



APPLICATION FOR BUILDING PERMIT

New Building Construction

Permit # _____

Submit this application with applicable fee to:

Marceline City Hall
116 N. Main Street USA
Marceline, MO 64658

Please allow 3 business days for processing and review.

This form must be completed legibly and in its entirety with ALL required supporting documents attached prior to permit issuance. The issuance of this permit is for the purpose of beginning construction and will be considered an "Open Permit" until the final inspection is completed, and a Certificate of Occupancy is issued.

| Building Type (check applicable) | |
|---|--------------------------|
| Residential Dwelling _____ Commercial Building _____ Detached Accessory Structure _____ | |
| Address of Proposed Construction | |
| | |
| Applicant | Property Owner |
| Name: _____ | Name: _____ |
| Address: _____ | Address: _____ |
| City / Zip: _____ | City / Zip: _____ |
| Phone: _____ cell / home | Phone: _____ cell / home |
| Email: _____ | Email: _____ |
| Architect / Engineer in Responsible Charge | Contractor |
| Firm: _____ | Company: _____ |
| Contact Name: _____ | Contact Name: _____ |
| Address: _____ | Address: _____ |
| City / Zip: _____ | City / Zip: _____ |
| Phone: _____ cell / home | Phone: _____ cell / home |
| Email: _____ | Email: _____ |

| Structural Information | Required Documentation Checklist |
|---|--|
| Square Feet: _____ Stories: _____ Height (peak) _____ Foundation Type: _____ Number of Bedrooms: _____ Bathrooms: _____ Garage size: _____ attached / detached Estimated Cost of Construction: _____ | <input type="checkbox"/> *Blueprints or floor plans w/measurements <input type="checkbox"/> *Design Elevations w/measurements <input type="checkbox"/> *Aerial view of property with proposed construction footprint and required setbacks w/measurements <input type="checkbox"/> Contractor's City Occupational License and Certificate of Liability Insurance (if applicable) <i>* Items must be prepared electronically using professional services or available online software programs.</i> |

| Brief Description of Work |
|----------------------------------|
| _____ _____ _____ _____ |

| Fee | Amount Paid |
|---|---------------------------|
| For construction of \$4,000 and over: \$25.00 plus \$5.00 per thousand over <i>(City of Marceline Code of Ordinances Title V, Chapter 500)</i> | \$ _____ Check # _____ |

| Consent, Authorization and Signatures |
|--|
| <p>I understand and will adhere to the following:</p> <ol style="list-style-type: none"> No work may begin prior to issuance of this permit. This application may be subject to a Marceline Planning & Zoning Board Hearing if it is determined that any portion of this application requires a variance to the City's Planning & Zoning Ordinance (Ord. #6.404). All work related to this application must meet the building code requirements of the International Code Council (ICC) and all applicable Federal, State and Local building code requirements. Any modification to the information provided in this application during construction must be approved by the City Manager or his designee. The issuance of this permit is for the purpose of beginning construction and will be considered an "Open Permit" until the final inspection is completed, and a Certificate of Occupancy is issued. The applicant or assigned contractor will be responsible for calling the City Building Official to arrange inspections. The following inspections are required during construction: <ul style="list-style-type: none"> Footing / Foundation Inspection Electrical / Mechanical / Plumbing Rough-in Inspections Final Inspection |

All provisions of the building code and other City ordinances will be complied with, whether specified herein or not. Plans approved by the Department become a part of this application. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application, and that, before I accept my permit for which this application is made, the owner shall be made aware of all conditions of the permit. I understand that if I knowingly make any false statement herein will render this application and any permit obtained invalid.

Signature of Applicant: _____ **Date:** _____

Permit Issuance Information

This is to certify that I have examined the within detailed statement, together with a copy of the plans relating thereto, and find the same to be in accordance with the provisions of the Marceline Code of Ordinances, that the same has been approved and entered into the records of the City. A Certificate of Occupation will be issued following a final close out inspection upon request.

Name

Signature

Title

Date Approved / Permit Issued

For Office Use Only

Inspections:

Foundation / Footing Inspection: _____ / _____
By Date

Plumbing Rough-in Inspection: _____ / _____
By Date

Electrical / Mechanical Rough-In Inspection: _____ / _____
By Date

Final Inspection:
(includes electrical/plumbing/mechanical) _____ / _____
By Date

Completion of this section certifies that the work provided in this permit has been completed and is suitable for its intended purpose with the issuance of a Certification of Occupancy.

Name

Signature

Title

Date Certificate of Occupancy Issued