

CITY OF KIRKSVILLE CODES & INSPECTIONS

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Hours

MONDAY—FRIDAY

8:00 a.m.—5:00 p.m.

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INFORMATION REGARDING BUILDING AND REMODELING CONSTRUCTION ACTIVITIES ARE:

1. Foundation, Footings, sewer line, and water lines—Frost Depth 48”.
2. Hard-wired and interconnected smoke alarms are required on all new and remodeling residential projects. (See Codes Department for locations)
3. Emergency exit windows at each sleeping room and basement if there is a finished area. Minimum size: 5 sq. ft. net if grade level, 5.7 sq. ft. if below or above grade level.
4. Concrete or asphalt driveways and parking required.
5. Dwelling units must be fire separated.
6. Lots must be able to drain adequately.
7. Foundation and roof drains are prohibited from connection to the City’s sanitary sewer.
8. New installations of fireplaces, stove and wood fired furnaces must be permitted and inspected prior to use.
9. Plumbing fixtures require vents that pass through the roof, 3” minimum on main vent, 1’ above roof.
10. All used lumber and materials used must be approved by the Building Official.
11. Permits are required for all porches, patios, decks, carports and detached garages. A site plan must be provided.
12. The City of Kirksville has adopted the 2015 International Code and the 2014 National Electrical Code. However, certain City ordinances are established to override these mentioned above.
13. The State of Missouri requires an asbestos inspection to be conducted by a licensed asbestos inspector prior to remodeling of any commercial building, if the possibility exists of disturbing any materials that may contain asbestos.

12. Adding shingles or roofing alone does not require a permit. However, a contractor's license is required. Only two (2) layers of shingles are permitted. Replacing roof sheeting does require a permit and must be inspected. A minimum of 15 pound felt is required for underlayment.
13. When the cutting of streets is done, the street must be put back to original condition.
14. Accessory buildings, carports, and storage sheds require permits.
15. Inspections are required before any plumbing, electrical, mechanical, and/or structural member, equipment or service is covered up. If in doubt, give us a call.
16. When building and remodeling activities are finished, a final inspection must be complete before a Certificate of Occupancy can be issued.
17. An approved carbon monoxide detector is required in all existing and new residences where there is an attached garage and/or fossil-fueled appliance. (See Code Department for locations)
18. Before digging on private property or on the right-of-way, a Contractor should call 1-800-DIG-RITE.
19. When soil is disturbed on a construction site, a land disturbance permit is required to be issued along with the building permit from the State of Missouri. If your project will disturb the soils on the site, please include the Land Disturbance Permit with the building permit application.

NOTE: Inspections protect the contractor as well as the property owner. Many times, people will come to the City with complaints regarding past construction projects. The Codes change periodically and if the proper inspections have been completed, we can act as a go between from the owner to the contractor.

Building Permits

PERMIT COSTS: \$8.50 MINIMUM FEE, PLUS \$4.25 PER \$1000.00 OF COST OF CONSTRUCTION BASED ON INTERNATIONAL CODE COUNCIL NATIONAL AVERAGE CALCULATIONS

A building permit is required whenever a party wishes to build a new structure, add to an existing structure, and/or place a sign or other structure within the city limits of Kirksville.

Information required to obtain a building permit:

1. Address where the building is to take place.
2. Owner's name and address.
3. Contractor's name and address.
4. The zoning of the property at the address under construction.
5. The use of the building.
6. The size and height of the building.
7. The number of dwelling units in the proposed structure.
8. Square footage of the structure.
9. A site plan showing the structure, and distance to all lot lines and direction of lot drainage.

Documentation Required Building Permits

Site Plan

All projects require a site plan of what you wish to have once the building permit is issued.

A Site Plan Must Include:

1. Layout of proposed building and site, with measurements.
2. Setbacks from all property lines.
3. Topographical data necessary to indicate storm water run off in respect to building elevation and neighboring properties.
4. Verification of property lines by either new or existing property survey.

To Obtain A Building Permit You Must:

1. Present a site plan to the Office of Code Enforcement and Inspection at City Hall.
2. Projects of a public use nature (stores, gas stations, offices, etc.) and projects involving three (3) or more units, involving over 2,000 square feet (in cases of commercial nature) or is occupied by nine (9) people or more, must in addition to a plot plan provide a signed, sealed set of engineering/architectural plans with the plot plan. **NOTE: Engineer/Architect must be registered with the State of Missouri.**
3. Once all this is accomplished, a reasonable amount of time must be allowed for the city officials to review the site plan.
4. Upon favorable review of the site plan, a building permit will then be issued.

