

INSTRUCTIONS FOR “NEW COMMERCIAL CONSTRUCTION” INFORMATION FORM

1. Fill in the street name and, if applicable, the subdivision name and lot number. Write down the approximate acreage if known. List the estimated/approximate value. Fill in section, township, and range.
2. Complete all property owner information.
3. Complete all information for general contractor responsible for all work performed.
4. List the design professional responsible for the design of the structure.
5. Please circle Public if the sewer is on a collection system. If an individual system is required, please complete the sewer contractor responsible for septic tank/drain field or lagoon construction.
6. Place a check mark or “X” on the line in front of principal use of structure – either under residential commercial or commercial. If the building will be sold as condo units, please circle the number of condo units. Please fill in Type and No. Employed in Building. Please note that an Engineer Seal is required for Multi-Residential and Commercial. Also, note that all Commercial Buildings greater than 10,000 square feet are required to have Seismic Certification.
7. Please circle “Yes” or “No” indicating if street is county maintained. Please circle “Yes” or “No” indicating if street is complete.
8. Please mark all flood plain information needed.
9. Fill in all information that is applicable to the type of construction you are requesting. List licensed Electrical and Plumbing contractors performing work on structure.
10. Enter a brief description of work to be done.
11. A sketch plan is required for new construction.
 - a. Show the relative location of the structure on the lot by indicating distances from the exterior walls to the property lines.
 - b. For new construction you must indicate where the storm water is going to flow from the lot.
 - c. The location of the well or sewer line must be shown.
 - d. This sketch plan is not required if design drawings are submitted and all information is shown in the same format as required on this form.
12. Sign and date application. Make sure all information for the contact person is completed.

INDIVIDUAL SEWER INSPECTION

\$100.00 (Through Health Department)

1616 Industrial Drive
Jefferson City, MO 65109
Phone: 636-2181

If central system (City of Jefferson or Aqua Source) you must contact the correct governing authority for sewer hookup requirements.

EXCAVATION PERMIT

\$ 25.00 FOR NON ROAD DISTURBANCE
\$ 50.00 FOR CUTTING ROAD OR CURB

BUILDING PERMIT FEE

TO BE CALCULATED BY

COLE COUNTY PUBLIC WORKS PERSONNEL

BASED ON RS MEANS 2003 COST DATA

**“NEW COMMERCIAL CONSTRUCTION”
BUILDING PERMIT INFORMATION FORM**
COLE COUNTY PUBLIC WORKS PLANNING DEPARTMENT
5055 MONTICELLO ROAD, JEFFERSON CITY, MO 65109
Phone (573) 636-3614 Fax (573) 636-8389
MAKE CHECKS PAYABLE TO “COLE COUNTY PLANNING”

PLEASE COMPLETE BOTH SIDES OF INFORMATION SHEET

1. Building Address _____ Street Name _____ Estimated/Approximate \$ Value _____
Subdivision Name: _____ Lot No. _____ Acreage _____
Section _____ Township _____ Range _____
2. Owner: _____ Address: _____
City _____ State _____ Zip _____ Work Phone _____ Cell Phone _____
3. General Contractor: _____ Address: _____
City _____ State _____ Zip _____ Work Phone _____ Cell Phone _____
4. Design Professional: _____ Address: _____
Professional Registration NO. Arch. /Eng. _____
City _____ State _____ Zip _____ Telephone _____
5. Sewer: Public / Individual Contractor: _____
6. Principal Use: (check one) RESIDENTIAL COMMERCIAL: _____ Triplex _____ 4Plex _____ Other _____
Condo No. of Units (circle one if applicable) 3 4 6 8 or _____
COMMERCIAL: Type (check one) _____ Industrial _____ Institutional _____
No. Employed in Commercial Building _____
Off street parking spaces (circle one) 2 3 4 5 6 7 8 or _____

**Engineer Seal Required for Multi-Residential (Triplex and above) and Commercial Buildings.
Commercial Buildings greater than 10,000 square feet shall have Seismic Certification.**

