

**BUILDING PERMIT APPLICATION - CITY OF DE SOTO  
17 BOYD STREET, DE SOTO, MO 63020  
636-586-3326**

A survey of the property and a copy of the rest of the real estate tax bill for the prior year must be provided with the building permit application

**ALL APPLICABLE FIELDS MUST BE COMPLETED**

**FOR DEPARTMENT USE ONLY**

STREET ADDRESS:
PARCEL NO:
SUBDIVISION:
LOT NO:                      BLOCK NO:
OWNER NAME:
ADDRESS:
HOME PHONE:
CELL PHONE:
E-MAIL ADDRESS:
CONTRACTOR:
CONTACT NAME:
ADDRESS:
PHONE:
PLUMBING COMPANY:
CONTACT NAME:
ADDRESS:
PHONE:
ELECTRICAL COMPANY:
CONTACT NAME:
ADDRESS:
PHONE:
DESCRIPTION OF WORK:
LOT SIZE (WIDTH):                      FT.(DEPTH)      FT.
YARD SETBACKS: (FRONT)              FT.(REAR)      FT.
SIZE OF BUILDING: FT (WIDE)      FT. (LONG)      FT:
NUMBER OF STORIES:
ESTIMATED CONSTRUCTION COSTS:
CONSTRUCTION DATES: _____ BEGIN      _____ COMPLETED
TYPE OF POOL: <input type="checkbox"/> ABOVE GROUND <input type="checkbox"/> BELOW GROUND
DIMENSIONS OF POOL: DEPTH: _____
SURFACE AREA:
POOL SIZE IN GALLONS:
WILL POOL DRAIN INTO THE CITY SEWERS? <input type="checkbox"/> YES <input type="checkbox"/> NO

FEE:	PERMT NUMBER:
DEPOSIT:	DATE:
DATE ISSUED:	
ZONING DISTRICT:	
FLOOD ZONE:	
LIQUOR LICENSE: <input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> SINGLE-FAMILY DWELL	<input type="checkbox"/> SWIMMING POOL
<input type="checkbox"/> TWO-FAMILY	<input type="checkbox"/> STORAGE SHED
<input type="checkbox"/> MULTI-FAMILY	<input type="checkbox"/> RETAINING WALL
<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> SATELLITE DISH
<input type="checkbox"/> REMODELING	<input type="checkbox"/> SIGNS
<input type="checkbox"/> GARAGE/CARPORT	<input type="checkbox"/> DEMOLITION
<input type="checkbox"/> DRIVEWAY	<input type="checkbox"/> FENCE
<input type="checkbox"/> OTHER	
TYPE OF INSPECTIONS	
<input type="checkbox"/> PLANS	<input type="checkbox"/> MECHANICAL
<input type="checkbox"/> SITE	<input type="checkbox"/> PLUMBING
<input type="checkbox"/> FOOTING	<input type="checkbox"/> FINAL
<input type="checkbox"/> ROUGH	<input type="checkbox"/> OTHER
<input type="checkbox"/> FRAMING	<input type="checkbox"/> WATER TAP
<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SEWER TAP
<input type="checkbox"/> EXCAVATION AND/OR DRIVEWAY (A deposit of \$250.00 is required for asphalt and \$400.00 for concrete, or such sum as may be required by the City)	
<b>RESIDENTIAL:</b>	
NEW CONSTRUCTION SQ. FT. X \$0.29	
REMODEL SQ. FT. X \$0.29 DIVIDED BY TWO (2) OR NUMBER OF TIMES AN INSPECTION IS NEEDED, WHICHEVER IS LESS	
<b>COMMERCIAL:</b>	
NEW CONSTRUCTION:	
REMODEL: \$0.29 DIVIDED BY TWO (2) OR NUMBER OF TIMES AN INSPECTION IS NEEDED, WHICHEVER IS LESS	
ALL OTHER PERMITS - \$25.00 (NON-REFUNDABLE)	
WATER TAP – For 3/4" Tap \$1,000.00	
WATER TAP – Larger than 3/4" Tap \$750.00 + Material Cost	
SEWER TAP – Residential/Commercial \$1,000.00	

I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND STATE THAT THE ABOVE IS CORRECT AND AGREE TO COMPLY WITH ALL CITY ORDINANCES AND STATE LAWS REGULATING BUILDING CONSTRUCTION. I HEREBY FURTHER AGREE TO NOTIFY THE CITY IN WRITING OF ANY CHANGES OR ADDITIONS MADE TO THE PROPOSED BUILDING OR ITS USE. PERMIT WILL BECOME NULL AND VOID IF CONSTRUCTION WORK IS NOT STARTED WITHIN SIX MONTHS FROM DATE THE PERMIT IS ISSUED.

