

Permits for Residential one and two family dwellings

The purpose of every permit is to protect what you value most – your family and your home. Faulty installations can cause house fires, flood damage and structural instability. But permits and inspections help protect your loved ones from these potentially deadly mistakes. Permits also help you avoid costly repairs down the line and preserve your biggest financial investment – your home. When selling your home, you will be able to disclose all remodeling work and whether or not permits were obtained. With permits and inspections, you can expect a smoother closing process, free of last-minute hassles, inspections and repair work if the home isn't up to code. So insist on permits. Inspections completed per International Code Council (ICC 2006)

Safety First.

For the safety of your family and your home's future occupants, please don't attempt any structural work that is beyond your skill level. When in doubt, hire a licensed, bonded professional.

When do I need a structural permit?

A structural (building) permit **is required** to build, enlarge, alter, move or demolish any one- or two-family home or related structure. Apply for a permit when you intend to:

- add a room.
- build, demolish or move a carport, garage or shed that is **more than 120 square feet**.
- finish an attic, garage, or basement to make additional living space.
- cut a new window or door opening, or widen existing openings.
- move, remove or add walls.
- apply roofing when all of the old roofing is removed and new sheathing is installed.
- build a stairway.
- build a retaining wall more than four feet high.
- build a deck more than 30 inches above grade.
- put up a fence more than six feet high.
- move more than 50 cubic yards of earth or any amount of cut or fill on sites affected by waterways or slope hazards.

If you are not sure you need a permit, check the list of jurisdictions at www.thinkpermit.com and call the one responsible for your area.

What can I do without a permit?

You **don't need** a permit to do the following minor repairs and maintenance, such as:

- paint buildings that are not historic landmarks.
 - blow insulation into existing homes.
 - put up storm windows.
 - install window awnings not more than 54 inches deep (and not in a design zone) that are supported by an exterior wall and do not project beyond the property line.
 - replace interior wall, floor or ceiling coverings, such as wallboard or sheet vinyl.
 - put up shelving and cabinets.
 - install gutters and downspouts (a plumbing permit may still be required for storm water disposal).
 - replace or repair siding on a wall that is three feet or more from a property line.
 - replace or repair up to two layers of roofing, if there is no replacement of sheathing.
 - replace doors or windows if the existing openings aren't widened.
 - build a fence up to six feet high.
 - pave a walkway.
 - build a patio or deck that is not more than 30 inches above grade.
- * **One-Story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet.**
- * **Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.**
- * **Swings and other playground equipment.**

While you may be exempt from a permit, you still can't do work that would violate any law or ordinance. Code standards must be met.

Where do I get a permit?

Homeowners must apply for a permit at the building department that has jurisdiction over their area. To find your jurisdiction, go to www.thinkpermit.com or call your city hall **(417-546-4763)** and ask what building jurisdiction you should contact. Be sure to mention your address and the type of work you are planning.

What information will I need to get a permit?

1. The address and legal description of the property.
2. A description of the work proposed.
3. The owner's name, address and phone number.
4. If a contractor is doing the work, the contractor's name, address, phone number and state license number.
5. Three sets of plans for new construction of homes (Two for remodeling) that clearly show all work on the building and where the building sits on the property. Typical plans include a site plan, floor plans and cross sections showing construction details.