

Village of Airport Drive  
25150 Demott Drive 417-623-6744  
Joplin, MO 64801 [Sue@airportdrivemo.com](mailto:Sue@airportdrivemo.com)



**PERMIT INFORMATION**

**BUILDING PERMIT NO:** \_\_\_\_\_

**BUILDING SITE ADDRESS** \_\_\_\_\_

CONTRACTOR/BUILDER \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

**TYPE OF CONSTRUCTION**

SINGLE FAMILY <input type="checkbox"/>	ACCESSORY <input type="checkbox"/>	SIGN <input type="checkbox"/>	ELECTRIC <input type="checkbox"/>
MULTI FAMILY <input type="checkbox"/>	REMODEL <input type="checkbox"/>	DECK/PORCH <input type="checkbox"/>	POOL <input type="checkbox"/>
COMMERCIAL <input type="checkbox"/>	ADDITION <input type="checkbox"/>		
INSTALL SOLAR PANELS <input type="checkbox"/>	OTHER <input type="checkbox"/> (EXPLAIN) _____		

NUMBER OF STORIES 1 2 2½ \_\_\_\_\_ LOT SIZE \_\_\_\_\_

LOT # \_\_\_\_\_ SUBDIVISION NAME \_\_\_\_\_

ZONING \_\_\_\_\_

**TYPE OF FOUNDATION**

BLOCK <input type="checkbox"/>	ICF <input type="checkbox"/>	MONOLITH POUR <input type="checkbox"/>
POURED <input type="checkbox"/>	CONCRETE PAD <input type="checkbox"/>	

SQUARE FEET \_\_\_\_\_ ESTIMATED COST \_\_\_\_\_

PLEASE MAKE A NOTE TO CALL THE VILLAGE OFFICE AT **417-623-6744**  
TO SET UP INSPECTIONS. PLEASE MAKE INQUIRES TO THE BUILDING INSPECTOR  
REGARDING CURRENT CODE.

**A SITE PLAN MUST BE SUBMITTED WITH THE APPLICATION INDICATING THE  
LOCATION OF LOT LINES AND PROPOSED CONSTRUCTION.**

**SUB-CONTRACTORS**  
**ALL SUB-CONTRACTORS MUST HAVE VILLAGE LICENSES IN PLACE**  
**BEFORE A BUILDING PERMIT WILL BE ISSUED**

EXCAVATING	_____
CONCRETE	_____
BLOCK LAYERS (FOUNDATION)	_____
FRAMERS	_____
BRICK/STONE LAYERS	_____
ELECTRICIANS	_____
PLUMBERS	_____
HVAC INSTALLERS	_____
GARAGE DOOR INSTALLERS	_____
INSULATORS	_____
DRYWALL HANGERS	_____
DRYWALL FINISHERS	_____
PAINTERS	_____
ROOFERS	_____
CABINET INSTALLERS	_____
SIDING INSTALLERS	_____
WINDOW INSTALLERS	_____
GUTTERING INSTALLERS	_____
CARPET & TILE INSTALLERS	_____
LANDSCAPING CONTRACTORS	_____

**In the event of a change in Subcontractors, the Certificate of Occupancy will not be issued until unlicensed contractors receive a license to work in Airport Drive.**

ADDITIONAL PERMIT INFORMATION

The Village Clerk and/or Building Inspector will review with the applicant the land use and zoning regulations pertinent to the applicant's request to place or construct a structure.

PLEASE CHECK THE TYPE OF STRUCTURE WHICH APPLIES TO YOUR REQUEST:

R-1	ONE FAMILY RESIDENTIAL DISTRICT	<input type="checkbox"/>
R-2	TWO FAMILY RESIDENTIAL DISTRICT	
R-3	MULTI-FAMILY RESIDENTIAL DISTRICT	
R-4	TOWN HOUSE RESIDENTIAL DISTRICT	
M	MOBILE HOME DISTRICT	
C-0, C-1, C-2	OFFICE, NEIGHBORHOOD & COMMERCIAL DIST	
C-3PD, C-4PD	COMMERCIAL PLANNED SHOPPING DISTRICTS	
_____	OTHER	

