



BUILD INFORMATION, FEES, & PERMIT APPLICATION

*Building permit expires **1-YEAR** from the date of application. If construction is expected to exceed 1-year, additional approval and fees may apply.*

201 W. Main St. ~ P.O. Box 68 ~ Warsaw, MO 65355

Phone: (660)438-5522; Fax: (660)438-7142

welcometowarsaw.com

Shared Drive: FORMS/CITY FORMS/Building Related forms_permits_Fees/Build Information, Fees, & Permit Application
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CONTENTS

Table of Contents	Page
Notice to Builders and Developers	3
New Construction Fees	4
Site Plan Requirements for Construction	5
Permit Application for Construction	6-7
Water Service Application	8
Sewer Connection Application	9
Office Use Only	10

CITY CONTACTS

NAME	DEPARTMENT	ADDRESS	PHONE
Randy Pogue	City Administrator/Site & Planning Inspector	201 W. Main St.	660 438-5522
Jessica Kendall	City Clerk	201 W. Main St.	660 438-5522
Mark Breshears	People Service Water & Wastewater	1255 Tamara Lane Warsaw, MO. 65355	660 723-3115 After Hrs: 888 861-1921
Doug Hedrick	Codes & Facility Director / Site Inspections	201 W. Main St.	660 723-2802
Jill Cobb	Clerk /Permit Submittal/Payments	201 W. Main St.	660 438-5522
City Staff	Permit Submittal/Payments	201 W. Main St.	660 438-5522

NOTICE TO BUILDERS AND DEVELOPERS

PLEASE BE AWARE OF THE FOLLOWING INFORMATION REGARDING THE CITY OF WARSAW'S BUILDING PERMIT PROCESS.

- The City requires permits and inspections for all construction.
- The City has up to 7 working days to issue a permit. Additional review time may be necessary on a case by case basis as determined by the City staff (i.e. Plan Review).

NO FOUNDATION EXCAVATION SHALL BE STARTED UNTIL A BUILDING PERMIT HAS BEEN OBTAINED!

The following items MUST BE COMPLETED PRIOR TO PERMIT ISSUANCE:

- The building inspector will review the application, building plans and site plan.
- The builder shall have setbacks staked for verification.
- The proposed type of foundation shall be compliant with plans and specifications.
- During plan review the owner and city designate utility services and will ensure that all elevations are appropriate.

A BUILDING PERMIT MUST BE PAID FOR & ISSUED PRIOR TO WORK COMMENCING.

BUILDING INSPECTIONS

Inspection Request:

It's the duty of the person doing the work authorized by the permit to notify Jill Cobb at the City of Warsaw that such work is ready for inspection.

Approval Required:

All construction inspections will follow as outlined on the back of the City's permit.

Required Inspections:

Reinforcing steel or structural frame work of any part of any building or structure shall not be covered or concealed without first obtaining the approval of the building inspector.

The following inspections are performed and must be completed during construction:

(A minimum of 24 hours' notice is needed to allow for scheduling)

1. Footings/Foundations
2. Water
3. Sewer
4. Ground & top Rough
5. Plumbing
6. Framing
7. Fireplace
8. Electrical/Electrical Rough
9. Mechanical Rough
10. Driveway
11. Occupancy or Final

NEW CONSTRUCTION FEES ONLY

Residential Permit fees are based upon square footage.

Check all that apply. If more than ONE, please indicate in left hand column

FEES:		
BUILDING PERMIT FEE: (ASSESSED BY TYPE OF CONSTRUCTION)		\$
DRIVEWAY PERMIT FEE: \$25.00 - Obtain/Attach Driveway permit if needed.		\$
SHED: MUST BE OVER 10' X 10' WITH PERMENANT SLAB: FEE based on size		\$
WATER METER INSTALLATION FEES <i>(Select one)</i>		
¾" Meter Installation.....\$1,000.00		\$
1" Meter Installation.....\$ 1,500.00		\$
Water Hook Up.....\$ 500.00		\$
IRRIGATION METER FEES <i>(Select one)</i>		
¾" Meter Installation.....\$ 500.00		\$
1" Meter Installation.....\$ 1,000.00		\$
Water Hook Up.....\$ 500.00		\$
SEWER		
SEWER HOOK UP\$ 500.00		\$
OTHER		
Other Fee (s) Required:		\$
TOTAL FEES DUE		\$

Pay all fees at the City of Warsaw – 201 W. Main St.

