



City of Belton
520 Main Street
Belton MO 64012
PH: 816.331.4331
Fax: 816.331.6973

City of Belton

NEW RESIDENTIAL CONSTRUCTION FORMS AND SUBMITTAL REQUIREMENTS

Submittal Information

A completed residential permit application

2. **Plot Plan** - Two copies
 - 1) Follow the Plot Plan Requirements Checklist.
3. **Right of Way Permit Application**
 - 1) One copy - Right-of-Way Excavation Permit
 - 2) One copy - Right-of-Way Driveway/Sidewalk Permit
4. **Building Plans** – Two sets
 - 1) One set will be returned to the permit holder for use on site.
5. **Land Disturbance Permit**
6. **Fire Sprinkler Option**

Permit, Codes & Inspection Information

Permits - Permits are good for a period of 12 months from date of issue. They may be extended without cost provided the *request for extension is received prior to the expiration date*. Any project that has no activity for a period of 180 days will be considered to be abandoned and will require a new permit to be issued.

Subcontractors - Permits must list all sub-contractors. The general contractor and each sub-contractor must be licensed with the City of Belton. Permits will not be issued until this is complete.

International Residential Code (IRC) - New Residential building construction is governed by the 2013 International Residential Code (IRC). Local amendments to the IRC can be referenced by going to the City of Belton website at www.belton.org. Select “Code of Ordinances” on left side of the homepage and choose “Unified Development Code”. Reference Chapter 10, Article I.

The 2012 IRC incorporates several requirements for structural bracing and energy considerations not found in earlier codes. Older house plans may not include these features and may have to be updated.

Unified Development Code (UDC) - For information on setback requirements and allowed land usage, go to www.belton.org. Select Code of Ordinances / Unified Development Code, Chapter 6.

Landscaping - Chapter 22 of the Unified Development Code contains landscaping requirements. All landscaping must be complete before issuing a final Certificate of Occupancy (C of O). This section of the Code provides for a Temporary C of O in the absence of completed landscaping, by providing an escrow equal to 1 ½ times the cost to sod to be placed with the City of Belton, MO. Please reference this section for details of the Landscape escrow process.

Residential landscaping requirements for the City of Belton requires a minimum of one tree in the front yard area and one tree in the rear yard area for each dwelling.

Erosion Control - Erosion control is **required** for all disturbed soil areas. Mud and dirt tracked into the street must be cleaned off the street by the end of the day.

Inspections - An inspection request call line is provided to schedule inspections. Call 816-892-1260 to leave a voicemail inspection request by 4:30 p.m. the day **before** you need an inspection. Leave a contact name, the permit number, address of the job, the type of inspection being requested, and your preference for a morning or afternoon inspection. Call to schedule the inspection, but if circumstances change, please call Belton City Hall at 816-331-4331 and ask for Inspections to re-schedule or cancel.

If a deficiency is noted during an inspection, you are entitled to one re-inspection. If re-inspection finds the noted deficiency has not been corrected, there will be a \$42.00 re-inspection fee payable before any further inspections are made.

We welcome your project to the City of Belton and look forward to working with you.