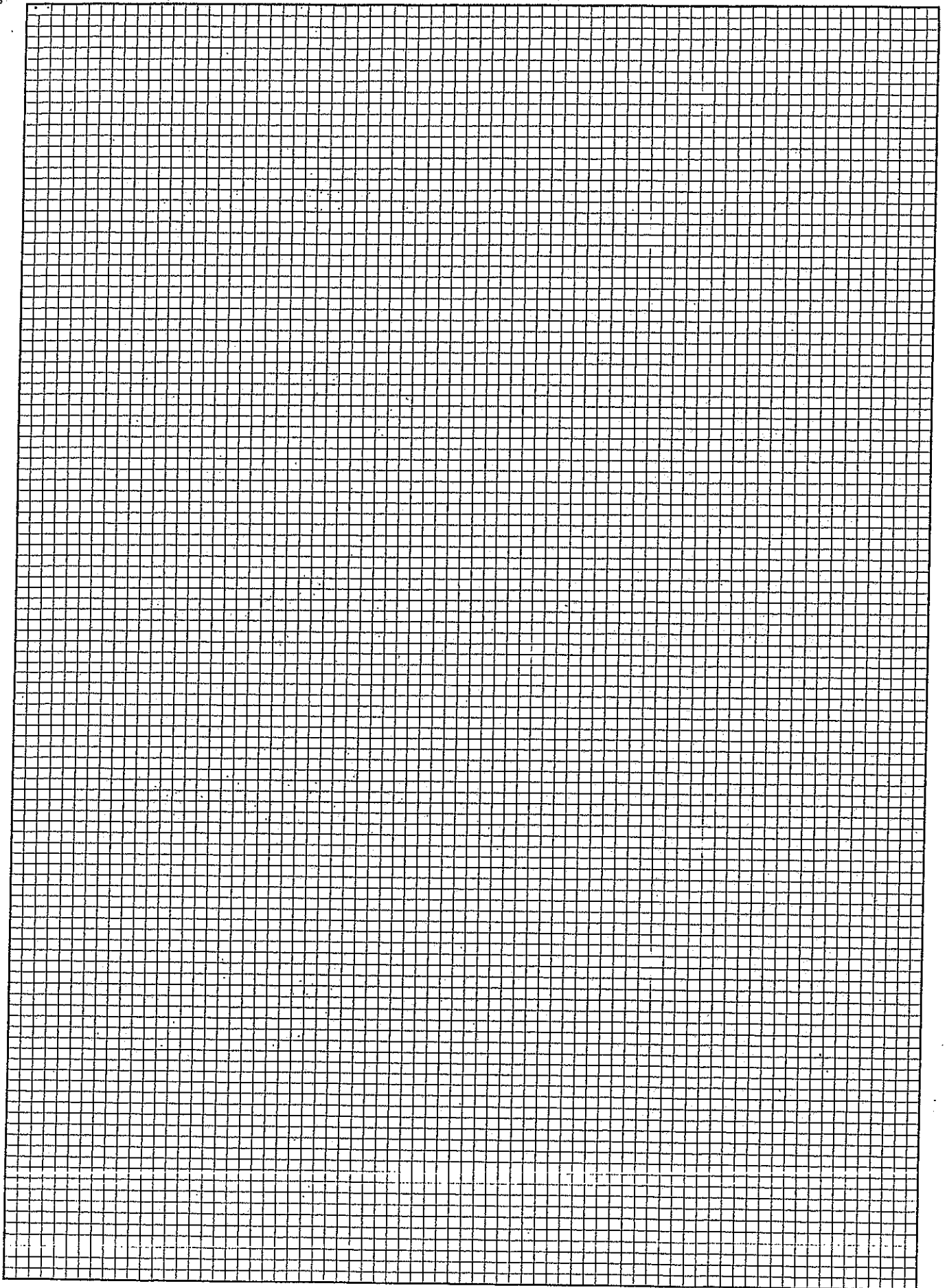


CITY OF BOURBON  
 PO BOX 164  
 BOURBON, MO 65441  
 BUILDING PERMIT  
 APPLICATION

NAME:		DATE:	
MAILING ADDRESS:			
CITY, STATE, & ZIP CODE:			
PHONE NUMBER:			
MISSOURI ONE CALL: 1-800-344-7483			
PHYSICAL ADDRESS OF CONSTRUCTION PROJECT:			
NAME OF CONTRACTOR:			
MAILING ADDRESS OF CONTRACTOR:			
CITY, STATE, & ZIP CODE OF CONTRACTOR:			
PHONE NUMBER OF CONTRACTOR:			
<u>RESIDENTIAL</u>		<u>COMMERCIAL</u>	
SINGLE FAMILY		APT. COMPLEX	
DUPLEX		HOTEL/MOTEL	
GARAGE		CHURCH	
CARPORT		AMUSEMENT	
SHED		RETAIL/STORE	
FENCE		INDUSTRIAL	
DECK/PORCH		TANK TOWERS	
OTHER:		OFFICE	
		HOSPITAL/CLINIC	
		RESTAURANT	
		PARKING LOT	
		PARKING GARAGE	
		SCHOOL/LIBRARY	
		SIGN/BILLBOARD	
		REPAIR GARAGE	
		GAS/CONVENIENCE	
		OTHER:	
<u>TYPE OF CONSTRUCTION</u>			
		<u>PARKING SPACES</u>	
NEW		CONCRETE	
ADDITION		ASPHALT	
PARKING LOT		GRAVEL	
DRIVEWAY			
DEMOLISH/REBUILD			





City of Bourbon, MO  
Wednesday, October 27, 2021

## Chapter 500. Building Regulations

### Article II. Building And Construction Regulations — Permits

#### Section 500.040. Inspection Required — Report To Be Filed.

[R.O. 2004 § 500.040; Ord. No. 135 § 103, 4-1-1952]

The Chief of Police shall inspect all buildings or structures during construction to see that the provisions of this Chapter are complied with. Whenever in his/her opinion, by reason of defective or illegal work in violation of a provision of this Chapter, the continuance of a building operation is contrary to public welfare, he/she may order all further work to be stopped and may require suspension of work until condition in violation has been remedied.

#### Section 500.050. Building Permit Required.

[R.O. 2004 § 500.050; Ord. No. 350 § 2, 5-19-1992]

- A. Except as hereinafter exempted in this Section, no wall, structure, building or part thereof shall hereafter be built, enlarged or altered within the corporate limits until a plan of the proposed work, together with a statement of the materials to be used, shall have been submitted in writing in duplicate to the Chief of Police who shall, in accordance with the provisions herein contained, issue a permit for the proposed construction. The permit herein required shall be made in duplicate and in such form as may be adopted by a resolution of the Board of Aldermen and one (1) copy thereof shall be kept on file in the office of the City Clerk.
