



## Codes & Planning Staff

Reid Yardley, Code Enforcement Director  
Stan East, Senior Inspector  
Jake Hemmerling, Inspector II  
Randy Leckbee, Inspector  
Sonya Ray, Administrative Specialist

## Hours

Monday—Friday  
8:00 am—5:00 am  
PH: 660.627.1272      FAX: 660.627.1026  
[www.kirksvillecity.com](http://www.kirksvillecity.com)

# Table of Contents

Building/Remodel Construction	pg. 3
Building Permits	pg. 5
Remodeling Permits	pg. 7
Demolition Permits	pg. 8
Rezoning	pg. 8
Subdivisions	pg. 10

# Information Regarding Building and Remodeling Construction Activities

1. Foundation, Footings, sewer line, and water lines—Frost Depth 48”.
2. Hard-wired and interconnected smoke alarms are required on all new and remodeling residential projects. (See Codes Department 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 required.
5. Dwelling units must be fire separated.
6. Lots must be able to drain adequately.
7. Foundation and roof drains are prohibited from connection to the City’s sanitary sewer.
8. New installations of fireplaces, stove and wood fired furnaces must be permitted and inspected prior to use.
9. Plumbing fixtures require vents that pass through the roof, 3” minimum on main vent, 1’ above roof.
10. All used lumber and materials used must be approved by the Building Official.
11. Permits are required for all porches, patios, decks, carports, accessory buildings, and detached garages. A site plan must be provided.
12. The City of Kirksville has adopted the 2021 International Code and the 2020 National Electrical Code. However, certain City ordinances are established to override these mentioned above.
13. 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.

13. Adding shingles or roofing alone does not require a permit. However, a contractor's license is required unless work is completed by the owner. Only two (2) layers of shingles are permitted. Replacing roof sheeting does require a permit and must be inspected. A minimum of 15 pound felt is required for underlayment.
14. When the cutting of streets is done, the street must be put back to original condition. The City has established a planning guide.
15. Accessory buildings, carports, and storage sheds require permits.
16. Inspections are required before any plumbing, electrical, mechanical, and/or structural member, equipment or service is covered up. If in doubt, give us a call.
17. Before gas service can be given to a property, a licensed plumber must do a gas pressure test. Our inspectors have to check and see that the gas line holds at least 20 lbs. of air pressure for at least two (2) hours. A gas permit is required as well (\$23).
18. When building and remodeling activities are finished, a final inspection must be complete before a Certificate of Occupancy can be issued.
19. An approved carbon monoxide detector is required in all existing and new residences where there is an attached garage and/or fossil-fueled appliance. (See Code Department for locations)
20. Before digging on private property or on the right-of-way, a Contractor should call 1-800-DIG-RITE.
21. When soil is disturbed on a construction site with one acre or more, a land disturbance permit is required to be issued along with the building permit from the State of Missouri. If your project will disturb the soils on the site, please include the Land Disturbance Permit with the building permit application.
22. For fences, the maximum height is 4' in the front yard. Behind the front line of the house, the maximum height can be 7' without obtaining a permit.

# Building Permits

**PERMIT COSTS:** \$25.00 MINIMUM FEE, PLUS \$4.25 PER \$1000.00 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 a sign or other structure within the city limits of Kirksville.

An application must be submitted along with the information below to obtain a building permit. A copy of the application is available on our website at [www.kirksvillemcity.com/newconstruction](http://www.kirksvillemcity.com/newconstruction).

1. Address where the building is to take place.
2. Site Plan and/or Architectural Plans.
3. Owner's name and address.
4. Contractor's name and address.
5. The use of the building.
6. The size and height of the building.
7. The number of dwelling units in the proposed structure.
8. Square footage of the structure.

# Documentation Required for Building Permits

## A Site Plan Must Include:

1. Layout of proposed building and site, with measurements.
2. Setbacks from all property lines.
3. Topographical data necessary to indicate storm water run off in respect to building elevation and neighboring properties.
4. Verification of property lines by either new or existing property survey.

