

INSTRUCTIONS FOR “NEW RESIDENTIAL CONSTRUCTION” INFORMATION FORM

1. Fill in the street name and address 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. (List “self” if you are building your own home to live in.) Your contractor(s) must have a Contractor’s License for Cole County.
4. Please circle type of Public sewer or type of individual sewer being installed. If an individual system is required, please complete the sewer contractor responsible for septic tank/drain field or lagoon construction.
5. Place a check mark or “X” on the line in front of principal use of structure. Also show number off-street parking spaces for duplexes.
6. Please mark any flood plain permit or information required.
7. Please circle “Yes” or “No” indicating if street is county maintained. Please circle “Yes” or “No” indicating if street is complete.
8. Fill in all information that is applicable to the type of construction you are requesting.
9. 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 and accessory buildings.
 - 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 and individual on-site sewer 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

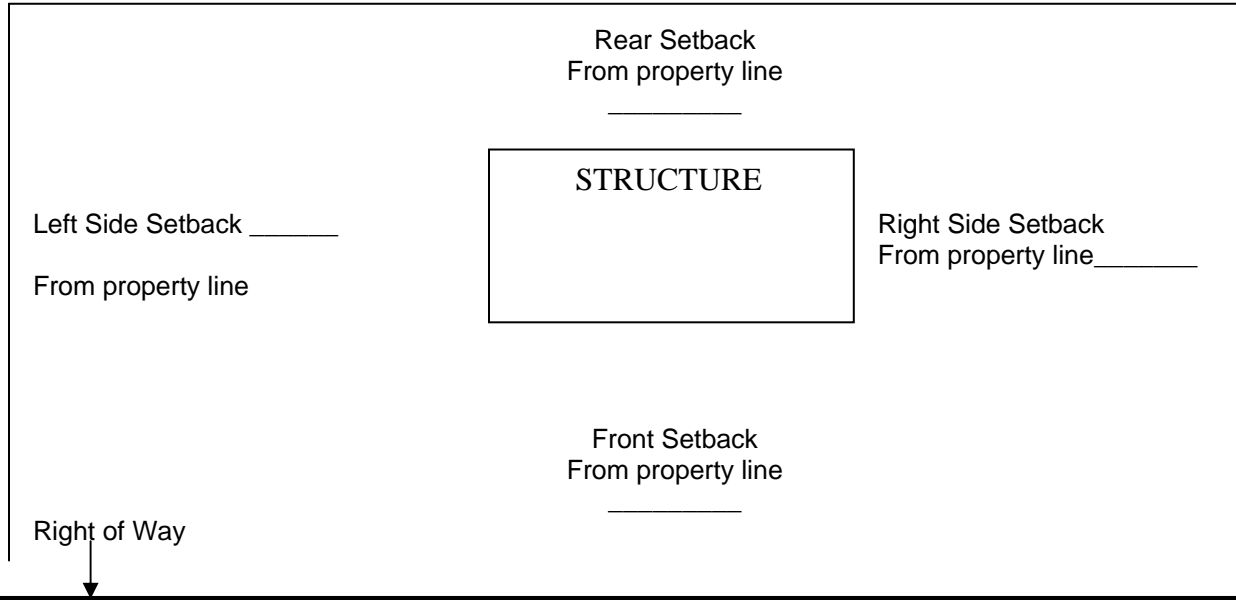
9. Licensed Contractor Information:

Electrical Contractor: _____ Plumbing Contractor: _____

10. Brief Description of work to be performed: _____

“NEW RESIDENTIAL CONSTRUCTION”
PERMIT INFORMATION SHEET

(11). SKETCH PLAN



STREET NAME _____

NOTE: FOR RESIDENTIAL 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: _____