

**CITY OF CAMDENTON
OFFICE OF THE BUILDING OFFICIAL
Commercial Building & Architectural Review Permit Application**

DATE: ____/____/____

PERMIT # _____

REQUEST FOR: NEW BUILDING ADDITION REMODEL
 PLUMBING ONLY ELECTRIC ONLY MECHANICAL/FUEL GAS ONLY

ANY PROJECT REQUIRING A BUILDING PERMIT THAT IS STARTED WITHOUT A LEGAL PERMIT WILL BE REQUIRED TO PAY 150% OF THE STANDARD BUILDING PERMIT FEE.

PERSON MAKING APPLICATION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ PHONE: _____

ADDRESS OF CONSTRUCTION SITE: _____

OWNER OF PROPERTY: _____

EMAIL ADDRESS: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ PHONE: _____

PROPOSED USE FOR BUILDING: _____

CONSTRUCTION TYPE: MASONRY WOOD FRAME STEEL ICF SIP

ELECTRICAL SERVICE: _____ AMPS **PROPANE:** YES NO **NATURAL GAS:** YES NO

CITY WATER: YES NO **CITY SEWER:** YES NO

NUMBER OF STORIES: _____ **TOTAL SQUARE FEET:** _____

DISTANCE FROM BUILDING TO: FRONT LOT LINE: _____ FT RIGHT LOT LINE: _____ FT

LEFT LOT LINE: _____ FT REAR LOT LINE: _____ FT

ZONING DISTRICT: _____ **OFF STREET PARKING SPACES:** _____ (R-3, C-2, I-1 and I-2 ONLY)

GENERAL CONTRACTOR: _____

EMAIL ADDRESS: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ PHONE: _____

Is the General Contractor a Missouri Business YES NO If no, a building permit can not be issued until the City receives a "Transient Employee Tax Clearance" through the Department of Revenue (packet available).

ESTIMATED COST: \$ _____ **APPLICANT'S SIGNATURE** _____

*****DO NOT WRITE BELOW THIS LINE*****

APPLICATION APPROVED: YES NO (If not, indicate reason below)

ARCHITECTURAL REVIEW: Yes No

ZONING: YES No

CONSTRUCTION TYPE: YES No

BY: _____ **DATE** _____

City of Camden
Office of the Building Official
Check List for Permit Applications

- * One (1) vicinity/lot drawings showing where the building is to be placed on the lot. Must show the dimensions of the lot lines and distances from the proposed building to the lot lines. The drawing shall also detail location of the driveway, culverts etc.
- * Residential: Accurate scaled (minimum of 1/4" = 12") plans of each floor showing locations of receptacles, switches, smoke alarms, carbon monoxide alarms, circuit panel box, door and window sizes, plumbing fixtures, appliances and attic access door. Foundation plan showing footing and wall width. Installation of fuel-gas appliance will require a list of the piping material and demand calculations. Truss roof systems require the following information to be provided (see page 3). Two (2) complete sets must be submitted.
- * Commercial: This will require an architect and/or engineered stamped set of drawings as per the International Building Codes & Missouri State Statute. Three (3) complete paper sets are required plus one (1) civil on electronic media (PDF form is acceptable). The prints shall include code summary sheet, civil, foundation, structural, electrical, mechanical, fuel-gas, plumbing and fire suppression plans (if required by occupancy group). In order to fulfill the requirements for an Architectural Review, projects shall include but not be limited to the following:

1. New Projects

- a. A drawing plan of the area, which indicates infrastructure and site improvements, including building footprint, curb cuts, driveway locations and other natural and man-made features of significance.
- b. Photographs reflecting existing site conditions and suggested site improvements.
- c. Elevations for street front and two sides showing preliminary material types and colors. Property topography and drainage should also be explained.
- d. Landscaping/streetscape plan for the development.

2. Renovation Projects

- a. A drawing plan of the area to be renovated.
- b. Photographs reflecting existing site and suggested site changes.
- c. Elevations of street front and two sides showing preliminary material types and colors.
- d. Landscaping/streetscape plan for the renovation.

- 3. Other Items** may be required on an as needed basis and requested of the developer at the time of the submittal.