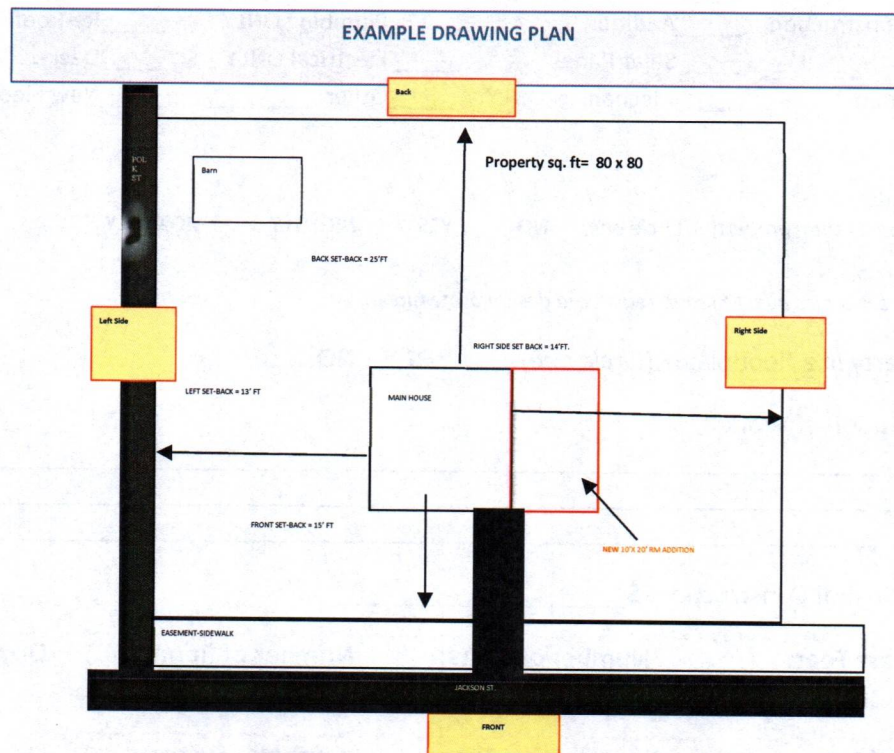
OFFICE STAFF:

Received By:	Amount Paid: \$ _____ CASH CHECK _____ CARD	Date:
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SITE PLAN REQUIREMENTS FOR RESIDENTIAL CONSTRUCTION

The following optional items must be included on a plot plan:

- Existing property line and description.
- Platted building set back or building restrictions lines.
- Existing easements, right of ways, watercourses, sewer & man holes etc. or other documents containing desired appropriate information affecting the property, whether recorded or observed.
- Exterior dimensions of all buildings at ground level.
- Square Footage of:
 1. Lot
 2. Exterior footprint of all buildings or gross floor area of all buildings at ground level.
 3. Identify any possible height restrictions.
- Substantial visible improvements in addition to buildings such as sidewalks, signs, parking areas, or structures, swimming pools etc.
- Indication of access to public streets and alleys
- Existing utility information as recorded or visible.
- Distance between main building and accessory building.



PERMIT APPLICATION FOR CONSTRUCTION (continued)

The City of Warsaw now requires a Contractor AND Sub-Contractor(s) working on any projects within the City of Warsaw to first obtain a business license.

General contractors must complete this form, listing all sub-contractors that will be working on the project. Licenses must be obtained before any type of work is started by any contractor/sub-contractors.

Contractors who do not obtain a City business license prior to work may result a STOP WORK ORDER on the project until the licenses have been issued.

Contractor/Owner MUST complete this section. Please list all contractors/sub-contractors working on project.

