



## Single Family Residential Permit Information

### Single Family Residential Application Requirements

1. Complete application on the SmartGov Permitting Portal (see instructions below).  
Payment due once the review is complete.
2. Site plan, drawn to scale, with setbacks measured from property line to foundation of structure including but not limited to the following information: scale; building dimensions; location of primary structure, driveway, retaining walls, all existing and proposed utility easements, steps, covered patios, porches, and decks.
3. A full set of drafted plans including:
  - a. Footing, foundation plan, girders, double floor joist layout
  - b. Floor Plan
  - c. Elevations: front, back and sides
  - d. Engineered material specification if applicable

### Information Required for the Permit Application

- Square Footage
- Location and size of:
  - Deck, Covered Patio, and Porch (if applicable)
- Total Square Footage
- Number of Bedrooms, Bathrooms and Stories
- Type of Heat: Electric or Gas
- Size and Location of Electric Service (in amps)
- Location of Gas Meter
- The following Lumber Sizes must be addressed on the building plans or application:
  - Girders
  - Floor Joists
  - Ceiling Joist
  - Rafters
  - Beams
  - Engineered Trusses
  - Engineered truss specifications are to be turned in to the building department.
  - Location of electric service to be addressed on plan.
  - Engineered Steel or Glued Beams shall be marked and located on plan.
  - Double, Triple and Quad Joist and Beams shall be located on plan.
- Estimated Value of Improvements
- Zoning
- Subdivision Information (if applicable)
  - Name
  - Phase
  - Lot #

## Requirements for Residential Single Family and Duplex Construction

The International Residential Code (IRC) 2018 and the National Electric Code (NEC) 2017 are the official codes of the City as of January 22, 2019, the City of Ozark Code of Ordinances.

### The following are examples of city requirements, which may not be IRC requirements:

1. Provide compaction test and soil density for all fill dirt installed.
2. Top of foundation/stem walls shall be a minimum 12 inches above street curb.
3. Carbon monoxide detector shall be required with attached garage and/or gas fired appliances.
4. Roof Truss shall be stamped by a Missouri registered engineer and submitted to the Department of Building Code Enforcement for review.
5. Sewers from dwelling to the sewer main connection shall be 4" schedule 40, 3 feet deep, 1/8" per foot of fall and no 90-degree turns allowed. (No saddle taps)
6. Felt is required over plywood and under brick veneer. Roof felt is also required under roof shingles.
7. City of Ozark reserves the right to require an engineer or architect's design on all fixes on complex dwelling designs.
8. Permit is active for 180 Days (no inspection within 180 days, permit will expire).
9. There will be a \$130 re-inspection fee for 3<sup>rd</sup> trip out to inspect the same correction.

## Inspections and Utility Requirements

Inspections can be scheduled through the SmartGov Site. Building permits must be posted at the job site. Building plans and job cards must be made accessible to the building inspector. The required inspections are: footing, foundation/wall/piers, under slab plumb, thicken slab, pre-backfill (basement homes), sewer, temporary electric, joist, structural framing, electrical, plumbing, mechanical, gas line test, permanent electric service, insulation, drywall and final for occupancy and others as required per payment of post permit fees and penalties. Schedule on the SmartGov site before 7:00 a.m. for same day inspections. After 7:00 a.m., inspections will be taken for the next working day.



## Solid Waste and Nuisance Requirements at Site

1. Developers, builders, and lot owners must comply with City Ordinance Chapter 220 as it pertains to nuisances, Chapter 235, Article I as it pertains to construction and waste management, Chapter 240 as it pertains to weeds, and Chapter 511 as it pertains to sediment and erosion control regulations. One warning will be given, after which time a stop work order will be issued for the development or building.
2. No burning on job sites.
3. Clean up of job sites shall be completed once every day and streets must be clear of construction debris.

4. The disposal of construction or demolition waste is regulated by the Department of Natural Resources under Chapter 260, RSMo. Such waste in types and qualities established by the MDNR shall be taken to a demolition landfill or a sanitary landfill for disposal.
5. The law also requires persons engaged in building construction, modification, or demolition to maintain records of sites used for demolition disposal. These records are to be maintained by the contractors for a period of one year.
6. It is the responsibility of the applicant for damages to City right-of-way and easements regardless of which subcontractor caused the damage.
7. All additional fees and penalties must be paid before a certificate of occupancy will be issued.
8. Construction must begin within 180 days after permit is issued.
9. Appropriate storm water and erosion controls must be maintained during construction.
10. Contact building inspector before pouring concrete in sub-freezing weather.