All construction must follow the following codes:

- International Building Code 2012
- International Residential Code 2012
- International Property and Maintenance Code 2012
- International Existing Building Code 2012
- International Mechanical Code 2012
- International Plumbing Code 2012
- International Fuel Gas Code 2012
- International Fire Code 2012
- National Electrical Code 2011

Common Zoning Regulations

Setback requirements by Zoning Area:

- A-1: Front/Rear = 40 ft. and Sides = 20 ft.
- R-1: Front/Rear = 30 ft. and Sides = 10 ft.
- R-2: Front/Rear = 25 ft. and Sides = 7 ft.
- R-3: Front/Rear = 25 ft. and Sides = 7 ft.
- R-3TH: Front/Rear = 25 ft. and Sides = 7 ft. (see City Code, Table 400.160)
- C-1: Front/Rear = 30 ft. and Sides = 30 ft., +#*
- C-2: Front/Rear = 25 ft./30 ft. and Sides = 30 ft., +#*
- I-1: Front/Rear = 30 ft. and Sides = 10 ft., +#*
- I-2: Front/Rear = 30 ft. and Sides = 10 ft., +#*

+ Refer to City Code Section 400.170(F) for exceptions.

Refer to IBC 2012, Table 602, Fire Resistance Rating for Exterior Walls.

* Refer to City Code Section 400.170(I) for exceptions.

House and Business Street Numbers: City of Camden Code Section 510. Numbers are required. Check with Camden County for new E-911 numbers. Letters to be a minimum of four (4) inches high for residential & six (6) inches for commercial.

Sidewalks, Driveways and Curb Construction: City of Camden Code Section 520.050

Commercial Parking Lots: City of Camden Code Section 400.200 B & C. All new businesses and new buildings in commercial or industrial zones shall pave their parking lots and provide the number of spaces required.

Commercial and Residential Driveways: All new structures shall pave from the edge of the street to the edge of the city right of way. If the right of way cannot be determined then the distance shall be ten (10) feet. The “Right-of-Way Permit” application must be filled out in detail and be submitted with the required vicinity/lot drawing and the \$500.00 deposit. Commercial construction requires that the parking lot be paved. New single family homes must provide two (2) off street parking places. New multiple family homes must provide one and one half (1 ½) parking places.

Signs: City of Camden Code Section 400.220.

Water and Sewer: All water and sewer hook-ups and other work will be done under the supervision of the Department of Public Works.

City of Camden Codes can be found at:

www.camdentoncity.com

Link to “*City Government*” and then link to “*Municipal Ordinances*”

City of Camden Zoning and Building Official: Dennis D. Croxton, 346-3600

City of Camden Director of Public Works: Bill Jefferies, 346-7293

City of Camden Fire Marshal: Joe Brant, 346-6260

Truss Roof Design Requirements

Truss design drawings shall be provided and show at a minimum the following information:

1. Slope, span and spacing
2. Required bearing widths
3. Design loads as applicable
4. Each reaction force and direction
5. Lumber size, species and grade for each member
6. Connections requirements for truss to girder-truss
7. Calculated deflection ratio and/or maximum description for live and total load
8. Required permanent truss member bracing locations

CITY OF CAMDENTON

Right-of-Way Work Permit \$500 Deposit Required

Application Date _____

Permit No. _____
(assigned by Public Works Director)

Property Owner _____

Phone Number _____ Alternate Number _____

Property Address _____

Contractor _____

Type of Work: ___ Driveway ___ Curb ___ Sidewalk

___ Drawing of the work site in regards to the lot and street has been attached.

I have read and initialed the attached applicable Sections from the City of Camden Municipal Code regarding the above requested permit. I understand that no work shall take place until an approved work permit has been received. I further understand that the approval process could take up to 48 hours.

Applicant's Signature

.....
For Office Use Only:

Deposit Date: _____ ___ Check ___ Cash

Check received from: _____

The above described work is approved along with any attachments per Chapter 500 of the City of Camden Municipal Code on this ___ day of _____, 20__.

Public Works Director

Final Inspection was completed on this ___ day of _____, 20__. Approval is given for the return of the \$500 deposit.

