

GREENE COUNTY BUILDING REGULATIONS

Telephone: 417-868-4015 940 N. Boonville, Springfield, MO 65802 Fax: 417-868-4175
ResourceManagement@greencountymo.gov

PERMIT APPLICATION FOR REMODEL/ADDITION

****FOR OFFICE USE ONLY****

RECEIVED BY: _____

PERMIT # _____
PERMIT COST _____
_____ APPLICATION
_____ SITE PLAN
_____ FLOOR PLANS
_____ WASTEWATER DESIGN/SOILS
_____ OWNERSHIP

BASIC INFORMATION -----

- Permit for: Residential Addition Residential Remodel
- Permit Issued To: Property Owner Contractor/Installer
- Name of Recorded Property Owner: _____
Mailing Address: _____
Work/Day Phone: _____ Mobile/Evening Phone: _____
Email Address: _____
- Contractor/Installer (If other than Owner) Name: _____
Mailing Address: _____
Work/Day Phone: _____ Mobile/Evening Phone: _____
Email Address: _____
- Work Site Address: (Must be approved by the Greene County Addressing Office – Room 305)

- Is structure within a Subdivision? If so, Subdivision Name: _____
Lot Number: _____
- Is structure on acreage? Yes No If yes, how many acres? _____
If the acreage was/is established by an Administrative Subdivision, give Subdivision number: _____
- EXACT Directions to Work Site: (Must furnish nearest intersection of county and/or state roads).

NAME (LAST, FIRST):

DATE CALLED:

INITIALS:

STRUCTURE INFORMATION -----ENTER INFORMATION FOR ADDITION/REMODEL ONLY-----

9. NUMBER OF SQUARE FEET FOR: Main Floor: _____ Second Floor: _____ Third Floor: _____
Garage: _____ Basement: _____ Bonus Room/Storage: _____

MUST indicate where Bonus Room/Storage is located: Main Floor Second Floor Garage
 Basement Attic

Is Basement a Walk-out Basement? Yes No N/A

Does addition have a Covered: Porch Patio Deck

Give Dimensions of each: _____ x _____ x _____

10. Estimated Cost of Construction: _____

11. Will fill dirt be used on property? Yes No (If yes, designate fill area on the site plan)

Will fill dirt be placed under any portion of the proposed structure? Yes No

*(If yes, a compaction test **MAY** be required to be submitted to this office prior to approval of footing inspection)*

12. Type of Framing in Structure: Wood Metal Framing Contractor: _____

13. Type of Footing: Concrete Slab Piers If other, give type: _____

Existing Footing: Yes No If new footings, Contractor's Name: _____

UTILITIES & MECHANICAL INFORMATION -----

14. Will structure have electricity? Yes No

15. Will structure have plumbing? Yes No

(If the structure has a complete plumbing group (sink, stool, shower) and can be used as a bedroom, a soil analysis and the necessary modifications to the onsite wastewater treatment system must be included.)

16. UTILITY CONTRACTORS: Electrician: _____ Plumber: _____

Mechanical Installer: _____

Well Driller: _____

Onsite Wastewater System Installer: _____ Cert. # _____

17. Type of Heat: Forced Air Wood Gas Logs

Ground Source/Heat Pump – This type of installation requires inspection of vertical holes by Greene County Environmental Department

Type of Air Conditioning: Central Air Other (Give Type) : _____

18. UTILITY PROVIDER (For Services at this Location):

Electricity Provider: _____ Office Location: _____

Natural Gas Propane Gas Gas Supplier: _____

IMPORTANT: Does the proposed structure have fifteen feet (15') of horizontal AND fifteen feet (15') of vertical clearance from all utility lines? Yes No

*If structure **DOES NOT** have 15' vertical **AND** horizontal clearances, placement of structure must be approved by utility provider prior to issuance of permit.

19. WATER SOURCE: Private Well: New Existing CU Other: _____
- Sewer* City of Springfield Other sewer system, give name: _____
- Onsite Wastewater Treatment System** Mechanical Conventional Other: _____
- For existing onsite wastewater treatment systems, type of tank: Metal Concrete

****Use of an existing system will require approval from the Environmental Division.**

20. Will repairs be made to existing: Tank Lateral Lines Tank/Lateral Lines No Repairs
21. Will this Structure be connected to a new onsite wastewater treatment system? Yes No
22. Is sewer available within 200 feet of property? Yes No

**If the property serviced by an approved sewer and requires a sewer impact fee, no permit will be issued without the correct sewer connect documents.*

***If property is serviced by an onsite wastewater treatment system, a detailed site plan must be submitted at the time of application and a site evaluation and on-site inspection must be conducted by the Environmental Division BEFORE conducting ANY work connected with this permit.*

23. DRIVE OR ACCESS INFORMATION: Access from Farm Road: New Existing
- If drive or access is existing, is an additional entrance proposed? Yes No
- Driveway in Subdivision: Length _____ Width _____ Access from State Highway

******INFORMATION REGARDING PUBLIC IMPROVEMENTS******

Please read carefully to be sure you understand the information provided concerning damage(s) to public improvements.

