



RESIDENTIAL BUILDING PERMIT APPLICATION
CITY of CAPE GIRARDEAU

DEVELOPMENT SERVICES DEPARTMENT, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703, (573) 339-6327

Mark ALL that apply: **New** **Addition** **Change in Use** **Remodel** **Repair**

Project Title

Property Address/Location

Project Description

Total Construction Area (S.F.)	Living Area (S.F.)	Basement-Unfinished (S.F.)	Garage (S.F.)
Decks (S.F.)	Porches (S.F.)	Water Tap Size	Total Construction Cost

Sprinklers? **Yes** **No**

Property Owner	Address	City, State, Zip
Telephone	Fax	Email

Contractor

Business Name	License Number
Mailing Address	City, State, Zip
Telephone	Email/Fax

CERTIFICATION

I CERTIFY THAT I AM THE OWNER IN FEE OR AGENT AUTHORIZED TO APPLY FOR THIS BUILDING PERMIT. I UNDERSTAND THAT THE SUBMITTAL OF INCOMPLETE PLANS OR FAILURE TO COMPLETE THIS APPLICATION IN ITS ENTIRETY MAY RESULT IN THE DELAY OF PLAN REVIEW AND PERMIT APPROVAL. I HAVE READ THE APPLICATION AND INFORMATION SHEET AND I FULLY COMPREHEND THE INFORMATION I AM REQUIRED TO SUBMIT FOR PLAN REVIEW.

Owner/Agent Signature

Date

Owner/Agent Printed Name

OFFICE USE ONLY

Date Received _____ Munis App # _____

BP- _____

CITY OF CAPE GIRARDEAU
RESIDENTIAL BUILDING PERMIT APPLICATION
INFORMATION SHEET

Please read this information sheet in its entirety.

Submit the following items to the Development Services Department for review:

1. Flood plain development permit application, when applicable.
2. Grading permit application, when applicable
3. A completed residential building permit application form.
4. Two copies of a site plan drawn to scale showing the location of all easements, set back distances, adjacent streets, drainage facilities, adjacent grades, property lines, North arrow, the proposed ADA compliant driveway and sidewalks (where applicable), the proposed building and every existing building and improvement on the property.
5. A profile section showing the relationship between the driveway, sidewalk, street and house, indicating a maximum 2% cross-slope of the sidewalk, the proposed slope for the driveway, the elevation of the street and the elevation of the garage and/or main level of the house. This profile is required for all new residences.
6. Two complete sets of detailed plans drawn to scale detailing compliance with the following codes:
 - a. Cape Girardeau Zoning Ordinance
 - b. City of Cape Girardeau Ordinance No. 4702, dated June 1 2015, adopting the following codes:

2015 International Residential Code	2015 International Mechanical Code
2015 International Plumbing Code	2015 International Fuel Gas Code
2009 International Energy Conservation Code	2014 National Electrical Code
7. Foundation and soils report, where required.

Residential plans that are submitted for review are required to be complete. Complete residential plans shall include, but not be limited to, the following:

1. A completely dimensioned floor plan each floor level. The floor plan shall clarify the use of **all** rooms in the building. The floor plan shall show all door and window sizes, locations and types. It shall show all porches, balconies, breezeways, carports, garages, etc. It shall show the location of all smoke detectors.
2. A completely dimensioned foundation plan for the building. The foundation plan shall show the size and location of all isolated pad footings. It shall show the size and spacing of all anchor bolts, and location of hold-downs. It shall show any special construction required by the structure or by any site conditions.
3. Floor framing plans shall show floor joist size, spacing and extent, floor sheathing materials and nailing schedule, posts and beams, wall bracing and reference connection details on the plan.
4. Roof framing plans shall show rafter and ceiling joist size, spacing and extent, roof sheathing materials and nailing schedule, roof and ceiling beams and posts, and reference connection details on the plan. A roof plan showing all ridges, hips, valleys, crickets, etc. shall be part of the roof framing plans.
5. Provide building sections of the entire building showing the typical construction to be used. In most buildings a transverse and longitudinal cross-section will be required. More sections may be required for complex floor plans. Framing and connection details should be cross-referenced on the cross sections.

6. Four elevations of the exterior of the building showing the true site conditions shall be provided. The elevations should show the exterior wall finishes, type of roofing and the pitch of the roof, location and extent of all wall bracing or let-in braces, a complete set of dimensions in the vertical direction, the location of all openings in the perimeter walls and the dimension of the eave projection. The elevations should show all special framing, such as balloon framing, continuous headers, etc.
7. Supporting framing/connection details that specifically apply to the project. These details shall include stairways and balconies, wall bracing, plywood thickness and nailing, sill plate bolting, post and beam connections, guard rails, footings, grade beam and post connections and basement/retaining walls.

