

## **INSTRUCTIONS FOR “ADDITIONS” INFORMATION FORM**

1. List the Estimated/Approximate \$ Value. Fill in the street address and if known the subdivision and lot number. Also fill in section, township, and range.
2. List the owner of the property.
3. List the general contractor responsible for the work.
4. Please mark any flood plain permit or information required.
5. Indicate the appropriate type of work to be performed.
6. Fill in principal use.
7. Fill in the general information that is applicable to the type of construction you are requesting.
8. List licensed contractors.
9. Give a brief description of work to be done.
10. A sketch plan is required for new construction or additions to existing structures.
  - a. Additions; show the relative location of the addition to existing structures and distances to the property lines from the exterior walls.
11. Sign and date application.

### **BUILDING PERMIT FEE**

### **TO BE CALCULATED BY**

### **COLE COUNTY PUBLIC WORKS PERSONNEL**

### **BASED ON RS MEANS 2003 COST DATA**

**“ADDITION” INFORMATION FORM**  
COLE COUNTY PUBLIC WORKS  
PLANNING DEPARTMENT  
5055 MONTICELLO ROAD, JEFFERSON CITY, MO 65109  
Phone (573) 636-3614 Fax (573) 636-8389

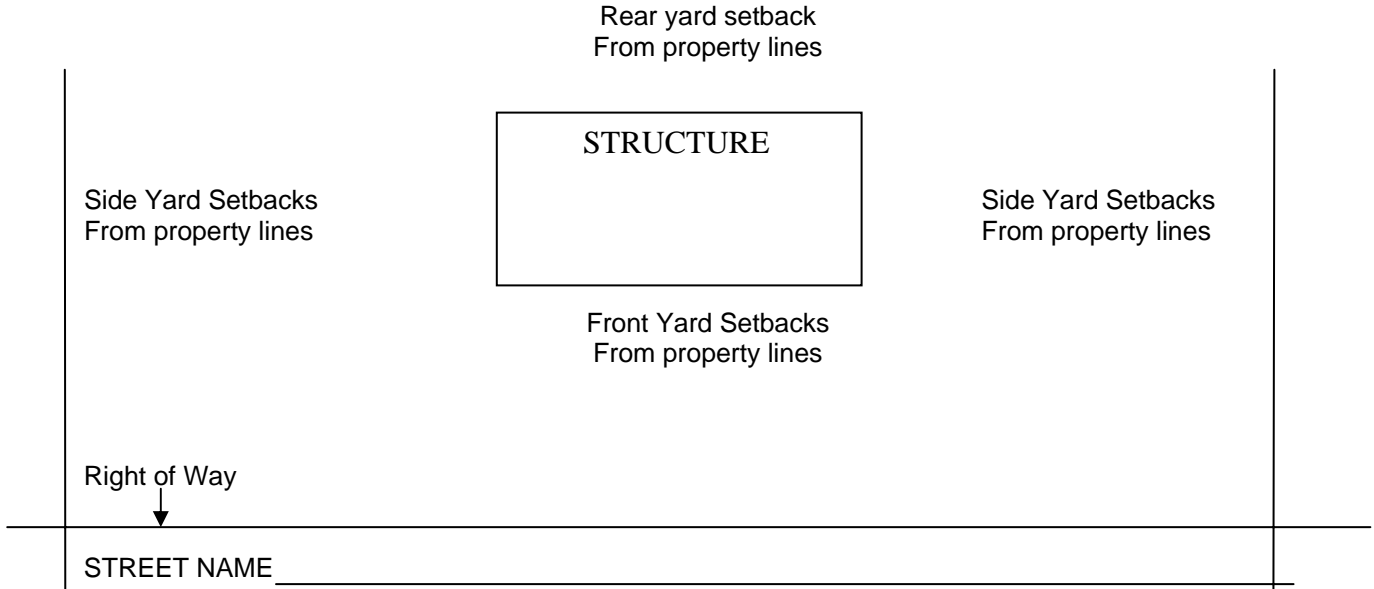
**MAKES CHECKS PAYABLE TO “COLE COUNTY PLANNING”**

**PRIOR TO COMING TO THIS OFFICE, COMPLETE BOTH SIDES OF APPLICATION**  
Estimated/Approximate \$ Value \_\_\_\_\_

1. Property Information: Street Address \_\_\_\_\_  
Subdivision \_\_\_\_\_ Lot No. \_\_\_\_\_ Acreage \_\_\_\_\_  
Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_
2. Owner: \_\_\_\_\_ Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_
3. General Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_
4. Flood Plain Information:  
**Flood Plain information must be completed if required.**  
Flood Plain Development Permit: No / Yes Flood Plain Certification: No / Yes  
No Rise Certificate: No / Yes
5. Type of Work: \_\_\_\_\_ Addition Type: \_\_\_\_\_
6. Principal Use: \_\_\_\_\_ Single Family \_\_\_\_\_ Multi Family \_\_\_\_\_ Commercial: Type: \_\_\_\_\_  
\_\_\_\_\_ Garage Other: Type: \_\_\_\_\_
7. General Information: (circle correct option)  
No. of Stories: 1 1.5 2 \_\_\_\_\_ Finished Square Foot \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_  
Basement: No / Yes If yes, Basement Finished Square Foot \_\_\_\_\_  
No. Full Bedrooms \_\_\_\_\_ No. Full Baths: 0 1 2 3 4 5 No. Half Baths: 0 1 2 3 4 5  
No. of Fireplaces 0 1 2 3 4  
Garage: No / Yes Attached: 0 1 2 Unattached: 0 1 2  
Length: \_\_\_\_\_ Width: \_\_\_\_\_  
Please show the following setbacks from property lines.  
Front setback ft. \_\_\_\_\_ Rear setback ft. \_\_\_\_\_  
Left setback ft. \_\_\_\_\_ Right setback ft. \_\_\_\_\_
8. Electrical Contractor \_\_\_\_\_ Plumbing Contractor \_\_\_\_\_
9. Brief description of work to be done: \_\_\_\_\_  
\_\_\_\_\_

"ADDITION" INFORMATION SHEET

10. SKETCH PLAN



NOTE:

SHOW THE FOLLOWING INFORMATION ON THE SITE PLAN :

- (1) Plan view of existing structures
- (2) Location of drive.
- (3) Location of drainage facilities on site.
- (4) Setbacks from all sides
- (5) Utility locations, above and below ground

MINIMUM OF THREE INSPECTION POINTS REQUIRED FOR ALL ADDITIONS

- 1. FOOTINGS & FOUNDATIONS
- 2. ROUGH-IN, PRIOR TO COVERING STRUCTURAL MEMBERS
- 3. ALL ELECTRICAL AND PLUMBING CONNECTIONS
- 4. FINAL INSPECTION

**(11) OWNER/CONTRACTOR**

I CERTIFY THE INFORMATION CONTAINED HERIN IS TRUE AND CORRECT AND REPRESENTS THE SCOPE OF THE WORK TO BE DONE AND THAT IN DOING SAID WORK I/WE WILL ABIDE BY ALL REGULATIONS OF COLE COUNTY AND APPLICABLE LAWS OF THE STATE OF MISSOURI. I UNDERSTAND THAT IF ANY INFORMATION FURNISHED HEREIN BY MYSELF OR OTHERS IS FALSE OR INCORRECT, A PERMIT MAY NOT BE ISSUED, OR IF ISSUED, IT MAY BE REVOKED.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Pager Number: \_\_\_\_\_