

Application No: _____

CITY OF CLEVELAND BUILDING PERMIT PACKET

WELCOME TO CLEVELAND

The City of Cleveland regulates the construction of homes and other structures within the City. A Building Permit is required for construction of structures. The information supplied by you will be verified by our inspectors during construction.

All inspections must be passed, or a variance if needed issued by planning and zoning, before an occupancy permit will be issued.

A non-refundable permit application fee of \$50.00 will be charged at the time of application submission and will be deducted from the permit fee.

Permit Issuance Procedure

- 1. Pay application fee**
- 2. Submit plans and specifications**
- 3. Plan Review -Allow 7 work days for the issuance-incomplete application will be returned for additional information and will add to the amount of time required to issue permit.**
- 4. Once approved by the City' Codes Enforcer-Permit will be issued after the fee is paid**

City of Cleveland Permit/Inspections Information Sheet

Required Inspections:

1. **Footing**- to be performed after excavation is complete, reinforcement and forms are placed: check setbacks, footing soil conditions, etc.
2. **Foundation Wall** - to be performed after all forms and reinforcement are placed: check wall placement on footings and reinforcement
3. **Under Slab** - to be performed after piping is supported but not covered and all other material is in place: check piping type, securing, grade and any required reinforcement, vapor barrier or other material.
4. **Temporary Electrical** - to be performed after temporary service panel is in place and grounded.
5. **Rough-In** - to be performed before any sheet-rock or insulation are placed but after all trades and fire-stopping is completed: check all roughed-in plumbing, mechanical, electrical and structure.
6. **Electric Service** - to be performed before energized: check service entrance conductors, service grounding and placement, Branch Circuits do not have to be run, Entrance conductors shall be stubbed to meter can location.
7. **Suspended Slab** - to be performed before placement of concrete: check placement of reinforcement and clearances.
8. **Water and Sewer Services** - to be performed before any back-fill is placed: check piping type, support, sloping and burial depth.
9. **Final/Occupancy** - to be performed after all other inspections have been satisfactorily completed, but before dwelling structure is occupied: check all trades, final grade, lot drainage, culvert placement, address posting. Failure to obtain occupancy before occupying may result in fines as set forth by the International Building Code.
10. **Special Inspections** - are required when noted in the plan review.

Scheduling Inspections:

Inspections shall be called for by the permit holder at 816-618-3412 when the project is complete to the above points. Once the City is notified that work is complete and ready for inspection, the inspection will be performed within 24 hours from the time inspector is notified. Plan review will be done within five (5) working days. Footing and Foundation walls will be performed as soon as possible. Please call City Hall for the footing and foundation wall inspections as soon as you know that you will be ready.

GENERAL NOTES:

1. The City of Cleveland has adopted the 2018 International Building Code.
2. The permit holder is responsible for any re-inspection fees.
3. A re-inspection fee of \$75.00 will be charged when one of the above noted inspections are required to be performed more than two times. Fees are due before any additional inspections may be performed.
4. Notice shall be given to the City if the scope of work for which the permit is issued, changes.
5. Permit card shall be posted on-site before any inspections will be performed.
6. When an inspection is performed, a copy of the report will be left on-site and a copy with the City after completed.

LITTER CONTROL:

Littering during construction is prohibited by order of the Codes Administrator. The Builder/Contractor will be responsible for avoiding littering on the building site. Papers, cans, bottles, etc. shall be placed in containers or removed from the site. Spilling or tracking of dirt, mud, rock or other material on the streets must be avoided. Outdoor burning is not permitted.

WATER/SEWER TAPS:

All contractors and sub-contractors required to install water and sewer service lines must contact the City to arrange a site meeting to select routes for the service lines prior to any excavations.

Drawing of the sewer and water lines layout should be provided to the City. The Water/Sewer Superintendent or City appointed inspector must review the completed trench excavation with pipes in place but not covered and the City water or sewer line uncovered but not tapped. Water and Sewer hookup fees must be paid at the time of water/sewer permit issuance.

WATER HOOKUP FEE \$3000.00 Ord.08-011

SEWER HOOKUP FEE \$2000.00 Ord.019-001

If below the street boring is required additional fee of \$1500.00 will be charged.

ARCHITECTS/ENGINEER'S SEAL:

'When required, all building plans shall bear the seal of a Missouri Registered Architect and Engineer. Seals shall be original on each sheet of the plan set and signed. Reproduced or blueprinted seal impressions are not acceptable.