Public Works Director

Section 520.050 – Sidewalk, Driveway Entrances, Off Street Parking, City Right of Way and Curb Construction

Definition: As used in this section, the term “Driveway” shall mean an area used by vehicles or intended to be used by vehicles to access property from the paved portion of city streets or state highways.

- A. *Concrete Construction.* All sidewalks and, where streets are hard-surfaced construction, all curb and gutter constructed, reconstructed or repaired shall be of concrete material
- B. *Grade.* Sidewalks and curb and gutter shall conform to the established grade of the street and surrounding terrain and shall comply with the Americans with Disabilities Act (ADA) requirements where applicable
- C. *Width.* All sidewalks shall be not less than five (5) feet in width and shall comply with the Americans with Disabilities Act (ADA) requirements where applicable.
- D. *Supervision.* All work of constructing, reconstructing or repairing of sidewalks, curb and gutter, installation of culverts and installation or repair of driveway entrances shall be done under the supervision of the Director of Public Works.
- E. *Driveway Entrances.* Upon construction, alteration or reconstruction of driveway entrances landowners, tenants or contractors constructing such entrances shall be required to pave with asphalt or construct of concrete those portions of driveway entrances a distance of at least ten (10) feet from the edge of an existing street or road along the full width of the driveway. Concrete or asphalt driveways and entrances shall meet the specifications (thickness and base) required for parking areas within the zoning district in which they are located. The first two (2) feet of the driveway shall follow the general slope of the roadway leading into the driveway and shall direct runoff water to the ditch and not into the roadway, where applicable. Persons constructing such driveway entrances shall complete the hard surface requirements within 60 days from the date their permit application is approved. Such driveway entrances shall be maintained by the owner of the property in good condition.
- F. *Improvements in City Right of Way.* No person shall place or cause to be placed any building material, wiring, plumbing, piping, fence or other type of materials or improvement within the City or State of Missouri road right of way with the exception of mailbox structures as approved by the United States Postal Service (placed no less than 6” back from the edge of the street) or utilities (phone, cable, etc) placed by authorized personnel. Such objects may be removed by City personnel. Parties violating this section may be cited with an ordinance violation under this section and every day such violations continue to exist may be treated as a separate ordinance violation.
- G. *Off Street Parking.* Off street parking on the City right of way may be allowed in the discretion of the City. In all such cases, all vehicles or other items parked in the City right of way shall be at least one foot away from the paved portion of the street. In the following instances a determination may be made that off street parking is not allowed: 1) If the off street parking causes damage to the edge of the pavement of City street or other damage as determined by the Director of Public Works (unless the owner or tenants makes provision to repair such damage and cause improvements to be made which will prevent future damage); or 2) If a determination is made by the Chief of Police that the parking is a danger to the safe flow of traffic. In the event such determination is made, the owner and/or occupant shall be given written notification by the City Administrator which may be appealed to the Board of Aldermen within ten (10) days following receipt of the notice. Subsequent to the time the owner or occupant is given written notification not to park in such areas, whether an appeal is pending or not, the area will be considered a no parking area, whether marked or not, and the Police Department may issue illegal parking tickets for parking in such areas.

Culverts may be required by the Director of Public Works for entrances to City streets and right of ways and State highway right of ways. Culverts may be installed by the City Public Works Department personnel but must be purchased by the property owner and delivered to the site. Corrugated steel or equal as approved by the Public Works Director are required. The culvert shall be of such size as determined by the Director of Public Works. (Ord. No. 2049 §1, 12-7-04)

Section 520.080 – Permits

A permit approved by the Public Work Director shall be required prior to any work taking place on City or public right of way. All such work shall be done under the supervision of the Director of Public Works. A deposit of \$500 shall be required with the submission of the application which shall be refunded within 30 days upon approval of the City Administrator or the Director of Public Works. The City Administrator may approve the waiver of the deposit required in this section, upon the recommendation of the Director of Public Works, in situations such as minor repairs being made or in the event other construction or deposits are sufficient. IN the event that the requirements of this and other section are not met, the City may remove the driveways, culvers, fill material and other obstructions or changes to the City right of way, as well as forfeiting any deposit made. (Ord. No. 2049-04 §1, 12-7-04)

Initials _____

Date _____