The plans shall be drawn on standard sheets of paper i.e. 18 x 24 minimum. The plans are not required to be professionally drawn, but shall be legible enough to clearly indicate the intent of the designer. Provide as much information and details as necessary to clearly show what you propose to do. All information that will provide for a better understanding of your plans is important. **Any deviation from conventional light-frame construction as outlined in the 2015 International Residential Code shall require calculations by a licensed design professional.**

Submittals are subject to a minimum five (5) business days review process. Plan Review will not begin before the completed permit application form is submitted.

**RESIDENTIAL PLAN REVIEW CHECKLIST****CITY of CAPE GIRARDEAU**

COMMUNITY DEVELOPMENT, 44 N. LORIMIER ST, CAPE GIRARDEAU, MO 63701 (573) 339-6327

RESIDENTIAL PLAN REVIEW CHECKLIST**Project Address:**

Name of Project:

Reviewed By:

ADDITIONAL PAPER WORK THAT MAY BE REQUIRED

		Yes	No	N/A	Revisions Required
1	DNR permit provided				
2	SWPPP and Completed SWPPP Checklist				
3	Truss Package				
4	Joist Manufacturing Specs				
5	Suspended Slab Engineered Drawings				
6	Retaining/Wing Wall Specs/Engineered Drawings				
7	Deck, provided detailed plans and completed review checklist				

- 1) All work completed must comply with the 2015 International Residential Code, 2014 National Electrical Code, and any other applicable ordinances adopted by the City of Cape Girardeau.
- 2) Contractor is responsible for locating and marking property lines and property corners and installing silt fencing prior to site inspection.
- 3) Inspections may request geotechnical evaluation for questionable soils.
- 4) Driveways and sidewalks on City Right-of-Way must be poured on four (4) inch aggregate base and meet ADA standards of maximum 2% cross slope.
- 5) Silt fencing and other erosion control devices must be maintained on the site during the construction process.
- 6) Inspections will not be performed unless silt fencing and other erosion control devices in place and in acceptable condition.
- 7) All work shall be done in strict conformance with all ordinances and building codes as adopted by The City of Cape Girardeau. The contractor is responsible for ensuring all work is in compliance with all ordinances and codes. Errors and omissions on the approved set of plans does not negate this responsibility.

COVER PAGE

	Yes	No	N/A	Revisions Required
8 Vicinity Map				
9 Zoning regulations				
10 List of applicable codes is listed and meets or exceeds CoCG codes and ordinances.				
11 Street address, subdivision, and lot # listed.				
12 Property owner name, address, phone number, email.				
13 General contractor name, address, phone number and email.				
14 Plan designer name, address, phone number and email.				

SITE PLAN

	Yes	No	N/A	Revisions Required
15 North Arrow shown on site plan.				
16 Erosion control plan shown on site plan including drainage way/ inlet protection, silt fence design, and location of catch-basin protection if applicable.				
17 Proposed structure's street address, existing and platted street names and other public ways shown on site plan.				
18 Location of proposed structure shown on site plan.				
19 Lot dimensions shown on site plan.				
20 Property lines shown on site plan.				
23 Structure setback dimension shown on site plan and compliant zoning regulations.				
24 Footprint and dimensions of new structure (including decks, driveways, sidewalks, retaining walls) shown on site plan.				
25 Location and dimensions of existing structures shown on site plan.				
26 Driveway is designed, sized, and located correctly. Show driveway design specification for first 10 feet from curb.				

SITE PLAN CONTINUED

		Yes	No	N/A	Revisions Required
27	Sidewalk are designed, sized and located correctly.				
28	Show concrete wash out location/details.				
29	Show trash disposal location or provide method of disposal.				

ELEVATION PLAN

		Yes	No	N/A	Revisions Required
30	Show all sides of structure on elevation plan including dimensions				
31	Show wall coverings types and location on plans.				
32	Show final grade height on plans.				

