



City of Odessa

COMMUNITY PLANNING & DEVELOPMENT

Planning ~ Zoning ~ Inspection ~ Code Compliance

125 S. 2nd St. Odessa, MO 64076 - (816) 230-5577 ~ Fax (816) 633-4985

General Provisions for Building Permits

BUILDING PERMIT APPLICATIONS

- A. No building or structure shall be erected, altered, added to or deleted until a permit has been issued by the Community Planning Department. Except upon a decision by the Board of Adjustment, no such building permit shall be issued for any building where said construction, addition or alteration or use thereof would be in violation of any provisions of the City's Zoning Code.
- B. It is a violation of the City Code to begin construction without having obtained all required permits. Failure to obtain a building permit may result in assessment of a double permit fee and requiring the contractor to remove construction for which required inspection fees have not been obtained. No inspections will be made until required permits have been obtained.
- C. Separate permits are required for each construction job.
- D. Permit Expiration
- Every permit issued shall valid for one-hundred-eighty (180) days. Permits become invalid if work is suspended or abandoned after 180 days.
 - Permits for exterior work, i.e. walls, fences, decks, patios, patio covers, and similar type work shall be limited shall be limited to 180 days duration from date of issuance.
 - Permits for new residential construction shall be limited to 180 days from the date of issuance.
 - Permits for commercial or industrial construction shall be limited to two-year duration for projects 50,000 square feet and under. Projects over 50,000 shall fall under the regulations of the most currently adopted International Code.
- E. Permit Extension
- The Code Compliance Officer is authorized to grant, in writing, one or more extensions of time for periods of not more than 180 days. Request shall be submitted in writing.

SITE PLAN REQUIREMENTS

For Residential Construction (One and Two Family)

- A. For residential construction, plans shall be prepared by a registered design professional. The plan provided should be clear and detailed enough so the plan reviewer can determine that all Zoning & Building code requirements are in compliance with City ordinances. A site plan shall give the following information:

- Show north arrow and drawing scale.
- Show all easements with dimensions.
- Show proposed building setback lines.
- Location of property by address of legal description.
- Locate all existing building and structures on the property.
- Indicate proposed use of property.
- Indicate method of handling storm water.
- Indicate proposed location of water and sewer taps.
- **FOR COMMERCIAL ASTRUCTURES, THE SITE PLAN MUST CONTAIN THE SEAL OF A REGISTERED ENFINEED**

BUILDING PLAN INFORMATION

A. Commercial and multi-family residential building plans (except duplexes), require the seal of a qualified engineer or architect registered in the State of Missouri. Single-family and duplex dwellings do not require an architect' or engineer's seal but should be of good quality to provide the following information.

1. Floor plan of all floors including basement:
 - Give overall dimensions of building and room dimensions.
 - Show location of furnace and water heater.
 - Name and use of each room.
 - By note or detail, specify size of windows and doors in all rooms and basement.
 - Describe any special features by appropriate note.
2. Framing details are to include:
 - By notes on building floor plans or by details or cut elevations of buildings, specify the size of all framing components, give grade and species, specify center to center spacing of members.
 - Show details of any special architectural features, e.g., vaulted ceilings, cantilevers, beams, etc.
 - Show clear load transfer path to all floor, ceiling, roof loads through structure to foundations.
3. Foundation plans to include:
 - Footings ~ depth & width.
 - Foundation walls ~ height and thickness & reinforcing.
 - Elevation drawings ~ front elevation, sides and rear.
 - Finished floor and grade elevations.
 - Material used for siding.
 - Roof pitches.
4. The following are special features of residential structures required to be designed and sealed by a Missouri Professional Engineer.
 - Vaulted roof/ceilings.
 - Framed walls and studs over ten (10) feet in length.
 - Load bearing cantilevers with over two (2) feet or more of cantilever.
 - Foundation walls supporting nine (9) feet or more of unbalanced fill.
 - Suspended concrete slabs.
 - Bearing walls which are offset more than the depth of floor joists below from bearing element of structure.
 - Pre-engineered truss systems shall have design and layout.
 - Manufactured I-joist system shall have a designed layout.
 - Exceptionally long floor spans.

- B. This information may not be all that is required for each individual building design. If additional information is required during the review process, the permit applicant will be contacted.
- C. A completed permit application and drawings shall be submitted to the Building Department for review and approval before a building permit can be issued. Four (4) sets of drawings are required for commercial projects and one (1) set for residential projects.

PLAN REVIEW

- A. After a completed application has been submitted to the City, a plan review will be conducted to determine if the plan meets the adopted Building Codes. Reviews of applications for single-family and duplex construction normally take two (2), to three (3) days. Review of applications for commercial projects may take two (2) to three (3) weeks depending upon the building complexity.
1. A building permit will be issued when the following conditions are met:
- The plan review is successfully completed.
 - The setbacks and use complies with the City's Zoning Ordinance (Chapter 8 OCDC)
 - The applicable fees have been paid.

INSPECTIONS

- A. Inspections will be performed by the Code Compliance Officer to ensure compliance with adopted Building Codes. It is the responsibility of the permit holder or their agent, to request inspections. Inspections should be set up twenty-four (24) hours in advance. If time permits, inspections may be done the same day as requested.
- B. Permits must be posted at the job site.
- C. If at any time during the inspection non-conformance to codes is observed, a correction notice will be issued and corrections and re-inspection must be made before any future work continues.
- D. Inspections called for:
- Footing (prior to placement of concrete)
 - Foundation wall (prior to placement of concrete)
 - Underground plumbing
 - Basement floor /slab (prior to placement of concrete)
 - Frame
 - Roof (ice barrier required)
 - Top Rough Plumbing
 - Mechanical
 - Electrical
 - Drywall
 - Gas service
 - Water meter
 - Electric meter/service
 - Sewer connection
 - Final/ Certificate of Occupancy