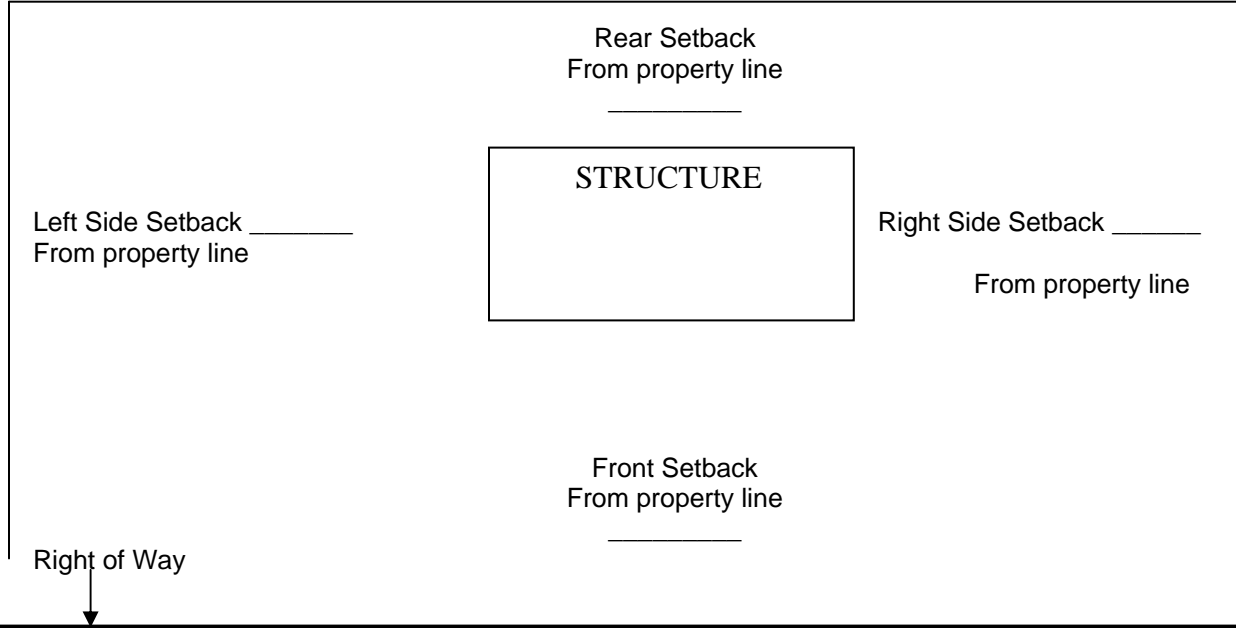
Flood Plain Information must be completed if required.

7. **Is the street county maintained? Yes No (circle one)**
Is the street complete? Yes No (circle one)
8. Flood Plain Information:
Flood Plain Development Permit: No / Yes Flood Plain Certification: No / Yes
No Rise Certificate: No / Yes
9. General Information: (circle correct option)
No. of Stories: 1 1.5 2 _____ Finished Square Foot _____ Length _____ Width _____
No. Bedrooms _____ No. Kitchens _____ No. Baths: 0 1 2 3 4 No. Half Baths: 0 1 2 3 4
Basement: No / Yes If yes, Basement Finished Square Foot _____
Garage: No / Yes Attached: 0 1 2 Unattached: 0 1 2 No. of Fireplaces: 0 1 2
Please show the following setbacks from property lines:
Front setback ft. _____ Rear setback ft. _____ Left setback ft. _____ Right setback ft. _____
Licensed Contractor Information:
Electrical Contractor: _____ Plumbing Contractor: _____

10. Brief Description of work to be performed: _____

“NEW COMMERCIAL CONSTRUCTION”
PERMIT INFORMATION SHEET

(11). SKETCH PLAN



NOTE:

FOR NEW CONSTRUCTION, SHOW THE FOLLOWING INFORMATION ON THE SITE PLAN:

- (1) Location of drive. (2) Location of drainage facilities on site. (3) Utility easements – above or below ground
- (4) Setbacks (5) Adjacent property owners (6) Location of private water well

MINIMUM INSPECTION POINTS FOR ALL NEW CONSTRUCTION - 1. SETBACKS 2. FOOTING
3. FOUNDATION 4. STRUCTURAL MEMBERS 5. ELECTRICAL 6. PLUMBING 7. SEWER
8. DRIVEWAY 9. OVERALL INSPECTION

(12) 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: _____