



Building Permit Application

The mission of the City of Holts Summit is to provide a safe, livable, and sustainable community for our present and future citizens

Permit No: _____

Expires: _____

Name of Applicant: _____

Address of Applicant: _____

Address of Construction: _____

Home/Land Owner: _____

Is your New Construction/Project located in a Flood Plain? Circle One: Yes No

Contractor: _____ License No: _____ Phone#: _____

Address: _____ Email: _____

Electrician: _____ License No: _____ Phone#: _____

Address: _____ Email: _____

Plumber: _____ License No: _____ Phone#: _____

Address: _____ Email: _____

***Contractors listed above must have a current Business License with the City before a Building Permit will be issued.**

****Upon construction completion the Electrician and Plumber (if applicable) must sign a Statement of Completion form at City Hall. An Occupancy Permit will not be released until these are signed.**

SECTION A - Buildings:

Main Floor: _____ by _____ = total sq. ft. _____ x .05 = \$ _____

Basement (Finished) : _____ by _____ = total sq. ft. _____ x .05 = \$ _____

Basement (Unfinished) : _____ by _____ = total sq. ft. _____ x .04 = \$ _____

New Construction Fee = \$50.00

Total Cost of Section B = \$ _____

SECTION B - Misc:

____ Street = No Charge

____ Commercial/Residential Electrical Work = \$20.00

____ Sign = \$30.00

____ Combination = \$50.00

____ Driveway = \$30.00

____ Commercial Electrical Work & Sign = \$50.00

____ Culvert = \$30.00

Total Cost of Section A: \$ _____

SECTION C - Carports, Garage, Sheds, & Decks:

Garage or Carport: _____ by _____ = total sq. ft. _____ x .04= \$ _____

Deck or Shed: _____ by _____ = total sq. ft. _____ x .04= \$ _____

Minimum for Section C Permit Fee = \$20.00**Total Cost Section C = \$ _____****SECTION D- Sewer Connections/Inspections:**

*Multi Family = \$400 x # Units *Mobile Home = \$400.00 x # of Pads *Residence = \$600.00

*Commercial = \$1200.00

Total Cost of Section D + \$50.00 Inspection Fee: \$ _____**SECTION E - Deposits and Penalties:**

_____ Deposit: \$500.00

*Permits submitted for New Residences (New Construction Homes) will be required to pay a \$500.00 deposit that is refundable once their occupancy permit is signed and picked up. Attached is the ordinance that details this change to the City Code for Building Permits.

Please be advised that failure to obtain a Building Permit before starting construction could result in a fine of \$100.00 per day for each such day that construction is on-going without a permit. Further, any person who occupies a structure, or allows a third party to occupy a structure prior to the issuance of an occupancy permit by the City of Holts Summit will be subject to a fine of \$100.00 per day for each day that such lawful occupancy is found to exist.

Total Cost of Section E: \$ _____**Office Use Only****Charges and Payments:****Total of all Sections = \$ _____**

Amount Paid: \$ _____

Date Paid: _____

Method of Payment: _____

Receipt: _____

Notes: _____

Occupancy Permit Signed: _____ Occupancy Permit Picked Up: _____

Deposit Refunded Date: _____ Issued To: _____

Employee Signature for Completion of Permit: _____