



File # _____

2110 S Broadway, PO Box 805
Oak Grove, Missouri 64075
816.690.3773 • 816.690.8478

RESIDENTIAL BUILDING PERMIT APPLICATION

The City has adopted the 2012 International Codes

Inspections call
(816) 690-3773 Ext. 1007
return application to:
buildingofficial@cityofoakgrove.com

FEE CALCULATED

Applied date _____ Permit Number _____

Project Address: _____

Subdivision: _____ Lot: _____ Phase: _____

Development Type: Single family: _____ Duplex: _____ Other: _____ Valuation: _____

Total Square Footage: _____ Lot Size: _____ Zoned: _____

Scope of Work: _____

Lawn Irrigation Install: Yes _____ No _____ Suppression System: Yes _____ No _____

SQUARE FOOTAGE INFORMATION

Please notate each applicable construction plan if submitting multiple views of construction documents

Elevation: _____ Foundation Plan: _____ Floor Plan: _____

1st Floor: _____ 2nd Floor: _____ Deck: _____ Porch: _____

Unfinished Basement _____ Finished Basement: _____ Garage: _____ Patio: _____

Bedrooms: _____ # Full Baths: _____ # Half Baths: _____ # Parking Garage: _____

Total Square Footage: _____

PROPERTY OWNER

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email address: _____

APPLICANT INFORMATION

Your Name: _____ Company Name: _____

Owner: _____ Contractor: _____ Architect: _____ Engineer: _____ Other: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email address: _____

Business License #: _____

Trade Company Names Below:

Mechanical: _____ **Business License #:** _____

Electrical: _____ **Business License #:** _____

Plumbing: _____ **Business License #:** _____

- The proposed work must be done in accordance with approved plans and specifications. Separate permits are required for, but not limited to electrical, mechanical and plumbing. Furthermore, it is the duty of the general contractor to assure that all required inspections are scheduled in advance and approved by the City Inspectors.
- Permits are valid for 180 days and must be posted in visible location.
- I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or conceal the provisions of any other state or local law regulating construction or the performance of construction and that I make this statement under penalty of perjury. Businesses must obtain a current City of Oak Grove Business License prior to beginning any project.

AFFIDAVIT: I hereby certify that I have the authority to make the foregoing application and that the application, to the best of my knowledge, is complete and correct and that the permitted construction will conform to the regulations in the Codes adopted by the City of Oak Grove and all applicable ordinances.

Applicant Name Printed: x _____

Applicants Signature: x _____ **Date:** _____

Building Official Printed: x _____

Building Official Signature: x _____ **Date:** _____

SINGLE FAMILY RESIDENTIAL SITE PLAN REQUIREMENTS

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A site plan is REQUIRED for New Construction, Additions or Accessory Structures which result in a significant change to a primary functional area.

Parcel Number: _____

Address or Legal Description of Site: _____

Name of Owner: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **Email address:** _____

One (1) hard copy and one (1) digital copy of the site plan, containing the following information, must be submitted. When a particular item is included, check where indicated. If an item does not apply, indicate by writing N/A.

- _____ 1. Boundaries and dimensions of property, all property corners with elevations. (property corners shall be clearly marked on the ground).
- _____ 2. Show names of streets.
- _____ 3. Show alleys.
- _____ 4. Locations of existing and proposed structures (including decks) with elevations at house and garage corners.
- _____ 5. Distance from all structure(s), to property line(s).
- _____ 6. Show existing and proposed inlets, sidewalks, manholes, water valves, hydrant assemblies, street light and other pertinent items.
- _____ 7. Show existing and proposed curb cuts and driveway locations.
- _____ 8. Square footage of property and footprint of proposed structure.
- _____ 9. Clearly indicate Site Plan scale and North arrow.
- _____ 10. Provide legal description and address of property.
- _____ 11. Show dimensions and type of easements.
- _____ 12. Show sewer stub location.
- _____ 13. Show drainage direction.
- _____ 14. Show all building setback lines.
- _____ 15. State of Missouri Professional Land Surveyor stamp.
- _____ 16. Show 100 year flood elevations as appropriate.

I hereby confirm that this information submitted on this document and site is true and accurate.

I am: Owner Agent

Signature: _____ Date: _____

Print Name: _____