DISCLAIMER: Individual signing application is responsible for accuracy of information submitted. Information provided on the application has been furnished for the purpose of issuance of permit. Errors and/or omissions of information submitted with the application for permit are not the responsibility of Greene County or this office. By my signature below, I affirm that I am the property owner or his/her authorized representative.

PRINT NAME: _____

DATE: _____

SIGNATURE: _____

GREENE COUNTY BUILDING REGULATIONS

PHONE: 417-868-4015

INSPECTIONS CHECK LIST-RESIDENTIAL REMODEL/ADDITION

FAX: 417-868-4175

- 1. SITE EVALUATION REVIEW AND ON-SITE INSPECTION. This review and on-site inspection must be done BEFORE any excavation is started.
2. FOOTING INSPECTION (before pouring concrete) ALL PROPERTY PINS MUST BE VISIBLE AT TIME OF INSPECTION. ***Compaction Test may be required to pass footing inspection if fill dirt has been used***
3. IN-GROUND PLUMBING (plumbing, electrical & mechanical in any concrete floors (before pouring concrete)
4. ELEVATION CERTIFICATE (Minimum Floor Elevation for Storm Water) When Required.
5. ROUGH-INS FOR FRAMING, ELECTRICAL, PLUMBING, MECHANICAL (BEFORE insulation and sheetrock are installed.)
6. ELECTRIC METER
7. AIR TEST (on ALL gas lines)
8. Gas Meter
9. ONSITE WASTEWATER TREATMENT SYSTEM & LATERAL LINES (before covering)
10. *SEWER CONNECT (BEFORE work is covered)
11. IMPORTANT: ALL concrete pours for driveways and/or sidewalks and County Right of ways must be approved by the Greene County Highway Department 24 hours prior to pouring.
12. IMPORTANT: ALL driveway installations that access a Greene County farm road must be approved by the Greene County Highway Department 24 hours prior to ALL driveway installations.
13. If drive is to access a state highway, access permit MUST be obtained from the Missouri Dept. of Transportation located at 3025 E. Kearney St.
14. FEME ELEVATION When required.
15. FINAL INSPECTION. (BEFORE occupancy or placement of articles in the structure).

**** IMPORTANT NOTES, PLEASE READ ****

- 1. Permit number must remain clearly posted at site address until construction is complete. Failure to do so could result in inspection(s) not being conducted.
2. No Final Occupancy will be scheduled for any permit until all required inspections and documents have been completed and approved.
3. THIS PERMIT WILL EXPIRE SIX (6) MONTHS FROM DATE OF ISSUANCE IF WORK HAS NOT COMMENCED. PERMIT WILL EXPIRE IF INSPECTION FOR COMPLETED WORK IS NOT CONDUCTED AT LEAST EVERY SIX (6) MONTHS.
4. Any request for refund must be in writing to Resource Management Department, 940 N. Boonville, Room 305, Springfield, MO 65802 and no refunds will be granted after one hundred and eighty (180) days from issuance of permit.

NOTE: OWNER RESPONSIBLE FOR ALL DEED RESTRICTIONS AND COVENANTS

PLEASE GIVE THE FOLLOWING INFORMATION WHEN SCHEDULING INSPECTIONS:

- 1. Permit Number 2. Address of Inspection Site 3. Type of Inspection Needed 4. Caller's Name and Phone Number

I HAVE REVIEWED THESE STATEMENTS AND AGREE TO ABIDE BY THE CODES ADOPTED BY THE GREENE COUNTY COMMISSION. FAILURE TO HAVE AN INSPECTION CONDUCTED COULD RESULT IN UNCOVERING WORK SO THAT THE REQUIRED INSPECTION CAN BE ACCOMPLISHED. I UNDERSTAND THAT A FINAL INSPECTION MUST BE APPROVED BEFORE THE BUILDING IS TO BE OCCUPIED.

SIGNATURE: _____

DATE: _____

INFORMATION REGARDING PUBLIC IMPROVEMENTS

By my signature below I certify that I understand the following:

- 1. Public Improvements (sidewalks, curbs, driveways, and/or driveway entrances, streets and all other public improvements on right-of way property) must be installed, inspected and approved by Greene County in accordance with adopted design standards.
2. Should any damage(s) occur to any of these improvements during construction, it is my responsibility as the permittee to repair these damage(s) in accordance with the Greene County Design Standards.
3. Greene County Highway Department MUST be notified twenty-four (24) hours BEFORE:
a. Any concrete pour for driveway and/or sidewalks on right-of-way
b. Installation of any culverts on right-of-way. Phone number for Highway Department is 417-831-3591.
4. Any damage(s) must be repaired and accepted by Greene County Highway Department or the utility owner before a final inspection will be conducted.
5. A Certificate of Occupancy will not be issued until all damage(s) are repaired and approved.

By my signature below, I certify that I am the permittee or his/her legally authorized representative and I am in agreement with the above.

PRINT NAME: _____

DATE: _____

SIGNATURE: _____