

PLEASE READ THIS INFORMATION SHEET CAREFULLY TO AVOID DELAYS IN THE PERMITTING PROCESS

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

Application Process and Review Time

ncomplete applications will not be accepted or reviewed. PLEASE SUBMIT ALL PERMIT APPLICATIONS AND SUPPORTING PLANS, SPECIFICATIONS AND DOCUMENTS VIA EMAIL.
COMPLETE APPLICATION SUBMITTALS SHOULD BE SENT TO buildingdepartment@osagebeach.org Required Documents
Completed and Signed Site Development Application Detailed drawings and specifications One (1) copy of the current site plan that shows all applicable setbacks Building permit fees (paid upon approval) Signed City Design Guidelines Sheet
Additional documents that may be required
Completed and Signed Residential Permit Application or Commercial Permit Application (required for all new construction) DNR Permit Completed and Signed Right of Way Application (required if any proposed work is within the City right of way. A surety or
cash bond in the amount of \$2000.00 will be required. The \$2000.00 will be promptly refunded when a final inspection has been completed and approved.) Any other required documents per City Design Guidelines
Once all information is submitted, the plan review process will take approximately 10-14 business days. Larger projects may require additional review time depending on the size and complexity of the work being proposed.
It is the responsibility of the General Contractor to make sure all contractors on the job have a current City of Osag Beach Contractor's license. This can be obtained through the City Clerk's Office. No permit will be issued until all contractors listed on the permit have their license.
All applicable permits and fees are required to be submitted and paid <i>prior</i> to doing any work. When the permit is approved, you will be contacted by the Building Department. Building permits are to be posted, visible from the road, at the job site.
Fees

All applicable Permit, Sewer, and Water fees are due in full when you pick up your building permit.

Inspections

Inspection of all installations is required. A Certificate of Occupancy shall not be issued until Final Inspections on water and sewer development is approved. It is the responsibility of the Permit Applicant or their Authorized Designee to call for all required inspections. The contractor/owner will be held accountable for any work done without an inspection by the City of Osage Beach.

If you have any questions or require further clarification, please contact the Building Department via phone or email 573-302-2030 | buildingdepartment@osagebeach.org



IMPORTANT:

ALL ITEMS DETAILED IN THIS INFORMATION SHEET ARE **REQUIRED** BEFORE THE UTILITY SYSTEM WILL BE ACCEPTED INTO CITY INVENTORY, AND MAINTENANCE TAKEN OVER.

Applicant will be responsible for all maintenance and electric bills until utility system meets the requirements and the applicant receive a acceptance letter.

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Recorded Sewer Easement (Required from the property owner and any other property owners where the sewer line may cross. Only required if not part of a platted subdivision as previously approved by the City's Planning and Zoning Commission. Easements must be a 5-foot offset around the outer walls of the grinder/lift station and five (5) feet on each side of pressure pipe.)
Recorded Water Easement (Required for city water meter and meter service line. A ten-foot diameter easement is required around the meter pit and a ten-foot wide easement centered along the meter service line is required. Before water service is activated easements must be transferred to the City)
Recorded Easement for the Sewer Station Electric Line
Final Inspections (Inspection of all installations is required. A Certificate of Occupancy Permit shall not be issued until Final Inspections on water and sewer development is approved).
Serial Numbers and Specification Labels on all sewage pumps installed must be provided before station can be accepted, if applicable.
Product Start Up Report by a ABS Sulzer certified provider

Acceptance Process

Once the required documents are received by the Building Department, they will be forwarded to the Assistant City Administrator and a Letter of Acceptance requested.

Once approved by the Assistant City Administrator, a Letter of Acceptance will be sent to the applicant showing that the City has taken over the maintenance of the utility and it has been accepted into our inventory.