- B. Ordinary repairs and minor alterations not involving any change in major structural parts such as walls, beams, girders, chimneys and flues, or involving a cost of not more than two hundred dollars (\$200.00), or erection of detached outbuildings outside the fire limits (such as sheds, chicken houses and one-car private garages) costing not more than two hundred dollars (\$200.00), or minor changes or repairs in electrical wiring or equipment shall not require the issuance of a permit.
- C. No building shall be moved until a permit has been obtained from the Administrative Officer and such official shall not issue such permit if in his/her judgment the proposed new location would seriously increase the fire hazards of the surrounding buildings.
- D. When any wall, structure, building or part thereof shall be constructed within the corporate limits without a permit or contrary to the provisions of this Article, it shall be taken or torn down or removed, and the expense incident thereto shall be recovered of the owner of said property by a suit in a court of competent jurisdiction.

#### Section 500.060. Building Permits — Procedures.

[R.O. 2004 § 500.060; Ord. No. 350 § 3, 5-19-1992]

After the effective date of this Section, every person, firm or corporation desiring to construct any building or addition to an existing building within the City of Bourbon, Missouri, shall, before the starting

of construction of said building or addition, be required to apply for and obtain a building permit for said building or addition. Said application shall be made on a form provided by the City. The Administrative Officer shall be the official of the City authorized to issue such permit. The application shall give a legal description of the land upon which the building or addition is to be constructed and shall state the size and describe the proposed construction as provided by the form and also state the intended use of the building. Application for permits shall be prepared in duplicate and signed by the owner of the property or by the contractor if said work is being done by contract. The form of application shall, in the bottom portion thereof, have printed the form of permit, and if the Public Works Director approves the type of construction as described in the application, he/she shall date and sign the permit form and deliver one (1) copy to the owner or contractor and retain the other copy in the files.

