



Building & Special Use Permit Application

No structure(s) can be placed in any right-of-way, dedicated easement or upon any utility corridor.

- Building Permit** **Accessory/Portable or Temp. Structure** **Special Use** (Complete all items except 6)

1. Site/Location/Address: _____ Ste or Lot # _____
 Subdivision: _____ Land Use: Residential or Commercial (circle one)
 Lot Width: _____, Lot Depth: _____, Lot Acreage: _____

2. Owners Name: _____ Phone #: _____
 Address: _____ Cell #: _____
 City: _____ State: _____ Zip: _____

3. **Code Compliance Certification:** I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, I have read, understand and will comply with all the provisions outlined hereon and the St. James City Code. I also certify that the plot plan(s), drawing(s) and sketch(s) submitted are a complete and accurate representation showing any and all existing and proposed structures on the subject property. I further understand and will comply with the developer responsibilities listed below.

Responsibilities of the Developer:

- a. Locating property corners and lot lines is the responsibility of the owner, a PLS (surveyor) may be needed.
- b. Contact and make application to MoDOT if development will require access from MoDOT controlled roadways.
- c. Contact and make application to MoDNR if development will require SWPPP, Erosion Control or Infrastructure.
- d. Contact and make application to USACE if development will impact USACE controlled waterway.
- e. Notify and make application with Public Works if excavation of a city street will be required for utility connection.
- f. Any new construction of undeveloped property will require a review of post-construction storm water run-off calculations and may require detention or retention.
- g. Notify City Utilities of required utility connections and sizes. A new utility account may be required.
- h. Keep mud and debris off City & State ROW. You will be notified of any infraction(s).
- i. Toilet facilities must be available on site.
- j. **BEFORE YOU DIG:** Call 811 or go to www.mocall.com at least three days before you dig for utility locates.

Owner/Agent Signature: _____ Date: _____

Printed Name: _____ Phone #: _____

GC Point of Contact: _____ Phone #: _____

4. Contractor Business Information:

Contractors Business Name / Address	Contractor Contact	Business Lic#	Work Phone	Cell Phone
(General)				
(Foundation)				
(Electrical)				
(Mechanical)				
(Other)				

*Notice: **ALL** Contractors and Builders must obtain a Business License at St. James City Hall prior to beginning any work on the site.

5. Type Construction Requested:

- Construction will be on 1 (one) lot.
- Construction will be on 2 (two) or more lots. Number of Lots: _____

(Note: You may be required to replat or amend the subdivision plat which requires approval of the Planning & Zoning Commission and City Council in accordance with City Code and recorded at Phelps County Recorder's Office.)

- Res-Single Family Res-Two Family/Duplex Com-Two Family / # of Units _____ (complete item 7)
 - Class A – Manufactured Home Mobile Home or Class B – Manufactured Home (complete item 10)
 - Primary Building Subordinate/Accessory/Portable Structure (complete item 6) Temporary
 - Repair/upgrade/modification/reconstruction/moving of an existing building which does not change the overall size of an existing structure.
 - Repair/upgrade/modification/reconstruction/moving or new construction that increases the size of a structure.
- Size of addition/modification/building: _____ x _____ = _____ Total sqft.

Comments/Description of Work: _____

6. Type of Subordinate/Accessory/Portable Structure Requested:

- Portable Shed/Storage (no foundation and no vehicles) Permanent Shed/Storage (w/ foundation and no vehicles)
 - Car Port (portable/manufactured/detached) Car Port (constructed) Detached Attached
 - Private Garage Detached Attached Com-Public Garage (complete item 7)
- If this is a subordinate building, what is the status of the main or principal building?
- Existing Under Construction Pending separate building permit

7. Type of Commercial or Business Building Requested: (Note: Item 8 may apply)

- Com-Public Garage (Not for use with a residence and usually more than two bays)
- Com-Multi-Family / # of Units _____ Com-Bldg/Motel/Hotel Condo/Townhouse
- Factory/Industry/Manufacturing/Other: _____

8. Type Special Use requiring City Council Approval:

Check below the below item which requires a Special Use Permit in accordance with City Code Sec. 25-254 (a) (1) – (11):

- Cemetery or Mausoleum (on sites of not less than 20 acres) Greenhouse or Nursery
- Nursery School Aircraft Landing Strip or Field Commercial Radio Tower or Broadcast Station
- Riding Stable Sanitary Landfill Certain heavy industrial uses as listed in Section 25-211
- Trailer or mobile home park, permanent or temporary; provided: (See (A) – (I) of the City Code for requirements)
- Removal of gravel, topsoil or similar natural materials, with safeguards for the protection of adjoining property and the community as a whole.
- Hospital, animal hospital for small pets, clinic or institution not primarily for the mentally ill or those with contagious diseases, provided that not less than 40 percent of the total land area is occupied by buildings and that all the required yards are increased by one foot for each foot of building height in excess of height limits specified in this ordinance.

