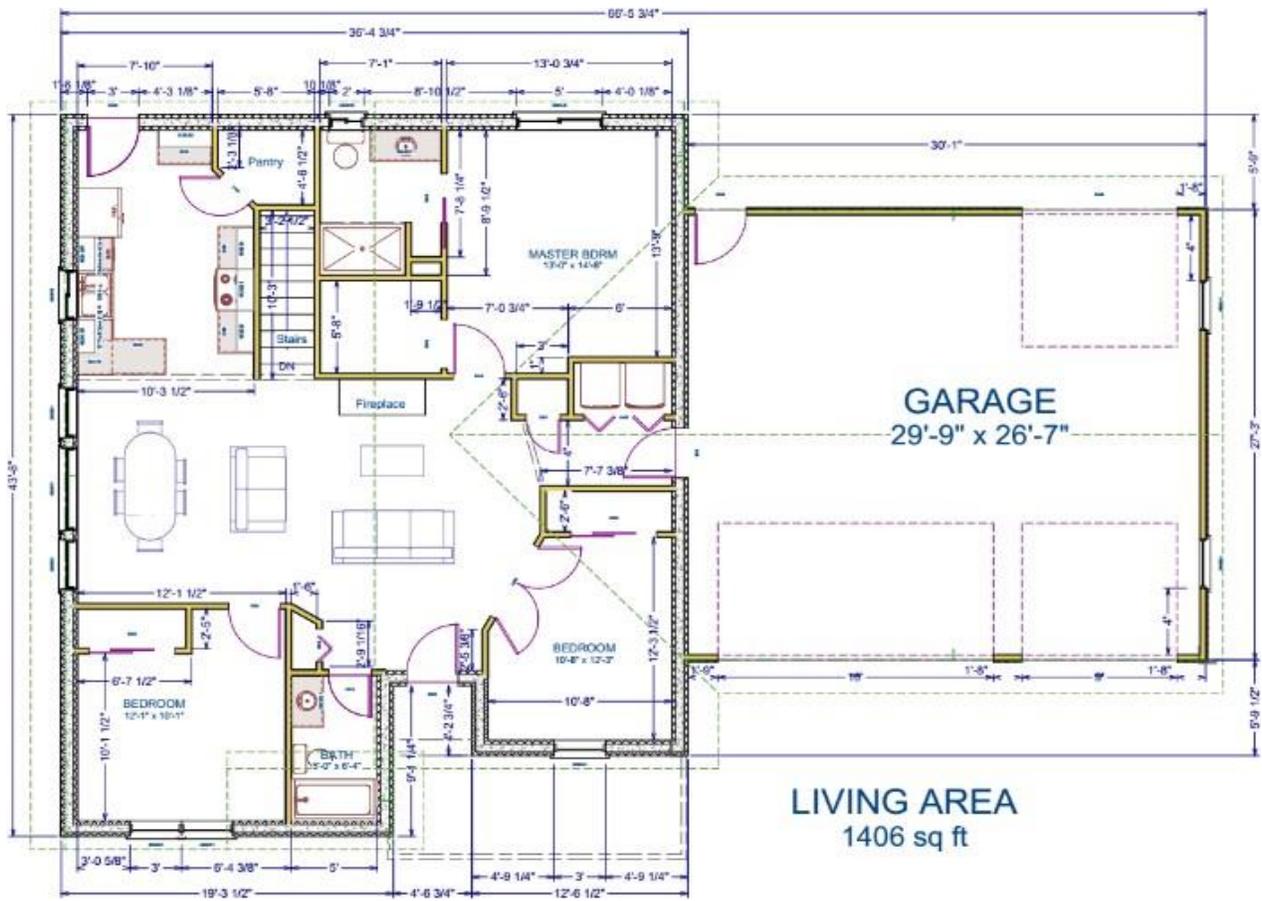


\*\*All items on checklist may not be shown above.\*\*

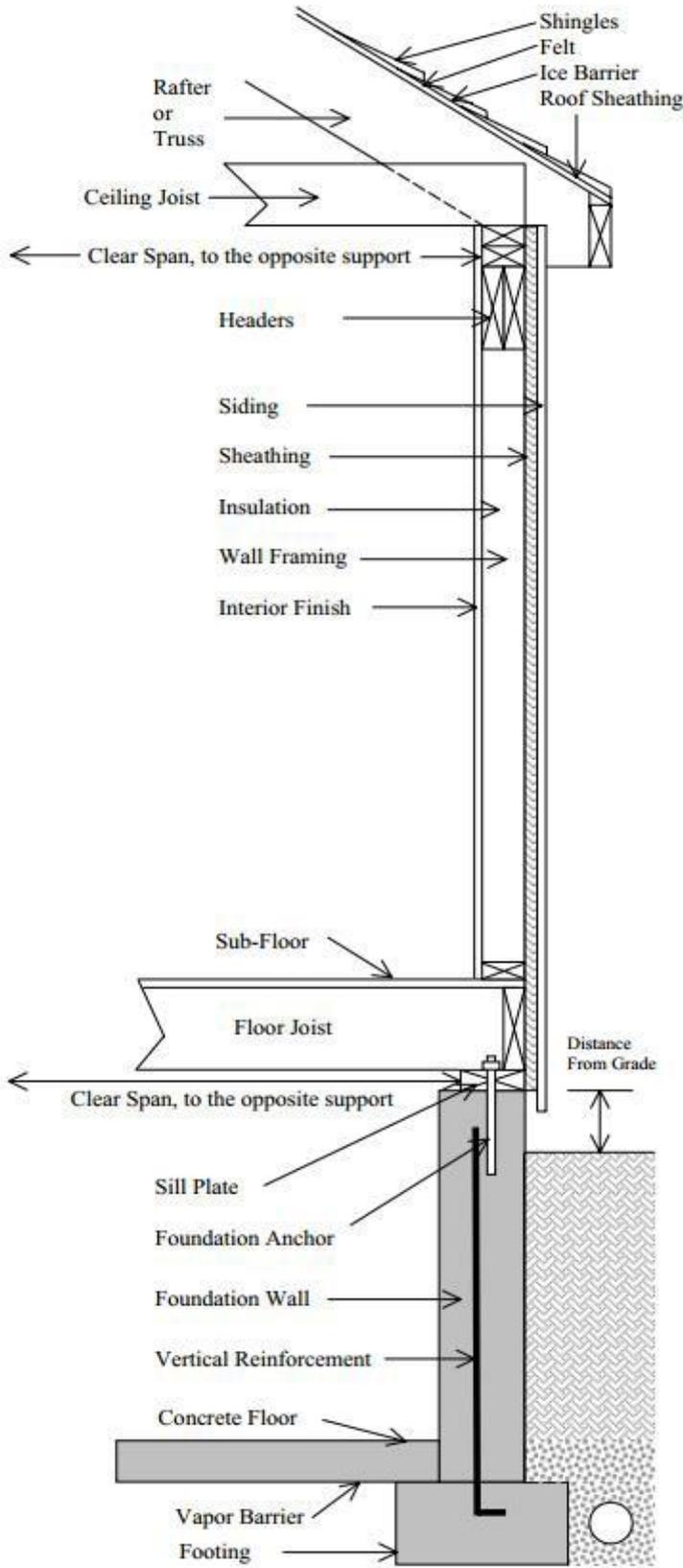
# Foundation / Basement Plan Example



# 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.\*\***