**BUILDING SITE/LOT PLAN INFORMATION**

1 A COPY OF YOUR PLAT DRAWING OF THE BUILDING SITE/LOT PLAN PREFERRED TO BE PREPARED BY A REGISTERED LAND SURVEYOR OR REGISTERED ENGINEER SHOWING ADDRESS, LEGAL DESCRIPTION, BOUNDRIES, DATE, NORTH ARROW AND SCALE OF THE PLAT WITH THE FOLLOWING NOTED:

- A. LOT NUMBER (OR INDICATE METES AND BOUNDS)
- B. LOCATION OF BUILDING/STRUCTURE ON THE LOT AND ITS ACCURATE MEASUREMENTS
- C. LOCATION OF ALL PRESENT, PROPOSED PUBLIC AND PRIVATE WAYS, DRIVEWAYS AND CURBS.

DOES YOUR BUILDING SITE/LOT HAVE WATER? \_\_\_\_\_ SEWER? \_\_\_\_\_

2 IF APPLICABLE, EXISTING AND PROPOSED TOPOGRAPHY SHOWN AT NOT MORE THAN TWO FOOT INTERVALS, IF ANY PORTION OF THE PARCEL IS IN THE 100 YEAR FLOOD PLAIN, THE AREA SHALL BE SHOWN, WITH BASE FLOOD ELEVATIONS.

3 EXPLAIN STORM WATER RUNOFF CONTROL PLAN AND DRAINAGE SYSTEM. INDICATE PATTERN OF WATER DISCHARGE.

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4 ZONING DISTRICT BOUNDRIES ADJACENT TO SITE PERIMETER.

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**SIGN REQUIREMENTS**

IS THE SIGN LIGHTED INTERNALLY OR EXTERNALLY?

INTERNALLY

EXTERNALLY

NO LIGHTING

TYPE: BUILDING

POLE

SIZE OF SIGN: \_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_

**A SITE PLAN MUST BE ATTACHED TO INCLUDE ALL INFORMATION AS LISTED BELOW:**

A plan of the sign(s), including dimensions and position of the sign(s); the sign legend or commercial message; sign location; dimensions; construction specifications; electrical components and wiring; method of attachment and design of structure's members to which attachment is to be made; and location of the foundation or post hole location in relation to the property lines and public right of way.

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**POOL REQUIREMENTS**

ABOVE GROUND

IN GROUND

CORNER LOT?  YES

NO

SECTION 515.050 states any person who owns or maintains a swimming pool of a depth of more than twelve (12) inches shall enclose such a pool by a fence of at least four (4) feet in height.

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**FENCE REQUIREMENTS**

HEIGHT OF FENCE \_\_\_\_\_

FENCE MATERIAL \_\_\_\_\_

CORNER LOT  YES

NO

**BE AWARE OF THE LOCATION OF PROPERTY LINES**

**BUILDING PERMIT PACKET**

**NO PERMIT WILL BE APPROVED OR ISSUED UNTIL THE COMPLETED BUILDING PERMIT APPLICATION HAS BEEN FILED IN THE OFFICE OF THE VILLAGE CLERK AND ALL APPROPRIATE FEES HAVE BEEN PAID.**

The Village Clerk and Building Inspector will review your application along with the site plan detail. They may approve, conditionally approve, or deny the application. If not approved, the applicant shall be notified by the Village Clerk or Building Inspector of such action, pointing out the deficiencies, verbally and/or in writing, and outline the remedy deemed necessary to gain approval of the application.

I, the undersigned, acknowledge that I have received the pertinent information regarding my permit application. I realize the importance of reading and understanding this information.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

CONSTRUCTION SITE: \_\_\_\_\_

**A SITE PLAN MUST BE SUBMITTED WITH THE APPLICATION INDICATING THE LOCATION OF LOT LINES AND PROPOSED CONSTRUCTION.**

VILLAGE CLERK: \_\_\_\_\_

DATE

BUILDING INSPECTOR: \_\_\_\_\_

DATE

## **INSPECTIONS**

The following are just some of the items that will be looked at throughout the construction process which seem to cause failures. This is just a partial list of items that will be looked for during routine inspections.