Applicants shall be responsible for the cost of all third-party reviews. This shall include, but not limited to architecture, engineering, storm water reviews, traffic reviews, etc. The City of Ozark will be the sole determiner of the requirements for these reviews. The City of Ozark will issue and track invoices for this cost.

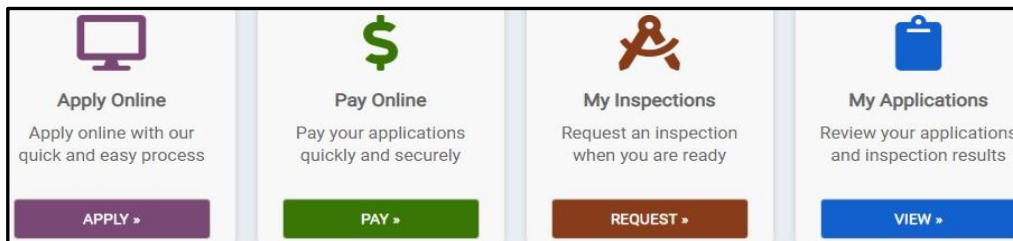
## Steps to Sign Up for an Online Account

- Visit the City of Ozark website: [ozarkmissouri.com](http://ozarkmissouri.com), scroll down to the Popular Links on the left, click on “[Permit and License Portal](#)”.
- Choose “My Portal” to reach the Applications home page. Choose  icon on the top right to begin creating an account.
- Page 1: Use a valid email address & create a password. Leave the “Access Code” box empty unless you are a contractor who has been assigned a code to manage a project.
- Page 2: Enter your contact information.
- Page 3: Review your info & the ‘Terms and Conditions’, checking the box that you agree. Select  to create the account & prompt the verification email to be sent.

**You must open your email and select “verify” before you can access the portal.**

Once verified successfully, return to the “My Portal” page to find the options shown below:

\*\*Note: you may have to log out and log back in for the verification to apply.



## Steps to Submit an Application

Select the “Apply” button to reach the first steps & the drop-down options (steps are the same for both licensing and building permit applications)

Step 1: Category – Select the Building category.

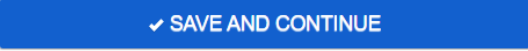
Step 2: Application – Select Single Family Residential New from the provided list.

Choose “Next” and begin adding the permit information.

Step 1 – Type: Select the type of permit or license you are applying for. Step 2 – Location: Enter the street address.

Step 3 – Details: Provide as much info as possible, paying close attention to the (\*) indicating fields that are required.

Step 4 – Review: Check over the entered information.

Select  which will generate a window that verifies you have submitted the application, provides the permit number (keep for your records & future reference), shows the status, and sends a confirmation email.

## Submittal Documentation (critical for application to be complete)

This is the point in the process where you must add any required site plans, photos, drawings etc.

- All plan drawings must be uploaded as one document as a combined set, not as individual sheets.
- Applications without the necessary documentation will be considered **incomplete** and **will not be processed**.

[Go to my new permit](#)

Choose [Go to my new permit](#) to open the application details. Scroll down to “Submittals” to locate the blue “0 Files” link, as shown circled below. Click the link to open the corresponding upload window.

### Submittals

**All required documents must be uploaded after submitting your application. Incomplete applications will not be processed.**

- Review the “Submittals” below.
- Click the “0 Files” link next to each submittal to upload the required documents.

Submittal	Required	Received	Version	Status
<a href="#">Contact Information Form</a> (Click link to download and fill out form)	Yes		1	Pending <a href="#">0 Files</a>
Site Plan or Sketch Plan that is a scaled drawing, and must show: property lines, any easement lines, existing buildings, existing fences, and the location of the proposed fence.	Yes		1	Pending <a href="#">0 Files</a>

Select the [Upload](#) button, then [ADD FILES](#) to find & select your needed documentation. Once located, choose [Begin Upload](#) and wait until there is a green check mark next to your document.

✓ 11.3 KB

You may now select “Close” & will be able to see your documents listed under the current version (example below).

Version 1 Pending			
Submitted File	Comments	Date Received	Review S
<a href="#">ozark logo.png</a>	Testing.	5/18/2021 1:31 PM	Pending

Your application is now submitted for review, check the Portal often to see comments from reviewers, status updates, pay fees, etc. The system **does not** automatically send email updates when comments and other details are added.