## To Obtain A Building Permit You Must:

1. Submit an application to the Office of Code Enforcement and Inspection at City Hall.
2. Projects of a public use nature (stores, gas stations, offices, etc.) and projects involving three (3) or more units, involving over 2,000 square feet (in cases of commercial nature) or is occupied by nine (9) people or more, must in addition to a plot plan provide a signed, sealed set of engineering/architectural plans with the plot plan. **NOTE: Engineer/Architect must be registered with the State of Missouri.**
3. Once all required information is correctly submitted, City Officials anticipate 3-4 days must be allowed to review the plan.
4. Upon favorable review of the plans, a building permit will then be issued.

# Remodeling Permits

**PERMIT COSTS:** \$25.00 MINIMUM FEE, PLUS \$3.75 PER \$1000.00 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 shall not include the cutting away of any wall, or portion of walls, the removal or cutting of any structural beam or bearing support, the removal or change of any required means of exit, or rearrangement of parts of a structure affecting exit-way requirements. **Ordinary repairs also shall not** include addition to, alteration of, replacement or relocation of any stand pipe, water supply, sewer, drainage, drain leader, gas soil, 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.

The following necessary information must be supplied by the Applicant when obtaining a remodeling permit:

1. Building Address
2. Owner
3. Contractor
4. Class of Work
5. Cost of Work
6. Application (Commercial Property Only)

## **\*\*IMPORTANT\*\***

Projects of a public use nature (stores, gas stations, offices, etc.) and projects involving three (3) or more units, involving over 2,000 square feet (in cases of commercial nature) or is occupied by nine (9) people or more, must in addition to a plot plan provide a signed, sealed set of engineering/architectural plans with the plot plan. **NOTE: Engineer/Architect must be registered with the State of Missouri.**

## Demolition Permits

Demolition of structures requires 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—\$50.00
3. Commercial Structures—\$4.75 per \$1,000.00 cost of demolition, \$50.00 minimum.

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 to be issued along with the building permit from the State of Missouri.

## Rezoning

Procedures for rezoning are as follows:

1. Schedule a meeting with the City Planner.
2. Submit a Rezoning Application.
3. Publish an intent to rezone in a “generally circulated” newspaper. A notice must contain:
  - A. Time and place of the Planning and Zoning Commission Public Hearing.
  - B. The proposed zoning classification.

**NOTE:** This publication must be posted a minimum of fifteen (15) days prior to the public hearing with the Planning and Zoning Commission.



4. Obtain a certificate signed by an abstractor verifying all adjacent land owners within 185 feet of proposed land to be rezoned have been notified of the rezoning and public hearing.
5. Application Fee—\$250.00

The City Planner presents the request of the proponent's rezoning change to the Planning and Zoning Commission held in public hearing and has the opportunity to defend against any opposition.

#### **CITY OF KIRKSVILLE AND PLANNING AND ZONING COMMISSION RESPONSIBILITIES:**

1. The Planning and Zoning Commission will make a recommendation to the City Council to uphold or deny the request.
2. After the Planning and Zoning Commission Public Hearing, the request in ordinance form is submitted to the City Council for action.
3. The City Council will make a determination at their next regular scheduled meeting to approve or disapprove the rezoning.
  - A. If the action is approved, the developer must apply for a building permit before the project can proceed.
  - B. If the action is denied, the developer has the right of appeal through the circuit court for reversal of Council decision.

# Subdivision of Land

The procedures 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 and Zoning Commission.
3. Application Fee—\$250 plus \$2.00 per lot

## Plats of a Minor Nature

These are plats containing four or less parcels of land and doesn't involve public streets. Review would be required by the Code Enforcement Director before forwarding to the City Council or City Manager for action.

## Plats of a Major Nature

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

- A. A preliminary review.
- B. A final plat review.

4. All plats approved by the Planning and Zoning Commission are scheduled for consideration by the City Council on their next regular scheduled meeting.
  - A. An ordinance must be prepared 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 in the County Recorder's Office by the City.



CODES & PLANNING  
201 S. FRANKLIN ST.  
KIRKSVILLE, MO 63501  
660.627.1272 PHONE  
660.627.1026 FAX  
[www.kirksvillemo.gov](http://www.kirksvillemo.gov)