



CITY OF GRANBY
Residential Building Permit
Application and Inspection Procedure
414 N Main St.
Granby MO, 64844

All new construction of single family, duplexes, fourplexes, detached building/shop, manufactured homes, tiny homes, footing/foundations, new decks/patios, fencing, and any new additions to existing homes to include garages or rooms (over 120 sq ft) require a building permit.

Application for a building permit must be filled out completely including complete contact information and the following:

- Building plans
- Site plans that include property lines, location of existing structures on the property with measurements to property lines, and location of proposed new building or structure with measurements to property lines and location of all utilities on or near the property. (See example diagram in permit application packet)
- Detailed description of work to be performed

All work performed must conform to the applicable building code and/or city ordinances.

Any contractors (general, electrical, plumbing, mechanical etc) working on the planned building site must be properly licensed with the City of Granby (see contractor license application). Contractor License must be carried by the contractor and must be produced at the request of city employees.

Your permit application will be reviewed by the Code Enforcement Official (Mayor) and potentially the city Building Code Committee if there are questions. You or your agent may be required to attend a Building Code Committee meeting prior to the permit application being presented to the City Council. Approval by the City Council and/or the Code Enforcement Official (Mayor) is required prior to the issuance of the permit. NOTE*- The more detail included and completeness of the Building Permit Application will result in a shorter timeline for approval.

Work will not commence until all associated fees (see fee schedule) are paid, contractors are licensed with the city, and an approved building permit is issued. Building Permit must be prominently displayed at all times on the building site until final inspection is completed and produced at the request of city employees.

When all requirements above have been met and the City Council and/or Code Enforcement Official have approved the application, a permit will be issued by City Hall within 3 business days (usually). A permit is valid for one year after issuance and work must commence within 180 days from date of issuance.

Required Inspections (see fee schedule):

- Footing Inspection
- Slab Inspection
- Open Wall Inspection (Plumbing, Electrical, Framing – before drywall and insulation)
- Final Inspection (GFI's / Certificate of Occupancy)

Contractor will call City Hall when ready for inspection and the building inspector will make contact and schedule the inspection with the contractor directly.



CITY OF GRANBY

Residential Building Permit Application

414 N Main St.
Granby MO, 64844

Type of Permit

- | | |
|---|--|
| <input type="checkbox"/> Single Family (New) | <input type="checkbox"/> Duplex |
| <input type="checkbox"/> Fourplex | <input type="checkbox"/> Tiny Home |
| <input type="checkbox"/> Detached Building/Shop | <input type="checkbox"/> Footing/Foundation Only |
| <input type="checkbox"/> Manufactured Home | <input type="checkbox"/> Deck / Patio (New) |
| <input type="checkbox"/> Addition / Garage / Room | <input type="checkbox"/> Fencing |

Project Information

Project Address: _____

Parcel # _____

Lot Size _____

Square feet of project _____

Building Height _____ Number of Stories _____

Description of Work (use additional page if necessary):

Setback variance / waiver requested ☐ Yes ☐ No - If 'yes' explain _____

Complete and accurate diagram of project attached ☐ Yes ☐ No

*Does work include any site work, filling or construction in the FEMA regulated floodplain? ☐ Yes ☐ No

If yes, a floodplain development permit is required. Link to FEMA flood guidelines:

<https://fema.gov/portal>

Owner / Contractor Information

Work will be done by ☐ Owner(s) ☐ Contractor

Owner(s) of property _____

Owner address _____

Contact Info: Home # _____ Cell# _____ Email _____

Contractor Name _____

City License # _____

Contractor Address _____

Contact Info: Work# _____ Cell# _____ Email _____

The undersigned owner of the property on which this project is to be completed, has read all of the applicable City of Granby building codes and agrees to the listed inspection schedules. I certify that all of the information provided is true and accurate. I understand that if the information is found to be false or if required inspections are not completed then the permit can be rescinded until appropriate corrective action has been taken.