### **ADDRESS POSTED ON BUILDING SITE**

The correct address must be posted on the building site. The sign may be one furnished by your supplier or of your design, it must be easily visible from the street.

### **FOOTING INSPECTION**

Before scheduling a footing inspection you must pull a string line between all four (4) property corner pins. Each lot shall have front, side and rear yards not less than the depth or width following: a front yard depth of 35', each side yard width to be a minimum of 10% of the yard width, except that a width greater than 20' shall not be required, rear yard to be a depth of 20'. Corner lots must follow the same rules as interior lots with the following exception for side yard which must be 20 feet.

### **FOUNDATION INSPECTION**

Anchor bolts should be on 6' (six foot) centers and a bolt within 12" of every corner and joint.

### **FLOOR INSPECTION**

A floor inspection is required on all wood frame floors and slab floors. A wood floor must be inspected prior to laying sub flooring. A slab floor inspection is required before concrete may be poured.

### **FRAMING INSPECTION**

Make certain you are not exceeding wall framing heights with 2x4 framing material. Bedroom egress minimum window must be 20" x 24". The maximum window sill height from the floor is 44". Hurricane ties must be used securing the ceiling joists and rafters to the walls.

### **ROUGH IN ELECTRIC INSPECTION**

All wiring must comply with the National Electric Code as adopted by the Village of Airport Drive. Smoke detectors in all bedrooms and adjoining hallways must be interconnected. When you call for a permanent electrical inspection, be sure you have all GFCI's and AFCI's in required locations. Absolutely no electrical panes located in bedroom closets or bathrooms.

### **ROUGH IN PLUMBING INSPECTION**

Nail guards are required on all stud and plate penetrations within 1 ½" of wall surface edge. A minimum of a 12" x 12" framed opening for access to all slip joints on tub installations. Check for correct water heater installations. Install pans where required and proper pressure relief valve piping per code.

### **MECHANICAL SYSTEMS INSPECTION**

Flex ducting needs to be supported at least every four (4) feet, no kinks are allowed. Make sure all boots are completely insulated. The secondary drain from emergency pan needs to terminate at a conspicuous place. The minimum attic opening to equipment must be 22" x 30".

**INSPECTIONS (CONT'D)**

**PERMANENT ELECTRIC INSPECTION**

Service head and disconnect installed with service lateral dug out four (4) feet from house.  
All bonding and grounding complete. Conduit properly clamped to structure.

**MISCELLANEOUS ITEMS**

Stairway construction needs close attention to detail regarding tread height, tread depth, nosing, handrails and all clearances.

Mail Boxes must be placed 6 to 8" away from the curb; the slot or door must be 41 to 45" from the ground. Numbers must be at least 1" tall and on the flag side of the box. Curbside mailbox posts should be less than 24" deep and made from wood no larger than 4" by 4". Steel or aluminum pipes with a 2" diameter are also acceptable. Newspaper receptacles may be mounted on the same post as the mailbox, but must not contact it directly or be supported by it.

**BUILDING INSPECTION FEES**

The Building Permit Fee is \$125.00, the Sewer Tap Permit is \$150.00, each residential inspection listed below is \$30.00. The fee/deposit for an average residential home is \$695.00.

**LIST OF REQUIRED INSPECTIONS** (The number of inspections required will be determined by the Building Inspector.)

LOT INSPECTION	\$30.00
FOOTING	\$30.00
FOUNDATION	\$30.00
TEMPORARY ELECTRIC	\$30.00
FLOOR	\$30.00
FRAMING	\$30.00
ROOFING	\$30.00
UNDERLAYMENT	\$30.00
ROUGH IN ELECTRIC	\$30.00
ROUGH IN PLUMBING	\$30.00
ROUGH IN SLAB PLUMBING	\$30.00
MECHANICAL SYSTEMS	\$30.00
PERMANENT ELECTRIC	\$30.00
FINAL	\$30.00
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RE-INSPECTION	\$30.00
ELECTRIC UPGRADE	\$30.00