



Building Permit Application Instructions

Building Permit applications will not be considered complete, nor reviewed, until all pertinent information is received - excavation and construction shall not start until a permit is issued. Street-cut permits are required when utilities or services cross streets.

THE FOLLOWING INFORMATION AND EXHIBITS ARE REQUIRED WHEN APPLYING FOR A BUILDING PERMIT – ADDITIONAL INFORMATION MAY BE REQUIRED DEPENDING ON THE NATURE OF THE PERMIT:

1. Residential – Single-Family Building

- a) Application Form completed and signed
- b) Two sets of construction drawings made by an engineer or architect and each page of all plans shall be stamped with a wet seal by a registered design professional licensed in the State of Missouri (**copies are not acceptable**).
- c) Site plan depicting: dimensions of all lot lines, all proposed buildings with dimensions and distance to the front, rear and side property lines; existing & finished foundation elevations and final grade drainage flow. Site plan shall be supplied by a licensed architect, engineer or surveyor.
- d) The design must include a qualified storm shelter or a letter waiving this requirement from either the builder or the proposed owner.
- e) A letter acknowledging the Residential Fire Sprinkler Option to purchaser.
- f) A letter from an HOA's Architectural Review Committee (if applicable).
- g) West Peculiar Fire Protection District receipt for Adequate Public Facility Ordinance (APFO).
- h) If a septic tank is proposed, a copy of an approval letter from the Cass County Building Codes, Environmental Health, and Zoning Department.

2. Room Addition, Porch and Detached Buildings

- a) Application Form completed and signed.
- b) Construction drawing required.
- c) New Construction shall match the exterior finish of existing building.
- d) Site plan depicting existing buildings and the proposed addition, including dimensions.

3. Multi-Family Buildings – Two-Family or Greater

- a) Application Form completed and signed.
- b) The design must include a qualified storm shelter for each dwelling unit or a Community Shelter.
- c) Three (3) sets of construction drawings by a registered engineer or architect are required; each page of all plans shall be stamped with a wet seal by a registered design professional licensed in the State of Missouri (**copies of plans are not acceptable**).
- d) Site plan depicting: dimensions of all lot lines, all proposed buildings with dimensions and distance to the front, rear and side property lines; existing & finished foundation elevations, final grade drainage flow. Site plan shall be supplied by a licensed architect, engineer or surveyor.
- e) A letter acknowledging the Residential Fire Sprinkler Option to purchaser (Two-Family Dwellings only).
- f) A letter from the applicant addressed to the City acknowledging their acceptance to pay for contract site plan review as determined by City Staff to sufficiently review more complex buildings. (Rate \$75 per hour).

4. Commercial and Industrial Buildings

- a) Application Form completed and signed.
- b) Four (4) sets of construction drawings by a registered architect or engineer are required; each page of all plans shall be stamped with a wet seal by a registered design professional licensed in the State of Missouri (**copies of plans are not acceptable**).
- c) Site plan showing lot size, location of buildings, dimensions, location of all utilities, drainage and any other pertinent data.
- d) Fire prevention bureau construction application, (a), (b), and (c) apply to this section, form attached.
- e) Submit a letter from the applicant to the City acknowledging their acceptance to pay for contract site plan review as determined by City Staff to sufficiently review more complex buildings. (Rate \$75 per hour).



Residential Fire Sprinkler Option

A residential automatic fire sprinkler system is one of many ways to protect your home and family from residential fire. Automatic fire sprinklers are not required by the City of Peculiar in new residential construction and the City does not advocate for or against their installation. The purpose of this document is to ensure you have been provided sufficient information to make an educated decision when determining whether to invest in this optional safety feature for your new home.

1. Was the option of installing a fire sprinkler system offered to you by the builder or builder's representative?
Yes No
2. Were you given a printed informational sheet about residential sprinklers?
Yes No
3. Were you given cost estimates for installation of residential sprinklers?
Yes No
4. Did you choose to purchase a residential sprinkler system for your new home?
Yes No

You can obtain additional information on residential fire sprinklers at the following website:

www.homefiresprinkler.org

Proposed Construction Address

Subdivision/Lot #

Purchaser Name

Purchaser Signature

Date

Builder/Contractor Signature

Date

This document will be filed with the Building Permit Application submitted to the City of Peculiar, Office of Codes Enforcement.