



**Residential
Permit Application
Information Sheet**
City of Osage Beach

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

Incomplete 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 Residential Permit 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 [Site Development Addendum](#) (required for all new construction, residential and commercial improvements including excavation and grading exceeding more than 2 feet in elevation, installation of street pavement, curbs and gutters, driveways, sidewalks, retaining walls, water mains and lines, sanitary sewers, storm sewers, and culverts.)
- ☐ Site Development Fees (paid upon permit approval)
- ☐ 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 Osage 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 *prior* 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

A list of the inspections required is included with the permit. 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**



Residential
Application for Plan
Examination and Building
Permit

City of Osage Beach

App Date: _____

Applicant is: ☐ Owner ☐ Contractor

Property Information

Street Name: _____

Subdivision: _____

Physical Location/Street Address: _____

Owner Information

First Name: _____ Last Name: _____

Email Address: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

General Contractor Information

First Name: _____ Last Name: _____

Business Name: _____

Email Address: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

	Name of Contractor	License #
Excavation:	_____	_____
Concrete:	_____	_____
Carpentry:	_____	_____
Electrical:	_____	_____
Plumbing:	_____	_____

	Name of Contractor	License #
Sewer:	_____	_____
Mechanical:	_____	_____
Roofing:	_____	_____
Masonry:	_____	_____
Drywall/Lathing:	_____	_____

ALL CONTRACTORS MUST HAVE A CURRENT CITY OF OSAGE BEACH CONTRACTOR'S LICENSE

Type of Construction/Improvement

☐ Addition	☐ New Construction
☐ Alteration	☐ Relocation
☐ Demolition	☐ Remodeling
☐ Electrical	☐ Repair/Replace
☐ Foundation Only	☐ Other
☐ Interior Finish	

Signatures

Signature of Owner Date

Signature of Applicant Date

Printed Name of Owner

Printed Name of Applicant

Notice: The disposal of demolition waste is regulated by the Department of Natural Resources under chapter 260 RSMo. Such waste, in types and quantities established by the department, shall be taken to a demolition landfill or sanitary landfill for disposal.

Setbacks must be illustrated on the site plan. Applicant assumes all liability if the site plan and/or setbacks are not accurately described herein.

Setbacks	# of Feet	Square Ft	# of Sq Ft	Bldg Detail	# of
Front Setback	_____	Lot Area	_____	Stories	_____
Rear Setback	_____	Living Area	_____	Units	_____
Left Setback	_____	Basement Area	_____	Bedrooms	_____
Right Setback	_____	Garage Area	_____	Full Baths	_____
				Partial Baths	_____
				Windows	_____
				Fireplace	_____

Plumbing and Mechanical Information

Plumbing	# of		# of	Mechanical	# of
Tubs/Shower	_____	Dishwashers	_____	Forced Air Furnaces	_____
Shower Stalls	_____	Garbage Disposals	_____	Heat Pumps	_____
Laundry Tubs	_____	Water Heaters	_____	Space Heaters	_____
Toilets	_____	Water Softeners	_____	Air Purifiers	_____
Urinals	_____	Swimming Pools	_____	Window A/C Units	_____
Sinks	_____			A/C Compressors	_____
				Air Handling Units	_____
Public Water	☐ Yes ☐ No				
Public Sewer	☐ Yes ☐ No				

Electrical Information

Total Service Amperage: _____

(Please check one)

☐ Single Phase ☐ Three Phase

Estimated Work Start: _____

Construction Value: _____

Brief Description of Work:

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 \$2000.00 will be required. The \$2000.00 will be promptly refunded when a final inspection has been completed and approved. It is the responsibility of contractor or owner to call for the final inspection.

I have read and understand the requirements contained within the Residential Permit Packet. **Please Initial** _____

Site Plan and Zoning Approved by:

Application Reviewed and Approved by:

City Planner Date

Building Official Date

CITY OF OSAGE BEACH DESIGN GUIDELINES

<https://osagebeach-mo.gov/911/City-Design-Guidelines>

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

osagebeach-mo.gov/911/City-Design-Guidelines

Signature

Date



**Site Development
Addendum to Residential and
Commercial Applications**

City of Osage Beach

Required for all new construction, residential and commercial improvements including excavation and grading exceeding more than 2 feet in elevation, installation of street pavement, curbs and gutters, driveways, sidewalks, retaining walls, water mains and lines, sanitary sewers, storm sewers, and culverts.

Property Type

- ☐ Residential
☐ Commercial
☐ New Development

Has this property ever been connected to City Sewer? ☐ Yes ☐ No

Are you paying for a ghost meter for this property? ☐ Yes ☐ No

If yes, please provide the account number: _____

Check all that apply

- ☐ Driveway
☐ Excavation
☐ Grading
☐ Retaining Wall
- ☐ Sewer
☐ Sidewalk
☐ Water

Meter Size Needed

Check one below

- ☐ 5/8" ☐ 1 1/2" ☐ 3"
☐ 1" ☐ 2" ☐ 4"

Water Impact Fees

5/8" \$1,150	1 1/2" \$5,750	3" \$18,400
1" \$2,875	2" \$9,200	4" \$57,500

**The above fees are for Inside City Limits. Additional fees may apply for properties outside City Limits.*

Does this project include a utility that is eligible for acceptance into City Inventory? ☐ Yes ☐ No

If yes, please review the Utility Acceptance Information sheet for all required items. The eligible utility **MUST** meet [City Design Guidelines](#) to be accepted into City Inventory.

Utility to be added to City Inventory

(Please check all that apply)

☐ Water Main ☐ Sewer Main ☐ Gravity Main ☐ Sewer Station ☐ Water Meter

All the above information is true and correct, and I understand that all installations must be approved prior to work commencement and inspected during construction and that the service will not be turned on until a final inspection and acceptance has been made by the City of Osage Beach.

I have read and understand the City Design Guidelines and the Utility Acceptance Information Sheet.

Signature of Owner

Date

Signature of Applicant

Date

Printed Name of Owner

Printed Name of Applicant

For Building Department Use Only

SDC Area: _____

Total Site Development Fees: _____

Total Water Fees: _____

Total Sewer Fees: _____

Fees Calculated by: _____

Application Reviewed and Approved by: _____

Building Dept Representative

Date

Building Official

Date