Contractor & Company Name	Licensed in Warsaw? (If no, must obtain City business license)
Contractor: _____ Company: _____	Circle One: <div style="display: flex; justify-content: space-around;">YESNO</div>
Contractor: _____ Company: _____	Circle One: <div style="display: flex; justify-content: space-around;">YESNO</div>
Contractor: _____ Company: _____	Circle One: <div style="display: flex; justify-content: space-around;">YESNO</div>
Contractor: _____ Company: _____	Circle One: <div style="display: flex; justify-content: space-around;">YESNO</div>
Contractor: _____ Company: _____	Circle One: <div style="display: flex; justify-content: space-around;">YESNO</div>

Proposed Plans:

☐ See attached plans.
☐ See plans drawn below.
☐ Will provide stamped plans on (date) _____
☐ Other: _____

Set-Back Measurements:

Front: _____ ft. _____ in.
 Back: _____ ft. _____ in.
 Left Side: _____ ft. _____ in.
 Right Side: _____ ft. _____ in.
 Notes: _____

Draw your site plans.

Original Signature of Applicant:

I, the undersigned, hereby certify I am the owner or duly authorized owner's agent. I have read this application and all information is true and correct to the best of my knowledge. I further certify the plot plan submitted is a complete and accurate plan showing any, and all, existing and proposed structures on the subject property.

PROVISIONS: The issuance of a permit shall not be construed to release the owner, or owner's agent(s), from the obligation to comply with the provision of all laws and ordinances, including federal, state, and local jurisdictions. If construction work authorized has not begun 180 days from the date of issuance, or if work is suspended or abandoned for 180 days prior to the final inspection, the permit will be suspended.

I, the undersigned, agree to the terms and conditions laid out within this application.

Signature _____

Date _____

**Property Owner Information:**

Email: _____

Domestic: _____(qty.) _____(size) Irrigation: _____(qty.) _____(size) Fire Tap: _____(qty.) _____(size)

Date of installation may vary depending on availability of parts. Please allow for up to 8 weeks for installation.

Date _____



SEWER CONNECTION APPLICATION

Property Owner Information:

Name: _____

Address: _____

_____ Street _____ City _____ State _____ Zip

Mailing Address (if different): _____

_____ Address _____ City _____ State _____ Zip

Phone #: _____ Alternate Phone #: _____

Email: _____

Sewer Information:

Is the sewer connection located within City limits? (Circle one) **YES** **NO**

Location: _____

_____ Street _____ City _____ State _____ Zip

Sewer service is for: (Check one)

_____ Primary Home

_____ Vacation Home

_____ Rental Residence

_____ Business

_____ Other: _____

CITY OF WARSAW SEWER SPECIFICATIONS AND REQUIREMENTS

- Customer shall pay for all costs associated to connection of sewer service to City sewer main, including all construction cost, permit fees, inspection fees, and sewer system connection charges.
- Connection must be completed in accordance with the International Plumbing/Residential Code and all City specification and requirements listed in *Chapter 500.025* of the Municipal Code.
- Call 1-800-DIG-RITE for location on utilities prior to excavation.
- Call the City of Warsaw Utility Department, 1-660-438-5522, at least 24 hours prior for all inspections and testing.

I, the undersigned, hereby agree to comply with all of the above specifications/requirements, and to pay all charges for water and/or sewer service at the address listed above as long as said services remain in my name. I will notify the City of Warsaw in the event I discontinue service in my name at the above address, and will submit a new forwarding address at that time. I hereby certify that all of the information within this application is true and correct to the best of my knowledge.

Signature

Date

OFFICE USE ONLY

Date: _____

Permit #: _____

Amount Due: \$ _____

CASH

CHECK _____

CARD

Project Type/Category: _____

Plans Submitted (# of sets):

Other Documents Submitted (*Check all that apply*):

_____ Plans in file

_____ Rolled Plans

_____ Roof Permit

_____ New Utility Service Application

_____ Driveway Permit

_____ Fence Permit

_____ Shed Permit

_____ Sign Permit

Application Reviewed By:	Approved By:	Approval Date:
Building Inspector		
Landscaping/Planning		
Utilities		