Note: Retain this package for your reference. Complete and return the application page along with your building plans, plot plan, signed statement about the covenants and \$50.00 application fee.

CITY OF CLEVELAND

PLOT/PLAN INFORMATION SHEET

The City of Cleveland requires that a complete plot/plan drawing accompany house plans submitted to the City in an application for a building permit. Plot/plan drawings must contain the information listed below where applicable to the individual situation. A sample plot/plan sheet reflects this information and illustrates the general configuration and quality required by the City.

1. Size of sheet: No smaller than 8 1/2" X 11".
2. Scale: Must be specified
3. North Arrow.
4. Delineate all easements and dimension
5. Delineate all building setback lines and dimension.
6. Wall Structure specifications Drawing/Blueprint.
7. Delineate lot lines noting markers found and set. Iron pins are required at corners. Relate one corner to known section monument. Show lot number and street name.
8. Locate proposed house (structure) on lot and locate nearest side of adjacent houses.

Building Plan Requirements

One Complete set of building plans shall be submitted. Building plans will not be returned and will be kept for public record by the City. Building plans for single family dwellings and single family accessory buildings in most cases do not need to be professionally designed. In some cases, professional design may be required. All structures or parts of structures where professional design is required, as well as all commercial structures shall bear an original seal from a licensed, registered, Missouri engineer or Architect. Building plans submitted shall be legible, prepared on at least an 8 ½" X 11" sheet of paper and include all of the following by note or detail.

Foundation Specification:

1. Footing

- | | |
|-------------------------|----------------------------------|
| A. Width | E. Grade beam dimensions |
| B. Thickness | F. Pier sizing and reinforcement |
| C. Reinforcement | G. Frost protection |
| D. Strength of concrete | |

2. Foundation Wall

- | | |
|--------------|--|
| A. Height | C. Strength of concrete |
| B. Thickness | D. Horizontal and vertical reinforcement |

3. Misc.

- | | |
|------------------------|--|
| A. Anchor bolt spacing | D. Under floor clearance (crawl space) |
| B. Sill material | E. Foundation vents (crawl space) |
| C. Column specs | |

Suspended slab Specifications:

- | | |
|-------------------------------|--|
| A. Reinforcement | D. Strength of concrete |
| B. Embedment of reinforcement | E. Professional design is required if span is over 4'. |
| C. Thickness | |

Framing Specifications:

- | | |
|---|---------------------|
| 1. Grade, spacing and dimensions of all framing members | 5. Ceiling Joists |
| 2. Main Beam dimensions and poundage | 6. Rafters |
| 3. Floor joist | 7. Headers |
| 4. Studs | 8. Vaulted Ceilings |

Any special framing features shall have detail drawing or specifications included

Misc. Structure Requirements:

1. Dwelling/garage separation
2. smoke detectors
3. Spark arrestors
4. Egress from all sleeping areas and main egress sizes from structure shall be noted.

Culvert Required: A 15' X 35" culvert is required under the driveway.

City of Cleveland, Missouri Building Permit Application

Single Family Dwelling

Builder Information:

Company Name:

Responsible Party Name and Title:

Street Address:

City:

State:

ZIP Code:

Office Phone:

Mobile:

Fax:

Email:

Owner Information:

Owner's Name:

Street Address:

City:

State:

ZIP Code:

Home Phone:

Mobile:

Fax:

Structure Information:

Scope of Work: New: Remodel: Repair: Addition: Other:
(Describe Below)

Street Address:

Lot Number:

Subdivision:

Lot Size:

Electric Service Rating:

Gas Source:

Propane:

Public Utility:

Estimated Valuation (structure only)

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Applicant's Signature:

Date:

By signing this application you acknowledge: The plans, specifications and other information submitted as part of this application are correct, true and accurately represent the scope of work for the which application is made. The application fee will be applied to the permit fee but will not be refunded. Any documentation submitted will not be returned and will be kept for Public Record according to applicable State Regulations. This application expires in 180 days if work is not started or application is not picked up. To commence work without obtaining a permit is a violation of City Ordinance.

For City Use:	Application fee paid	Date received:	
App. #	<input type="checkbox"/> Yes <input type="checkbox"/> No	By:	

Signed Statement About Covenants Awareness

The Applicant acknowledges that he/she has been informed that his/her property may be subject to private covenants and restrictions, and that these covenants and restrictions may not permit the applied-for project even though City ordinances do so permit.

Applicant: _____

Date: _____