COMMENTS:

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

PERMIT ISSUED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**CITY OF DE SOTO BUILDING PERMITS**  
**(INTERNATIONAL BUILDING CODE, INTERNATIONAL EXISTING BUILDING CODE,  
INTERNATIONAL RESIDENTIAL CODE, INTERNATIONAL MECHANICAL CODE,  
INTERNATIONAL PLUMBING CODE, INTERNATIONAL ENERGY CONSERVATION CODE,  
INTERNATIONAL FUEL GAS CODE, INTERNATIONAL URBAN-WILDLAND INTERFACE CODE,  
2003 Edition  
NATIONAL ELECTRICAL; CODE, 2002 Edition  
FIRE 2000 Edition &  
NFPA 101 LIFE SAFETY CODE, 2000 Edition)**

**A building permit is required for the following:**

**Residential/Commercial Construction:** All new residential construction including single family dwelling; two family dwelling; multi-family dwelling; room addition or extension; garage or carport; porches including deck, patio, or breezeway; storage building (any size) wooden or metal; satellite dish; gazebos or pavilions; fence (any size); retaining wall (any size); all concrete work for future construction; all remodeling work or rehabilitation that requires replacement or changing load bearing wall, electrical, rafter change, plumbing, heating and air conditioning, floor, door, or stairs. All new commercial construction; any extension, addition, rehabilitation, or remodeling to the interior or the exterior of a commercial building

New Construction Fee: Number of Sq. Ft. times \$.29 with a minimum permit fee of \$25.00.

Remodeling Fee: Number of Sq. Ft. times \$.29 divided by 2 or number of times an inspection is needed, which ever is less

**All new residential and commercial construction permits require a site plan to scale to size location of all new construction. All existing structure on the site to be shown and the distance from lot line with all being in accordance with an accurate boundary survey. If a public sewer is not available, the site plan must show the location of a private sewage disposal system.**

**Swimming Pools:** Fee: \$25.00. Above and below ground pools require fencing which is an additional fee of \$25.00.

**Demolition or Destruction:** Fee: \$25.00 Any demolition or destruction of an existing building or part of an existing building.

**Driveway & Excavations in Streets:** No person shall begin to excavate, construct, reconstruct, repair, alter or grade any right-of-way, curb, curb cut, driveway or street on a public street without first obtaining a permit from the City Manager. A deposit of \$250.00 is required for asphalt and \$400.00 for concrete, or such sum as may be required by the City on a project-by-project basis. In the event the applicant does not repair the street to the City's satisfaction, the deposit will not be refunded

**Signs:** Fee: \$25.00 All signs whether lighted or not require a sign permit, including any changes to an existing sign.

**Fences:** Fee: \$25.00 A permit is required before constructing any kind of fence, including the replacement of an existing fence.

**Water:** In the event water service is being installed to a residence or commercial building, the applicant shall be required to pay the connection charge of one thousand dollars (\$1000.00) for a three-quarter (3/4) inch tap. The tap fee for greater than three-quarter (3/4) inch shall be seven hundred fifty dollars (\$750.00) plus the cost of materials.

**Sewer:** A permit and inspection fee of one thousand dollars (\$1000.00) for a residential or commercial building sewer permit is required. Applicant must notify the Public Works Director for an inspection prior to closing the building sewer. In the event the property owner fails to follow this procedure, the City may require the permittee to reopen for inspection.

**Business License:** A business license is required for all contractors doing business in the City of De Soto.

**A building permit is required for the following:**

**Residential/Commercial Construction:** All new residential construction including single family dwelling; two family dwelling; multi-family dwelling; room addition or extension; garage or carport; porches including deck, patio, or breezeway; storage building (any size) wooden or metal; satellite dish; gazebos or pavilions; fence (any size); retaining wall (any size); all concrete work for future construction; all remodeling work or rehabilitation that requires replacement or changing load bearing wall, electrical, rafter change, plumbing, heating and air conditioning, floor, door, or stairs. All new commercial construction; any extension, addition, rehabilitation, or remodeling to the interior or the exterior of a commercial building

New Construction Fee: Number of Sq. Ft. times \$.29 with a minimum permit fee of \$25.00.

Remodeling Fee: Number of Sq. Ft. times \$.29 divided by 2 or number of times an inspection is needed, which ever is less

**All new residential and commercial construction permits require a site plan to scale to size location of all new construction. All existing structure on the site to be shown and the distance from lot line with all being in accordance with an accurate boundary survey. If a public sewer is not available, the site plan must show the location of a private sewage disposal system.**

**Swimming Pools:** Fee: \$25.00. Above and below ground pools require fencing which is an additional fee of \$25.00.

**Demolition or Destruction:** Fee: \$25.00 Any demolition or destruction of an existing building or part of an existing building.

**Driveway & Excavations in Streets:** No person shall begin to excavate, construct, reconstruct, repair, alter or grade any right-of-way, curb, curb cut, driveway or street on a public street without first obtaining a permit from the City Manager. A deposit of \$250.00 is required for asphalt and \$400.00 for concrete, or such sum as may be required by the City on a project-by-project basis. In the event the applicant does not repair the street to the City's satisfaction, the deposit will not be refunded

**Signs:** Fee: \$25.00 All signs whether lighted or not require a sign permit, including any changes to an existing sign.

**Fences:** Fee: \$25.00 A permit is required before constructing any kind of fence, including the replacement of an existing fence.

**Water:** In the event water service is being installed to a residence or commercial building, the applicant shall be required to pay the connection charge of one thousand dollars (\$1000.00) for a three-quarter (3/4) inch tap. The tap fee for greater than three-quarter (3/4) inch shall be seven hundred fifty dollars (\$750.00) plus the cost of materials.

**Sewer:** A permit and inspection fee of one thousand dollars (\$1000.00) for a residential or commercial building sewer permit is required. Applicant must notify the Public Works Director for an inspection prior to closing the building sewer. In the event the property owner fails to follow this procedure, the City may require the permittee to reopen for inspection.

**Business License:** A business license is required for all contractors doing business in the City of De Soto.