



## COMMERCIAL PERMIT APPLICATION INFORMATION SHEET

*Please read this information sheet carefully to avoid delays in your permit issuance.*

The City of Osage Beach enforces the ICC 2018 International Building Code, International Residential Code, International Fire Code, International Plumbing Code, International Mechanical Code, the 2017 National Electrical Code, and the City of Osage Beach Design Guidelines.

***Incomplete applications will not be accepted or reviewed, and the applicant will be notified, or plans will be returned to the applicant via regular mail.***

If all information is in order and submitted at the same time, the plan review & approval will take approximately 10-14 workdays (from date of receipt). Larger projects will take longer depending on the number of plans for review.

The Building Permit Application needs to be filled out completely, front and back (Sign and initial where indicated). Submit application with two (2) sets of detailed drawings for commercial permits, prepared by the appropriate design professional(s), also include a current Site Plan.

The fee schedule for permit applications is attached and listed on the City web page ([www.osagebeach.org](http://www.osagebeach.org)).

**A Sign Off Sheet/Permit from the Osage Beach Fire Protection District Authority** will need to be completed, approved, signed and returned before a Commercial Permit can be issued. Their address is: 1170 Bluff Drive, Osage Beach, MO 65065. Their phone number is (573) 348-1221. You will need to provide them with a complete set of plans and whatever fees they will require - this is separate from the City's requirements and fees.

When the permit is approved, you will be contacted by the Building Department. All applicable fees, Building, Sewer, and Water fees are due in full when you pick up your building permit. Building permits are to be posted, visible from the road, at the job site and an approved set of plans must be kept on the job site.

A list of the inspections required is included. It is the responsibility of the Permit Applicant or their Authorized Designee to call for all required inspections. The Permit Applicant or their Authorized Designee will be held accountable for any work done without an inspection by the City of Osage Beach, or the Osage Beach Fire District.

It is the responsibility of the General Contractor to make sure all contractors on the job have a current City of Osage Beach Contractor's license. This can be obtained through the City Clerk. **No permit will be issued until all contractors listed on the permit have their license.**

If you have any questions or require further clarification please contact the Building Department at City Hall, 1000 City Parkway, Osage Beach, MO 65065, or by phone at (573) 302-2030.



**COMMERCIAL**

**APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT FOR THE CITY OF OSAGE BEACH**

DATE / /	IS OWNER APPLICANT (YES / NO)	SUBDIVISION:	LOT #
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**PROPERTY INFORMATION**

Street address or physical location:			
Property Owner Name:	Phone #		
<b>Signature of Owner</b>	<b>Printed name of Owner</b>		
Mailing Address	City	State	Zip

**APPLICANT INFORMATION**

Email Address:

Name	Business Name	Phone #	
Mailing Address	City	State	Zip
<b>Signature of Applicant</b>	<b>Printed Name of Applicant</b>		

**CONTRACTOR'S LICENSING INFORMATION**

Email Address:

GENERAL CONTRACTOR (Name &/or Business Name)	Phone #	
Home Office Mailing Address	City	State Zip

**JOB SUPERINTENDENT NAME & CONTACT #**

SUB-CONTRACTORS INFORMATION	NAME OF CONTRACTOR	CITY LICENSE NO.
Architect		XXXXXXXXXXXXXXXX
Excavation		
Concrete		
Carpentry		
Electrical		
Plumbing		
Sewer		
Mechanical		
Roofing		
Masonry		
Drywall or Lathing		
Sprinkler		
Paving		
Fire Alarms		

**NOTE: NEW CONSTRUCTION REQUIRES A SITE DEV PERMIT. ALL CONTRACTORS MUST BE LICENSED WITH THE CITY.**  
**Notice: The disposal of demolition waste is regulated by the Department of Natural Resources under 260RSMo. Such as waste shall be taken to a demolition landfill or a sanitary landfill or disposal.**

**\*\*\*SETBACKS MUST BE ILLUSTRATED ON SITE PLAN. APPLICANT ASSUMES ALL LIABILITY IF SITE PLAN AND/OR SETBACKS ARE NOT ACCURATELY DESCRIBED HEREIN.**

**Will any work being proposed be within the City Right-of-Way? ( ) Yes ( ) No If yes, a Right-of-Way Permit will be required; and a surety or cash bond in the amount of \$2,000.00 will be required. The \$2,000.00 will be promptly refunded when a Final Inspection has been completed and approved. It is the responsibility of the contractor or owner to call for the Final Inspection.**  
 Copies of right-of-way guidelines for the City of Osage Beach are available online at [www.osagebeach.org](http://www.osagebeach.org) or at City Hall.

**ELECTRICAL**

Total Service	Single Phase	Three Phase
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*(Enter number of new or replacement fixtures or units)*

*Frontage (ft.)	Stories (#)	Lot Area (sq. ft.)
*Front Setback (ft.)	# of Units	Building Area (sq. ft.)
*Rear Setback (ft.)	Bedrooms per Unit (#)	Living Area (sq. ft.)
*Left Setback (ft.)	Full Baths per Unit (#)	Basement Area (sq. ft.)
*Right Setback (ft.)	Partial Baths per Unit (#)	Garage Area (sq. ft.)
*Setback from (ft.)	Garages per Unit (#)	Enclosed Parking (sq. ft.)
Center of Street (ft.)	Windows per Unit (#)	Outside Parking (sq. ft.)
Fireplaces per Unit (#)	Restaurant Seats (#)	Office/Sales (sq. ft.)
Parking Spaces (#)	Hospital Beds (#)	Service Area (sq. ft.)

<b>PLUMBING</b>	# of	<b>PLUMBING</b>	# of	<b>MECHANICAL</b>	# of
Tubs/showers		Grease Traps		Forced Air Furnaces	
Shower Stalls		Bidets		Gravity Furnaces	
Lavatories		Back Flow Preventers		Heat Pumps	
Toilets		Water Pumps		Unit Heaters	
Urinals		Roof Openings		Space Heaters	
Sinks		Parking Lot Drains		Air Cleaners	
Laundry Tubs		Inside Downspouts		Humidifiers	
Dishwashers		Swimming Pools		Dehumidifiers	
Garbage Disposals		Other		Window A/C Units	
Drinking Fountains		Fire Sprinklers (Y/N)		Split System A/C	
Floor Drains		Lawn Sprinklers (Y/N)		A/C Compressors	
Water Heaters		Total Fixtures		Coil Units	
Water Softeners		Public Water (Y/N)		Air Handling Units	
Sewage Ejectors		Public Sewer (Y/N)		Incinerators	
Sump Pumps				Boilers	

Estimated Work Start Date:	Construction Value \$
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Brief Description of Work:
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*I have read and understood the requirements contained within the Commercial Permit Packet*

**Please Initial** \_\_\_\_\_

Application reviewed and approved by:

\_\_\_\_\_  
**BUILDING OFFICIAL**

\_\_\_\_\_  
**DATE**