



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

**COMMERCIAL BUILDING PERMIT APPLICATION**

- Allow a minimum of 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.
- Questions? Contact – City of Bolivar Building Inspector, Kyle Lee: 417-328-5826, [klee@bolivar.mo.us](mailto:klee@bolivar.mo.us) or Permit Technician, Lacy Hamby: 417-328-5825, [lhamby@bolivar.mo.us](mailto:lhamby@bolivar.mo.us)

I certify the following information provided is accurate to the best of my knowledge and accurately represents the proposed work. I understand this application must be fully completed, including signatures and cost of construction, before a permit will be issued. 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: \_\_\_\_\_ Project 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: 2021 ICC, IBC codes, 2017 NEC.
- Three (3) wet-sealed sets of construction documents (Minimum 2 hard required & 1 Digital preferred) prepared by a State of Missouri registered architect and/or engineer are required to be submitted with this application for all commercial const., including remodels and infills. Allow 2 weeks for document review in house plus any 3<sup>rd</sup> party review which may be required.
- 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 repairs to decking occur / Other construction for roofing?  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.)

**Type of Construction:** I II III IV V A / B **Classification:** A \_\_\_ B E F H \_\_\_ I \_\_\_ M R \_\_\_ S \_\_\_ U

Land disturbance permits are required by Missouri Department of Natural Resources for construction activities of one or more acres, or for construction activities that disturb less than one acre when they are part of a larger common plan of development or sale that will disturb a cumulative total of one or more acres over the life of the project. If applicable, please attach copy of permit. Permit attached?  Yes  No

<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> <p>Lot Type:            <input type="checkbox"/> Inner Lot    <input type="checkbox"/> Corner Lot    Fence Material: _____</p> <p>Fence Location on Property:    <input type="checkbox"/> Front Yard    <input type="checkbox"/> Side Yard    <input type="checkbox"/> Rear Yard</p> <p>Fence Height: _____    <b>Estimated cost of construction:</b> _____</p>
<b>SIGN</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> <p>Sign Type Check all that apply:</p> <p><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</p> <p><input type="checkbox"/> Other, please specify: _____</p> <p><b>Quantity:</b> _____ <b>Size:</b> _____ Height above ground: _____</p> <p>Will the sign have electrical service:    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <b>Estimated cost of construction:</b> _____</p>

**CONTRACTORS**

- All General Contractors must have a current City of Bolivar Business License. Sub-Contractors may operate under GC business license only for work GC oversees.
- 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