

# RESIDENTIAL PERMIT PROCESS

The City of Branson's Planning & Development Department would like to assist you with your building project. We are available to answer any questions you may have in relation to building codes and local ordinances.

## When is a permit required?

A building permit application shall be required for residential projects such as:

- New buildings
- Additions
- Renovations
- Demolitions
- Plumbing
- Electrical systems
- Temporary buildings
- HVAC systems
- Prefabricated structures
- Mobile Homes

## Who is responsible for obtaining a permit, and do I need one to build on my own property?

The property owner or authorized agent is responsible for obtaining a permit. The Branson Municipal Code requires you to obtain a permit to ensure minimum building standards are met for your own safety and for the safety of future property owners and occupants. A permit is still required to work on your own property. However, you are not required to have a City of Branson Contractor's License.

## How much does a permit cost?

<u>Processing fee:</u>	\$50.00
<u>Plan review fee:</u>	50% of permit fee
<u>Building Permit Fee:</u>	\$5.30 per \$1,000
<u>Technology Fee:</u>	\$30.00

(Sewer capacity fees, sewer connection fees, inspection fees, and landscaping fees may be applied, as well. For your convenience, an example of how to calculate fees can be found at [www.bransonmo.gov](http://www.bransonmo.gov))

## Checklist for Residential Projects

- Building Permit Applications are available at [Citizenserve.com/Branson](http://Citizenserve.com/Branson)
- A Floodplain Development Application and Elevation Certificate (if applicable).
- Plan Review, Processing and Technology Fees.
- A complete full digital set of plans including:
  - Site Plan:
    - Location of the new structure within the lot.
    - Location of any existing structures within the lot, including setbacks.
    - Location of driveway, sidewalk, retaining walls, & storm water runoff.
    - Setbacks from the structure to property line.
    - Amount of street frontage.
    - Landscaping/Planting plan.
  - Floor Plan/Elevations of the Home:
    - Window sizes and locations
    - Details of all stairways, including deck stairs.
    - Details for any attached/non-attached decks.
    - Details for smoke alarms & the electrical service location.
    - Attic and crawl space access locations.
  - Footing and Foundation Detail.
    - All detail for any retaining wall(s) over four feet in height from the bottom of the footing to the top of the wall.

## Steps to Obtain and Finalize a Permit:

**Step 1. At the beginning your project,** contact our Department to discuss your project with our staff. They can review your ideas to see if the project will meet zoning requirements and discuss possible alternatives if necessary.

**Step 2. Submit a permit application and your plans for review.** You, or your agent, will submit an application and drawings for the plan review process at [Citizenserve.com/Branson](http://Citizenserve.com/Branson). Once you have created an account, click on Building Application. In order to apply, you will need to have the 911 address of the location and the estimated value of the work on your application. When typing in the address of the project, do not include any directional or suffix (ex. 123 S Main St, just type 123 Main). It is important to include all team members on the project at the time of application. A plan review fee, processing fee and technology fee will be collected when the permit is submitted. Most projects require plans to be drawn and submitted with an application for review. Departments such as Planning, Building, Utilities, and Landscaping will review your plans to ensure your construction project will be in compliance with the building codes and any local ordinances or state statutes. Contact our Department to verify that your project does not require plans that are stamped and sealed by a Missouri registered Design Professional.

**Step 3. Pay fees and obtain building permits.** You will be notified through email when your plans have been approved your permit fee is due. Once the fee has been paid, you will receive an email with a link to your issued permit card. Construction may begin only after a building permit has been issued. Please utilize your permit card to keep track of the necessary inspections for your project.

**Step 4. Arrange for building inspections.** All inspection requests need to be requested through Citizenserve. When you log in on the portal, click on My Account, then on View my Requests. Click on the permit number in blue and then click on Request an Inspection. Any inspection requested before 8 a.m. on any business day will be performed on that same day, while any requests after 8 a.m., will be scheduled on the next business day.

A good "rule of thumb" is to not cover anything before it has been inspected. EXAMPLE: Before you pour concrete, install sheetrock, etc. If you are unsure about the need for an inspection, please contact our Department.

**Step 5. Build while your permit is valid.** Your permit expires if work does not commence within 180 days from the date of its issuance. Once an inspection has been performed, the 180-day period begins anew. If you cannot complete the work within a 180-day period and do not wish to abandon the project, you may submit a written request to extend your permit for an additional 180-day period.

**Step 6. Receive final approval.** When the project is complete, request all required final inspections in order to receive a Certificate of Completion or Certificate of Occupancy.