Applicant Signature: _____

Date: _____

Received By: _____

Date: _____

At a minimum, all applications must include a simple sketch. Graph paper has been included in this package for your convenience. All the following must be clearly marked on the site plan: Property/Lot Boundary, Dimensions, Location of Structures, Easements, Existing Utility Infrastructure, Location of Work to be done, Street, North Symbol, Setbacks, and any other pertinent information for work.

Note: Engineer or Architect stamped drawings, plans, sketches, studies and/or specifications may be required dependent on project scope.



Building & Special Use Permit Approval

No structure(s) can be placed in any right-of-way, dedicated easement or upon any utility corridor.

- Building Permit**

 Accessory/Portable or Temp. Structure

 Special Use

This section to be completed by applicant:

Site/Location/Address: _____ Ste or Lot # _____
 Land Use: Residential or Commercial (circle one) Estimated Project Cost: \$_____.00
 Owners Name: _____ Phone #: _____
 Address: _____ Cell #: _____
 City: _____ State: _____ Zip: _____

1. Type Construction Approved:

- Construction will be on 1 (one) lot. Construction will be on 2 (two) or more lots. Number of Lots: _____

This request DOES NOT require Replat/re-subdivision approval in accordance with City Code.

- Res-Single Family Res-Two Family/Duplex Com-Two Family / # of Units _____ (complete item 7)
 Class A – Manufactured Home Mobile Home or Class B – Manufactured Home (complete item 10)
 Primary Building Subordinate/Accessory/Portable Structure (complete item 2) Temporary
 Repair/upgrade/modification/reconstruction/moving of an existing building which does not change the overall size of an existing structure.
 Repair/upgrade/modification/reconstruction/moving or new construction that increases the size of a structure.
 Size of addition/modification/building: _____ x _____ = _____ Total sqft.

The following elements & types of construction are approved for this project: _____

2. Type of Subordinate/Accessory/Portable Structure Approved:

- Portable Shed/Storage (no foundation and no vehicles) Permanent Shed/Storage (w/ foundation and no vehicles)
 Car Port (portable/manufactured/detached) Car Port (constructed) Detached Attached
 Private Garage Detached Attached Com-Public Garage (complete item 4)

If this is a subordinate building, what is the status of the main or principal building?

Existing Under Construction Pending separate building permit

3. Type of Commercial or Business Building Approved: (Note: Item 4 may apply)

Type of Building/Business: _____

Are open space requirements met for approved single or multiple main buildings? Yes No
Indicate approved distance separation: 20ft 30ft 40ft Other ____ft
NON-REFUNDABLE REVIEW FEE: \$100 \$250 \$1,000 \$2,000
FEE RECEIVED BY (Print & Sign): _____

The following elements & types of construction are approved for this project: _____

4. Type of Special Use Approved by City Council:

- Complete the specific type requirement as listed in Sec 25-254 (a) (1) – (11) _____
- Any Non-compliance of Conditions and Protective Restrictions as listed in Sec 25-254 (a) (1) – (11) are attached.
- Attach copy of any Study/Report/Conditions of Approval/Protective Restrictions as approved by City Council.

5. Code/Plan Review/Zoning/Permit Expiration Dates/Fee Calculations

- a. Review of all applicable Chapters of the City Code was completed: Rev. By: _____
- b. All required sets of Plans/Drawings/Sketches were Submitted/Reviewed/Approved? Rev. By: _____
- Site Plan Survey Plat Drainage/Topo Building Plan Sketches
- c. Indicate the current property zoning for this application: R-1S R-1 R-2
- B-1 B-2 I-1 I-2 Industrial Park (see Restrictive Covenants) Rev. By: _____
- d. Setbacks required: Front: _____, Sides: _____, Back: _____ Rev. By: _____
- e. Attachments: Special Use Permit Study/Report
 Protective Restrictions
 Conditions of Approval

Additional Requirements or Conditions of Approval: _____

BEFORE YOUR DIG: Call 1-800-344-7483 or 811. To request electronically, go to www.mocall.com at least three days before you dig to have all utilities located on your site.