Owner Signature _____ Date _____

City Use Only	Permit # _____	Application Date _____
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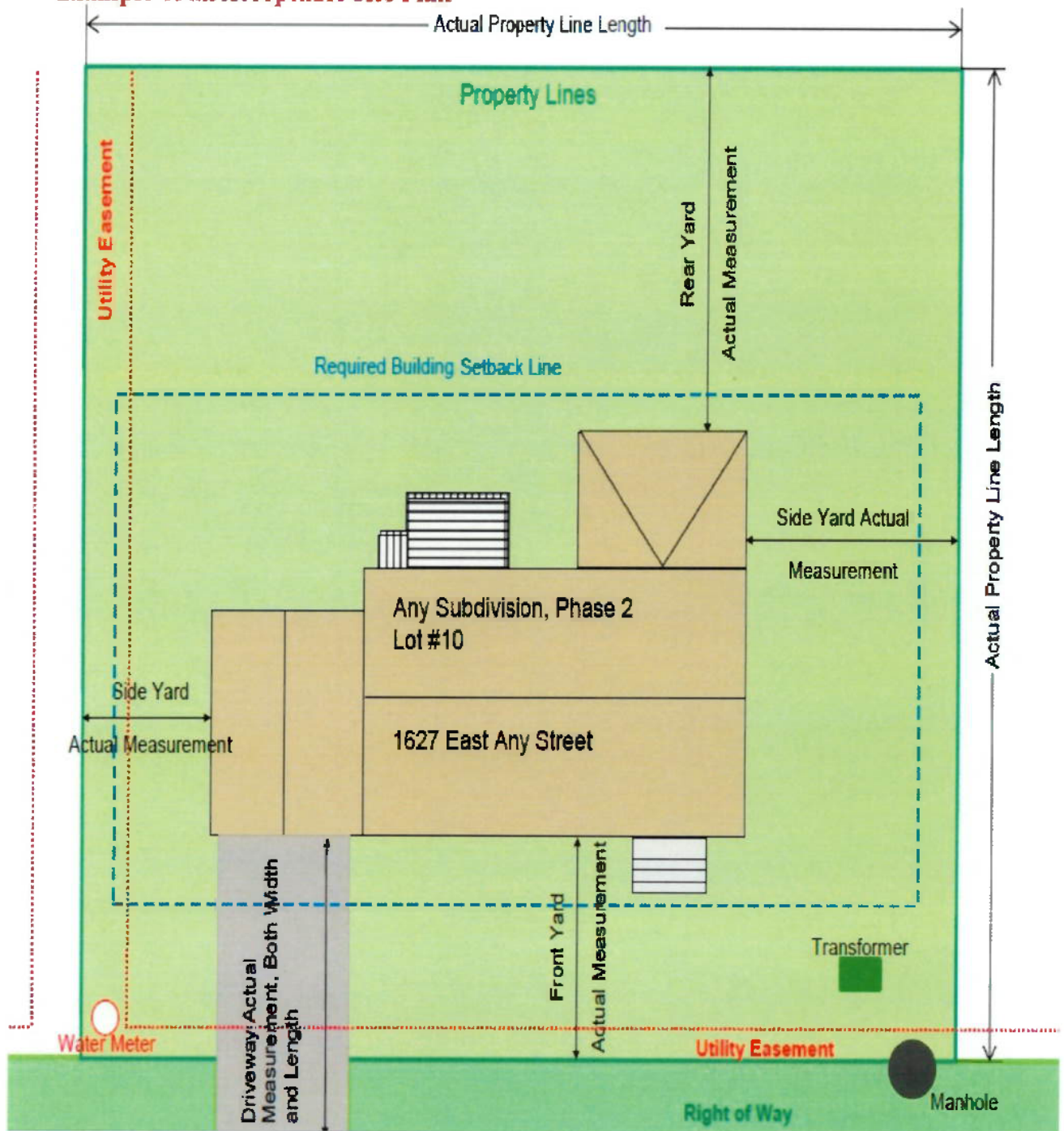
SITE PLAN

RESIDENTIAL FAMILY DWELLINGS AND ACCESSORY STRUCTURES

The City of Granby requires homeowners and contractors to provide specific information at the beginning of the building process to lessen errors and oversights that occur during the construction process.

Overhead Site Plan - In the space below, or on a separate attached sheet, please diagram an overhead view, (site plan), showing the current and proposed new construction. Show the footprint of the new construction, including the dimensions and distances from a lot property lines and setback distances.

Example of an Acceptable Site Plan





Building Permit Fee Schedule City of Granby Missouri

Building (Residential):\$25.00

Building (Commercial):

Per \$1000.00 of Total Project.....\$5.00

Minimum.....\$30.00

Gas:

Gas Connection.....\$250.00

Water:

Water Connection\$250.00

Plumbing:

Sewer Connection:\$75.00

Street Cut:

Minimum – (Public Works Director May Charge More Depending On Damage).....\$500.00

(Contractors may receive a \$450 refund once street has been repaired correctly and with correct materials)

Fencing:

Fence Permit.....\$25.00

New Building Site Inspections by City Authorized Inspector (Required):

Footing Inspection / Slab Inspection.....\$25.00

Slab Inspection.....\$25.00

Open Wall Inspection (Plumbing, Electrical, Framing – Before Drywall and Insulation).....\$25.00

Final Inspection (GFI's / Certificate of Occupancy).....\$25.00

*Fee for all four inspections will be collected prior to building permit being issued. Building inspector will then be paid by the city when the inspections actually happen.

TOTAL FEES FOR PERMIT APPLICATION\$_____

***All fees must be collected prior to permit being issued.**