Remodeling Permits

PERMIT COSTS: \$6.50 MINIMUM FEE, PLUS \$3.75 PER \$1000.00 COST OF CONSTRUCTION

Remodeling permits are necessary when any party alters or repairs any structure or portion of that structure **other than ordinary repairs.**

Ordinary repairs shall not include the cutting away of any wall, or portion of walls, the removal or cutting of any structural beam or bearing support, the removal or change of any required means of exit, or rearrangement of parts of a structure affecting exit-way requirements. **Ordinary repairs also shall not** include addition to, alteration of, replacement or relocation of any stand pipe, water supply, sewer, drainage, drain leader, gas soil, waste, vent or similar piping, electrical wiring or mechanical or other work affecting public health or general safety if it has to be uncovered in order to do the repair.

The following necessary information must be supplied by the Applicant when obtaining a remodeling permit:

- A. Building Address
- B. Owner
- C. Contractor
- D. Class of Work
- E. Cost of Work
- F. Zoning Classification

****IMPORTANT****

Projects of a public use nature (stores, gas stations, offices, etc.) and projects involving three (3) or more units, involving over 2,000 square feet (in cases of commercial nature) or is occupied by nine (9) people or more, must in addition to a plot plan provide a signed, sealed set of engineering/architectural plans with the plot plan. **NOTE: Engineer/Architect must be registered with the State of Missouri.**

Demolition Permits

Demolition of structures requires approval from the Kirksville Historic Preservation Commission before a demolition permit can be issued. The permit fees are as follows:

- A. Small shed, garage—\$40.00
- B. Houses—\$50.00
- C. Commercial Structures—\$4.75 per \$1,000.00 cost of demolition, \$50.00 minimum.

The City of Kirksville requires demolition specifications that must be followed. In addition, the State of Missouri requires that all building demolition waste be deposited in a State Licensed Landfill.

When soil is disturbed on a construction site, a land disturbance permit is required to be issued along with the building permit from the State of Missouri.

Rezoning

Procedures for rezoning are as follows:

1. Schedule a meeting with the City Planner.
2. Obtain a complete legal description of the land.
3. Publish an intent to rezone in a “generally circulated” newspaper. A notice must contain:
 - A. Legal description of land.
 - B. Time and place of the Planning and Zoning Commission Public Hearing.
 - C. The proposed zoning classification.

NOTE: This publication must be posted a minimum of fifteen (15) days prior to the public hearing with the Planning and Zoning Commission.

4. Obtain a certificate signed by an abstractor verifying all adjacent land owners within 185 feet of proposed land to be rezoned.
5. Notify by certified mail all adjacent land owners of the time and place of the rezoning hearing as outlined in item four (4) above.

City Staff Representative Chayton True, City Planner, presents the request of the proponent's rezoning change to the Planning and Zoning Commission held in public hearing and has the opportunity to defend against any opposition.



CITY OF KIRKSVILLE AND PLANNING AND ZONING COMMISSION RESPONSIBILITIES:

1. The Planning and Zoning Commission will make a recommendation to the City Council to uphold or deny the request.
2. After the Planning and Zoning Commission Public Hearing, the request in ordinance form is submitted to the City Council for action.
3. The City Council will make a determination at their next regular scheduled meeting to approve or disapprove the rezoning.
 - A. If the action is approved, the developer must apply for a building permit before any projects can proceed.
 - B. If the action is denied, the developer has the right of appeal through the circuit court for reversal of Council decision.

Subdivision of Land

The procedures to subdivide land is as follows:

1. Contact the City Planner to obtain an application for subdivision of land. The City Planner will conduct a preliminary review of the plat.
2. Submit a copy of the survey plat prepared by a Missouri Registered Surveyor to the City Planner and have the proposal placed for consideration on the agenda for a regular scheduled meeting of the Planning and Zoning Commission.
3. At the Planning and Zoning Commission meeting, a review and a discussion of the plat will be held and depending on the nature of the plat, a decision on the plat will be made.

Plats of a Minor Nature

These are plats containing four or less parcels of land and don't involve public streets. Review would be required by the City Planner and the Codes Enforcement Director before forwarding to the City Council for action.

Plats of a Major Nature

All plats other than those of a minor nature require two separate reviews by the Planning and Zoning Commission before forwarding to the City Council.

- A. A preliminary review.
- B. A final plat review.

4. All plats approved by the Planning and Zoning Commission are scheduled for consideration by the City Council on their next regular scheduled meeting.
 - A. An ordinance must be prepared to accompany each plat before the City Council can act on the subdivision.
5. Once the City Council approves a subdivision plat, it must be recorded in the County Recorder's Office by the City.
6. The cost is \$50.00, plus \$2.00 for each lot in the subdivision.
 - * Costs of recording shall be borne by the petitioner.





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