- f. Engineering Review required (i.e. major projects, Flood Zone Areas, Commercial or Industrial)
 No Yes (see project file) Rev. By: _____
- g. Fee Calculations:
 Flat Fee (minor construction (under \$100k). \$ _____ .00

Cost Fee: Estimated Project Cost	\$
Res/Com Multiplier	x
Subtotal	\$
Minus Previously Paid Review Fee	-\$
Total Due	\$

—————> \$ _____ .00

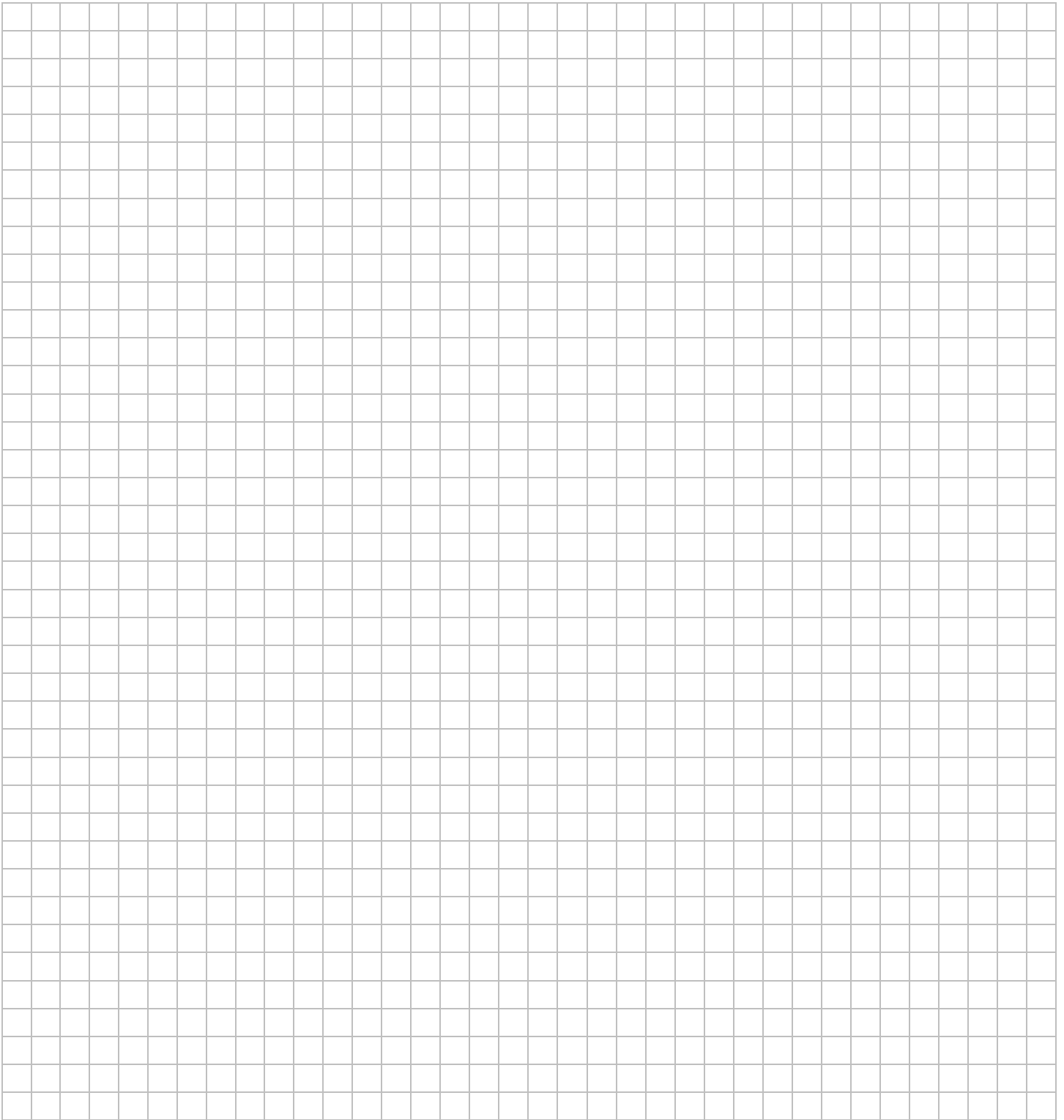
- h. Permit Approval Prepared by: _____ Date: _____
 Construction START no later than Date (plus six months): _____ Date: _____
 Construction COMPLETION no later than Date (plus 2 years) _____ Date: _____