## Section 500.070. Building Permits And Application Fees.

[R.O. 2004 § 500.070; Ord. No. 350 § 5, 5-19-1992; Ord. No. 620 § I, 7-20-2010; Ord. No. 621 § 1, 7-20-2010]

The applicant for a building permit shall be required to pay the Clerk a filing fee according to the following schedule to cover such costs as may be incurred in connection with such application for building permit:

Type	Fee
Portable storage building over 200 square feet	\$15.00
Portable carport	\$15.00
Deck, porch or stairs (residential)	\$15.00
Deck, porch or stairs (commercial)	\$50.00
Pool or spa (above ground)	\$15.00
Mobile home	\$100.00
Alterations (residential)	
Less than 500 square feet	\$15.00
501 to 1,499 square feet	\$50.00
1,500 square feet and larger	\$100.00
Alterations (commercial)	
Less than 500 square feet	\$75.00
501 to 1,499 square feet	\$150.00
1,500 square feet and larger	\$250.00
Signs	
50 square feet and less	\$25.00
50 square feet and over	\$50.00
Communication tower	\$250.00
Demolition (residential)	\$10.00
Demolition (commercial)	\$75.00
Fences	\$15.00

## Section 500.080. Electrical Installations.

[R.O. 2004 § 500.080; Ord. No. 135 § 401, 4-1-1952]

All electrical wiring, apparatus or appliances shall be installed in accordance with the National Electrical Code as approved by the American Standards Association.

## Section 500.090. Minimum Size Established For Residential Structures And Buildings.

[R.O. 2004 § 500.090; Ord. No. 492 §§ 1 — 4, 2-20-2001]

- A. A "residential structure" or "building" is defined for use herein as a building, mobile home, trailer, camper, recreational vehicle or other structure in which a person or persons resides or intends to reside in on a regular or permanent basis.
- B. It shall be prima facie evidence of such intent to reside in such structure on a permanent basis if a person or person(s) resides, occupies or lives in such structure for more than thirty (30) days in a calendar year.
- C. The minimum size of any such residential structure or building shall be at least eight hundred (800) square feet under roof.

## Section 500.100. Construction Or Improvements On Property Owned By A Public Or Private Utility — Supervision Required.

[R.O. 2004 § 500.100; Ord. No. 310 Arts. I — VIII, 10-9-1984]

- A. **Permission Required.** It shall be unlawful for any person, partnership or corporation to construct alter or improve any property owned or controlled by a private or public utility without having first obtained the written permission of the Board of Aldermen of the City of Bourbon.
- B. **Application.** Application for said permission shall be made to the Clerk of the City of Bourbon and shall be accompanied by plans and specification showing the work to be done, the costs of material, costs of labor; such plans and costs shall be verified by the signature of the person, partnership or corporation seeking said permission.
- C. **Approval Of Plans.** Said application with plans shall be referred to the Board of Aldermen of the City of Bourbon who shall examine the same to determine whether the proposed construction or alteration will comply with the ordinances of the City of Bourbon.
- D. **Variations.** It shall be unlawful to vary materially from the submitted plans and specifications unless such variations are submitted in an amended plan to the Board of Aldermen of the City of Bourbon.
- E. **Enforcement Of Provisions.** The Board of Aldermen of the City of Bourbon or its agents, servants or employees shall make or cause to be made such inspections as are necessary to determine that the construction or improvement were performed in a proper workmanlike manner.
- F. **Fees.** Such application shall be accompanied with appropriate fees:
  - 1. For work costing more than one hundred dollars (\$100.00) and less than two thousand dollars (\$2,000.00), the fee shall be ten dollars (\$10.00).
  - 2. For work costing two thousand dollars (\$2,000.00) and less than six thousand dollars (\$6,000.00), the fee shall be twenty dollars (\$20.00).
  - 3. For work costing more than six thousand dollars (\$6,000.00) and less than ten thousand dollars (\$10,000.00), the fee shall be fifty dollars (\$50.00).

4. For work costing ten thousand dollars (\$10,000.00) or more, the fee shall be one hundred dollars (\$100.00).
- G. Bond. Such application shall be accompanied with a cash bond or a corporate surety bond in the sum of ten percent (10%) of the total costs of the project. The said bond shall be returned or surrendered to the applicant after it is determined that said construction or improvements were performed in a proper workmanlike manner and that the City of Bourbon has not been damaged by the said construction or improvement.