



CITY OF BELTON
506 Main - P.O. Box 230
Belton, MO 64012

816 331-4331 Phone
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Building Permit Submittal Requirements

Single Family Dwellings and Room Additions



- ❖ Two complete set of plans (drawings) for the residence or room addition, including footing details and square footage.
- ❖ Residential minimum is 1,200 square feet. No minimum for room additions.
- ❖ A basement or minimum 24" crawl space with footings is required under habitable areas.
- ❖ Two plot plans, **with original seals and signatures**, drawn by a registered surveyor from the State of Missouri complying, in all aspects, with the requirements outlined in the plot plan requirements checklist (available at City Hall). The City reserves the right to accept a hand-drawn dimensional plot plan for room additions to existing structures if the size is 10% or less than the footprint of the house.
- ❖ A plot plan requirements checklist completed and signed by the registered surveyor.
- ❖ A four-part building permit application **typed or neatly printed**. List all of the subcontractors on the application.
- ❖ One Arterial Street Impact Fee application completed and signed.
- ❖ A Right-of-Way (ROW) permit application. List the names of subcontractors working in the ROW on the building permit. Subcontractors or others working in the ROW must submit the applicable cash and maintenance bonds before the permit will be issued.
- ❖ All subcontractors **must** have a current occupation license before a building permit will be issued. The subcontractors name must be listed on the building permit application exactly as it is on the occupation license.
- ❖ The permit fee is based on square footage of the residence.

The plan review process may take a few days. The plans examiner will notify you when the building permit is ready to pick up or if there are issues delaying permit approval.

Please direct questions regarding single family dwelling/room addition permit applications to the Inspection Department at Belton City Hall, (816) 331-4331.