NOTE: Please see Section 705.460 of the Municipal Code for back flow requirements



	App Date:
Applicant is	Owner Contractor

Property Information				
		Size:	acres	
Street Name:		Name le con		
Subdivision: Physical Location/Street Address:	Lot	Number:		
Physical Location/Street Address:				
Owner Information				
First Name:	Last Name:			
Email Address:	Phone:			
Mailing Address:	Phone: City:		tate:	Zip:
Applicant Information (if different from above)				
First Name:	Last Name:			
Business Name:				
Email Address:	Phone:			
Mailing Address:	Phone:City:		State:	Zip:
General Contractor Information				
First Name:	Last Name:			
Business Name: Email Address:				
Email Address:	Phone:City:			
Mailing Address:	City:	S	State:	Zip:
City of Osage Beach Contractor's License #:			<u> </u>	
Job Superintendent Name:	Job Superintendent	Phone:		
All contractor's must hold a current Contractor's License with	the City of Osage Beach			
Estimated Work Start Date:				
Estimated Work Completion Date:				
Description of Work:				

Property Type	Has this property ever	been connected to City Sev	ver? Yes N	0
Residential Commercial New Development	Are you paying for a ghost meter for this property? Yes No If yes, please provide the account number:			
Check all that apply	Meter Size Needed Check one below	Water Impa	et Fees	
Driveway Excavation Sewer Sidewalk Water	5/8"	3" 5/8" \$1,150 4" 1" \$2,875	1 1	\$18,400 \$57,500
Grading Water Retaining Wall	*The above fees are for Ins	ide City Limits. Additional fees	may apply for propertie	es outside City Limits.
Does this project include a utilit If yes, please review the Utility Ac eligible utility MUST meet City Do Utility to be added to City Inven (Please check all that apply) Water Main Sewer Ma	cceptance Information S esign Guidelines to be a atory	heet for all required items accepted into City Inventor	s. The	No
All the above information is true and and inspected during construction an by the City of Osage Beach.				
I have read and understand the Site L Sheet.	Development Permit Appli	cation Information Sheet and	l the Utility Acceptand	ce Information
Signature of Owner	Date	Signatu	re of Applicant	Date
Printed Name of Owner		Printed	Name of Applicant	_
	For Building	Department Use Only		
		est eng		
SDC Area;				
Total Site Development Fees: Total Water Fees: Total Sewer Fees:				
Fees Calculated by:		Application	Reviewed and Approved	d by:
Building Dept Representative	<u>Date</u>	Building Offic	 cial	



The City's Design Guidelines are a detailed supplement to the City's Municipal Code, Ordinances, and sets forth the requirements and policies for the design of City infrastructure. The primary goal of the design guidelines is to ensure public safety and provide a high quality environment for those living and visiting our great City.

City infrastructure shall be designed and constructed in accordance with the following:

- Missouri Department of Highways and Transportation Commission Project Design Manual
- Missouri Department of Highways Standard Specifications
- American Association of State Highway and Transportation Officials (AASHTO) Policy for the Geometric Design of Highways and Streets
- Missouri Department of Natural Resources Regulations
- International Building Code
- National Electric Code
- International Plumbing Code
- International Mechanical Code
- International Fire Code

And includes additional standards, policies and ordinances as stated therein.

Copies of the City's Design Guidelines may be downloaded below by clicking on each section or packet.

City of Osage Beach's Design Guidelines Downloads

- Section 1 Overview
- Section 2 Water System
- Section 3 Sewerage System
- Section 4 Storm Drainage
- Section 5 Street, Roadways, and Parking
- Section 6 Road Cuts, Utility Trenches, and Excavation
- Section 7 Street Lights

Information Packets

- Packet A Water Information
- Packet B Sewer Information
- Packet C Sediment Control and Storm Drainage Information
- Packet D Road Cuts, Utility Trenches, Excavation Permit, and Road Encroachment Information
- Packet E Street Light Information

By signing, you agree that all construction will adhere to the City of Osage Beach Design Guidelines

Signature Date