



Permit Number: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_  
 Date Printed: \_\_\_\_\_

**COMMERCIAL BUILDING PERMIT APPLICATION**

- Allow 48 hours for permit processing. Permits are picked up and paid for in the Utilities Department.
- **Before beginning any excavation, contact Missouri One Call at 1-800-344-7483** to locate underground utilities.
- Issuance of Permit does not guarantee approval of project or confer approval of any named contractor.
- Issuance of Permit does not grant right to owner/contractor to violate any City, State or Federal law - Including adopted codes.
- Questions? Contact - City of Bolivar Building Inspector, Kyle Lee: 417-328-5826, klee@bolivar.mo.us

I certify the following information provided is accurate to the best of my knowledge and accurately represents the proposed work to be done. I understand this application must be fully completed, including all signatures and cost of construction, before a permit will be issued. I further understand that the City will not issue a permit if any contractor is unlicensed.

In addition, I understand this permit application shall be deemed expired 180 days after the date of filing unless such application has been pursued in good faith or a permit has been issued. The Building Official, at his discretion, is authorized to grant an extension to this application. However, a request for an extension must be submitted in writing prior to the expiration date. This is the only notice I will receive for the renewal of the application and keeping the application valid is my responsibility.

Applicant Name: \_\_\_\_\_  
please print please sign date

Project Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_

Project Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**DESCRIPTION OF WORK**

- The City of Bolivar has adopted the following building codes: 2015 ICC suite(IBC, IFC, IPC, IMC, IFGC etc.) 2008 NEC.
- Three (3) wet-sealed sets of construction documents prepared by a State of Missouri registered architect and/or engineer are required with this application for all commercial construction, including remodels and infills. Allow a minimum two (2) weeks for document review. (Two (2) hard copies of design documents and 1 digital shall meet this requirement.)
- In addition to the requirements of the codes listed above, **a secure key box is required for all commercial construction.** Please contact the Bolivar City Fire Department for acceptable product and location 417-328-5853.

TYPE OF CONSTRUCTION, check all that apply:

- STRUCTURE**
- New Commercial Building       Remodel       Addition
  - New Three-Family Dwelling       Other New Multi-Family Dwelling, please specify number of units: \_\_\_\_\_
  - Temporary Job Trailer       Parking Lot       Driveway Apron
  - Infill Construction, please specify name and type of business: \_\_\_\_\_
  - Accessory Structure, please specify: \_\_\_\_\_
  - Demolition: What type of structure is planned to be demolished? \_\_\_\_\_
  - Re-roof: What is the: existing roofing material? \_\_\_\_\_ New roofing material? \_\_\_\_\_  
 Will construction occur below the finish roofing material?     Yes     No  
 If Re-roofing, over existing roof material, total number of layers when completed?     1     2     3+
  - Other, please specify: \_\_\_\_\_

PERMITS NEEDED, check all that apply:

- Structural     Mechanical     Electrical     Plumbing     Fire Protection

SIZE OF CONSTRUCTION:

Square footage of entire structure as it exists (include all floors): \_\_\_\_\_

**Total Square foot of project under roof:** \_\_\_\_\_ **Estimated cost of construction:** \_\_\_\_\_

(Include all floors, basement, porches, garages etc.)

Water Meter Size/s: \_\_\_\_\_ Water Meter Count: \_\_\_\_\_

<b>FENCE</b>	<ul style="list-style-type: none"> <li>Fences may not be located in drainage easements. Fences may be located in utility easements. However, if the easement needs to be accessed, the fence shall be removed at the owner's expense.</li> <li>For Fence height and other requirements please refer to the "Citizen's Guide" on Fences. Copies are available at City Hall.</li> </ul>
	Lot Type: <input type="checkbox"/> Inner Lot <input type="checkbox"/> Corner Lot Fence Location on Property: <input type="checkbox"/> Front Yard <input type="checkbox"/> Side Yard <input type="checkbox"/> Rear Yard Fence Material: <input type="checkbox"/> Wood <input type="checkbox"/> Vinyl <input type="checkbox"/> Chain-link <input type="checkbox"/> Other, please specify: _____ Fence Height: _____ <b>Estimated cost of construction:</b> _____
	<ul style="list-style-type: none"> <li>No sign, including banners, shall be located in the right-of-way or the sight triangle.</li> </ul>
	Sign Type Check all that apply: <input type="checkbox"/> Ground <input type="checkbox"/> Wall * <input type="checkbox"/> Temporary Ground <input type="checkbox"/> Banner <input type="checkbox"/> Portable <input type="checkbox"/> Pole <input type="checkbox"/> Other, please specify: _____    * Wall sign – Total wall square footage: _____ Quantity: _____ Size: _____ Height above ground: _____ Will the sign have electrical service: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Estimated cost of construction:</b> _____

**CONTRACTORS**

- All contractors must have a current Bolivar City Business License.
- Beginning April 22, 2010, all contractors renovating pre-1978 construction must be EPA Lead-Safe Certified.

<b>GENERAL</b>	Name: _____ Phone Number: _____ Lead-Safe: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address: _____ Licensed: <input type="checkbox"/> Yes <input type="checkbox"/> No License #: _____
<b>ELECTRICAL</b>	Name: _____ Phone Number: _____ Lead-Safe: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address: _____ Licensed: <input type="checkbox"/> Yes <input type="checkbox"/> No License #: _____
<b>PLUMBING</b>	Name: _____ Phone Number: _____ Lead-Safe: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address: _____ Licensed: <input type="checkbox"/> Yes <input type="checkbox"/> No License #: _____
<b>MECHANICAL</b>	Name: _____ Phone Number: _____ Lead-Safe: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address: _____ Licensed: <input type="checkbox"/> Yes <input type="checkbox"/> No License #: _____
<b>SIGN/FENCE</b>	Name: _____ Phone Number: _____ Lead-Safe: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address: _____ Licensed: <input type="checkbox"/> Yes <input type="checkbox"/> No License #: _____

**OFFICE USE ONLY**

Parcel Number: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Flood Zone: \_\_\_\_\_ Required Parking: \_\_\_\_\_

Lot: Inner Lot    Corner Lot    Type of Street: Arterial    Local    Collector

Property Setbacks: Front: \_\_\_\_\_ Left Side: \_\_\_\_\_ Right Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Project Setbacks: Front: \_\_\_\_\_ Left Side: \_\_\_\_\_ Right Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Easements: \_\_\_\_\_

Notes: \_\_\_\_\_

Landscaping: Y N                      Stormwater Detention: Y N                      Plans & Specifications submitted: Y N