FOUNDATION

		Yes	No	N/A	Revisions Required
33	Footing design, width, thickness, depth, and reinforcement are correct on foundation plan.				
34	Show footing diagram detailing depths from final grade to bottom of footing. This should meet or exceed the minimum 18" depth for frost protection in this region.				
35	Foundation wall design, width, thickness, height, and reinforcement are correct on foundation plan. Brick ledges are noted on foundation plan.				
36	Slab floor design, width, thickness and reinforcement are correct on foundation plan.				
37	Show strip footing or pier locations for load bearing wall or beam post locations.				
38	If a slab home show where the blocking out of the footing will be for the electrical conduit.				

BASEMENT LAYOUT

		Yes	No	N/A	Revisions Required
39	Finished and unfinished area labeled on plans.				
40	Bottom of I-Joist covered with minimum of 1/2" gypsum board or equivalent.				
41	Bottom of stairs covered with minimum of 1/2" gypsum board or equivalent.				

GARAGE/JOHN DEERE ROOMS

		Yes	No	N/A	Revisions Required
42	Garage/dwelling door has minimum 20 minute fire rating with self-closing hinges.				
43	Garage/dwelling separated by a minimum of ½" gypsum board taped and mudded applied to the garage side.				
44	Garage ceilings separated by a minimum of 5/8" type X gypsum board when there is living space above.				

GENERAL LAYOUT

		Yes	No	N/A	Revisions Required
45	All rooms identified for intended use.				
46	Required egress windows and doors shown on plans and sized correctly.				
47	Windows requiring tempered glass must be shown on plans where required.				
48	Doors and exits- at least one side hinged egress door with minimum 32" clear width can be opened from the inside of dwelling unit.				
49	Required egress door has minimum 36" deep x door width landing. May be 7 ¾" lower than threshold if door doesn't swing over landing.				
50	Required smoke and carbon monoxide alarms shown on plans.				
51	Required bathroom and kitchen exhaust fans shown on plans with termination locations.				
52	Bathrooms sized correctly with required fixtures.				
53	Kitchen sized correctly with required fixtures and appliances.				
54	Habitable rooms except kitchens are a minimum of 70 square feet with a minimum dimension of 7' in one direction.				
55	Habitable rooms have a minimum ceiling height of 7'.				
56	Show dryer vent location, termination, and material type. (Should not exceed code requirements in length).				

GENERAL LAYOUT CONTINUED

	Yes	No	N/A	Revisions Required
57 Location and type (electric or gas) of furnace and water heater shown on plans. Combustion air must not be taken from an unapproved location (bedroom, bathroom, garage, etc.). If gas, show vent termination location.				
58 Show proposed location of electrical panel and meter.				
59 Show proposed water and sewer entrance locations.				

FRAMING

	Yes	No	N/A	Revisions Required
60 Roof sheathing – Sized and installed as per Table R503.2.1.1(1)				
61 Attic Ventilation – Sized and Installed as per Section R806(1/150th of the area vented space)				
62 Attic Access – Minimum 22"x30" access opening provided in readily assessable area.				
63 Roof Drainage details and specs.				
64 Roof covering and weather protection. R903, R904, R905.				
65 Wall section and detail drawings complete.				
66 Handrails – Stairways with 4 or more risers (3 stair treads) require a minimum of one hand rail located 34"-38" above stair tread.				
67 Guards – porches, decks, balconies, and raised floor surfaces more than 30" above floor or grade below require guards minimum 36 inches high, maximum 4" spacing of vertical safety members.				
68 Provide load bearing wall or beam details/location/specifications/materials. Show beam pocket on plans and specs if using a beam or header at any foundation wall connection.				
69 Basement stairs specifications, sizes, landings, and location are correct.				

ELECTRICAL NOTES REQUIRED

	Yes	No	N/A	Revisions Required
70 GFCI protected receptacles required in kitchens, bathrooms, laundry rooms, unfinished basements, crawl spaces, outdoors, jetted tubs, and other wet or damp areas as defined by currently used code.				
71 Arc-fault protection required for 120-volt 15 and 20 amp outlets installed in kitchens, family rooms, dining rooms, living rooms, bedrooms, hallways, laundry areas and similar rooms or areas.				

DUPLEX/TOWNHOMES

	Yes	No	N/A	Revisions Required
72 Duplex-walls and floors separating dwelling units in a two family dwelling must have a minimum 1 hour fire resistance construction rating.				
73 Townhomes – walls must be 2 hour fire resistance rating with no Plumbing, Mechanical equipment, ducts or vents and tight against the exterior walls and to the underside of the roof sheathing.				

OTHER

	Yes	No	N/A	Revisions Required

NOTES

If revisions are required, please stop by our office at your earliest convenience to make the revisions on your plans. Your building permit will not be processed until the revisions are made.