NOTICE: This permit is issued in accordance with applicable City Code, Owner/Agent Permit Application and is to be constructed in accordance as shown on Plans, Drawings and/or Sketches and any Conditions of Approval or Protective Restrictions. Any deviation from the approved Plans, Drawings and/or Sketches and any Conditions of Approval or Protective Restrictions must be submitted to the City for Approval prior to changes being constructed.

Approved By: _____ **Permit #** _____

Any questions regarding the issuance of this permit are be directed to City of St James Code Enforcement at 265-7011.

Site Plan Sketch



**All of the following must be clearly marked on the site plan:
Property/Lot Boundary, Dimensions, Location of Structures, Easements, Existing Utility Infrastructure,
Location of Work to be done, Street, North Symbol, Setbacks, and any other pertinent information for
work.**

**Note: Engineer or Architect stamped drawings, plans, sketches and/or specifications may be required
dependent on project scope.**

Permit Guide

For Owners, Agents, Contractors and Builders

Before a Building Permit, Sign, Fence or Special Use Permit can be approved **MORE THAN ONE** of the following steps MAY be required:

1. All new commercial construction and subdivision developments will require a predevelopment meeting between the city, developer and engineer of record.
2. Building on a single lot must meet current Subdivision and Zoning Code requirements otherwise a Replat/Resubdivision MAY be required. Note: Usually ONLY one primary building is allowed on a single lot. Exceptions are listed in the code. See the Planning & Zoning Subdivisions and Zoning Codes for specific applications.
3. Building on multiple lots MAY require a Replat/Resubdivision or Subdivision Plat to make possible property line adjustments or meet set back rules within a particular Zoning District.
4. When a Replat/Resubdivision/subdivision of lot(s) is required FOUR sets of plans/ drawings/plats are REQUIRED to include but not limited to, property boundaries, existing buildings, utilities, topography in 5ft intervals, a AutoCad .dwg file submitted on disk, and others drawings as needed. (Check code for specifics).
5. The building type, sign, fence, or special use requests MUST be specifically allowed in accordance with the applicable Zoning District and Utility Easement requirements as specified in the City Code.
6. Replat/Resubdivision MUST be performed by a Missouri Registered Surveyor and plats prepared in accordance with St. James City Code, Phelps County Recorders Standards and Missouri survey laws.
7. All requesters of any type permit, which includes owners, agents, contractors and builders are required to read and comply with the City Code. City Staff will provide assistance but the owner AND his/her contractors have the ultimate responsibility of knowing and complying with the Code. If you do not understand the Engineering, or Survey and Subdivision Law you SHOULD seek professional assistance. Subdivision and Replat/Resubdivision Review and Approval process may take up to 90 days (or longer) to complete depending upon when your "PRELIMINARY Drawing" is submitted for review and assuming there are NO major issues to resolve.
8. Building permits MAY take UP TO 60 days (or longer) to approve if any of the above is required but may be as little as 2-5 business days.
9. All SPECIAL USE PERMITS require City Council Approval and special reporting requirements which may take up to 60 days or longer.
10. Signs and Fence permits typically are reviewed and often approved in 2-3 business days **IF** no Zoning issues or Easement problems are encountered.
11. The marking or locating of property corners and lines is the responsibility of the property owner. If you do not know where your property pins are located, you will need to contact a Professional Land Surveyor (PLS) registered in the State of Missouri to locate and mark them. A permit for construction will not be issued if the property corners are in question.
12. Items 1-12 are **NOT** new requirements and have been in the City Code for years. We are aware some code violations exist and we are working these issues as time and resources permit.

Applications for permits are available at City Hall and online. The City Code may be viewed at St. James City Hall, 100 S. Jefferson or online at our City Website (www.stjamesmo.org) under the Government tab.