



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.

Development Services recently launched digital plan review. To take advantage of this service, email your completed application form to eplans@cityofcape.org; include a list of consultants who need view access to this project (name, company and email address). You will receive email notification to upload the supporting documentation. No paper submittal is required, but one set of plans will need to be printed after approval for the jobsite. For more information, visit www.cityofcape.org/eplans. There is no additional fee for digital plan review.

If you choose to submit by paper, submit the following items to the Development Services Department for review. If you choose to submit digitally, only one digital version of each item is required. Vector-based PDFs are preferred:

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.