

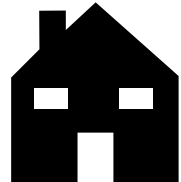


CITY OF BELTON
520 Main – City Hall Annex
Belton, MO 64012

816 331-4331 Phone
816 331-6973 Fax

Building Permit Submittal Requirements

Room Additions



- ❖ Two complete set of plans (drawings) for the residence or room addition, including footing details and square footage.
- ❖ 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).
- ❖ A plot plan requirements checklist completed and signed by the registered surveyor.
- ❖ A building permit application **typed or neatly printed**. List all of the subcontractors on the application.
- ❖ A Right-of-Way (ROW) permit application is required if working in the ROW. 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 multiplied by a regional average cost of construction.

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 room addition permit applications to the Inspection Department at 816 331-4331.