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Residential Construction Packet

The following packet should assist you in determining the actions required for permitting and construction of a residential project in the City of Moberly. The City of Moberly has adopted the following Building Codes under the Moberly Municipal Code, Chapter 10.

2021 International Building Code as published by the International Code Council (ICC)
2021 International Residential Code as published by the International Code Council (ICC).
2021 International Property Maintenance Code as published by the International Code Council (ICC)
2021 International Fuel & Gas Code as published by the International Code Council (ICC)
2021 International Mechanical Code as published by the International Code Council (ICC)
2021 International Exiting Building Code as published by the International Code Council (ICC)
2021 International Plumbing Code as published by the International Code Council (ICC)
2020 National Electrical Codes published by the National Fire Protection Association.
2021 International Fire Code as Published by the International Code Council (ICC)

These codes will be strictly enforced within the City of Moberly by the Building Official. All Construction plans will be reviewed by City Building Official and inspected for compliance with the adopted building codes. Building and Residential Site Plans will also be reviewed for compliance with Chapter 46 – Zoning, Planning and Development prior to a building permit being issued.

Engineering design should include criteria for compliance with Seismic Design Category B, Energy conservation for Zone 5, a ground snow load of 20 psf, basic wind speed of 115mph, a foundation frost depth of 32", and a winter design temperature of 0 degrees F.

Some construction may require review by the City Planning and Zoning Commission prior to issuance of the building permit. This may include Historic District (B-2H), Conditional Use Permits, Variances, Encroachments, etc.

Connection to public water and sewer is required if the building footprint is within 500 feet of those existing systems. A water and sewer permit is required for connection to the city systems. Only contractors licensed to excavate in the City's rights-of-way are permitted.

Any questions concerning these policies and procedures should be addressed to my office.

Sincerely,
Building Official

Permit application and Inspection process

A. APPLICATION

A Building permit fee will be charged when the building permit application is approved.

Applicant shall submit all information as described below on the application provided.

1. Describe the work covered by the requested permit for which application is submitted.
2. Indicate the type of residency (single or multi) for which the proposed work is intended.
3. Indicate whether you are applying for water and sewer permits. Provide the required information.
4. Provide the legal description, street address, or similar description that will readily identify and locate the proposed building or work.
5. Be accompanied by construction documents (plans) and other information as required.
6. State the valuation of the proposed work.
7. Be signed by the property owner or the owner's authorized agent and provide a point of contact name and phone number.
8. Give such other data and information as required by the Building Official of this packet.
9. Owner build structures will only be permitted once every two-year period.

B. REVIEW

The City of Moberly Community Development Department will research relevant building codes. The City of Moberly Community Development Department will research planning and zoning constraints and other related information. Applicants must allow at least **10 business days for City review**. City reviews shall be in conformance with all applicable codes and ordinances and may include review by the following:

1. *Building Official*
2. *Planning & Zoning Commission (as required)*
3. *Utilities/ Storm water (if Necessary)*

Once plans and specs are satisfactory and the City has received payment of all required fees, the City Community Development Department will issue the permit. Permit fees for residential construction, other types of construction, and other inspections and fees shall be according to the City of Moberly fee Schedule.

A Start work without permit fee will by code, be imposed if work has commenced prior to obtaining the building permit. (1.5 X's the permit fee)

C. CONSTRUCTION

Construction may proceed in stages as specified on the inspection reports. All inspections required by this packet must be approved.

D. CERTIFICATE OF OCCUPANCY

After final inspection by the Building Inspector or Building Official, the City of Moberly Building Official will issue a Certificate of Occupancy, according to R110 of the International Residential Code.

The building will not be occupied until a Certificate of Occupancy has been issued.

E. PERMIT EXPIRATION

The building permit will expire Six (6) months after issuance. Extensions may be issued for up to one hundred eighty (180) days. The extension shall be requested in writing to the Building Official with justifiable cause demonstrated. If Expiration of the permit occurs, then a new permit will be required.

BUILDING PERMIT APPLICATION REQUIREMENTS

RESIDENTIAL CONSTRUCTION

The following items must be attached to the building permit application.

SINGLE-FAMILY DWELLING THROUGH TRI-PLEX

1. Two (2) sets of complete, clearly detailed plans. consisting of (simple residential site plan, foundation plan, floor plan, roof plan, simple electrical plan, simple plumbing and mechanical plan) After review, one set of plans stamped "Approved" will be returned to the applicant.
2. One (1) permit for water connection and one (1) permit for sewer connection if building is within 500 feet of the City water and sewer systems. Permits are available at the time the building permit is issued.

MOBILE HOMES, AND/OR ALTERATIONS

1. Two (2) sets of plans showing all proposed work consisting of site plan, and floor plan.
2. Additions to Mobile Homes are allowed to Mobile Homes in Approved Mobile Home Parks only.
3. Detached structures shall not exceed 200 square feet.
4. Any addition on a Mobile Home space must be a minimum of 5 feet from any space line and 10 feet from any other structure.

NOTE: Any drawing submitted that is not clearly detailed may be rejected.

CITY OF MOBERLY PLANS REVIEW CHECKLIST

Your plans must include the following:

Residential Site Plan to include:

- ___ Shape of property showing adjacent streets, easements and water frontage (GIS map can be utilized)
- ___ Building location on the property
- ___ Dimensions to all property lines and other structures

Floor plan to include:

- ___ Location and detail of rated walls, ceilings, and doors (between garage and house)
- ___ Windows
 - ___ Bedroom egress (min openable area 20" wide, 24" high and 5.7sf total)
- ___ Exterior landings at all doors (min.36"x36")
- ___ Location of smoke and CO detectors
- ___ Electrical outlet locations (lights and receptacles)
 - ___ GFCI receptacles in Kitchen, Bathrooms, Garage and exterior locations
 - ___ Arc-fault receptacles in all other locations
- ___ Electric service size, location and grounding method
- ___ Location of all plumbing fixtures and floor drains
- ___ Location of boiler/furnace and water heater (tanks must be strapped to the wall)
- ___ Protection of all appliances in garages (physical barrier from cars) and elevated min. 18"
- ___ Size and type of headers and beams
- ___ Methods of heat and ventilation

Sectional details from footing to roof to include:

- ___ Foundation plan
 - ___ Location of footings or piers (min 32" deep for frost protection)
 - ___ Footing size
 - ___ Type of foundation
- ___ Framing details
- ___ Wall, Floor and Ceiling Insulation
- ___ Type of wall covering (interior and exterior)
- ___ Type of roof decking and roof covering

Other sections and details as needed to clearly show all work proposed.

CITY OF MOBERLY REQUIRED INSPECTIONS
Call 269-7638, to schedule an inspection.
Inspections will be scheduled within 24 hrs. of request if

**allotted time is available, otherwise inspections will be scheduled as soon as allowable time is available.
*The following checked inspections are required.***

Footing Inspection:

To be made when forms and reinforcing steel are in place. The lot corners must be marked and setbacks must be field verified at this time prior to pouring concrete.

*****It is the property owner's responsibility to verify all setbacks meet code. A survey may be required to confirm if location is uncertain.***

Foundation Inspections:

Concrete inspection: to be made when foundation wall forms and reinforcing steel are in place prior to pouring concrete. all seasonal accommodations will be planned and approved by building inspector to assure proper pours.

CMU block bond beam inspection: to be made when the last course of block and bond beam steel is in place prior to pouring grout.

Under-Floor/ underground Inspection:

To be made after all in-slab or under-floor building services are installed, and before any concrete is poured.

Plumbing & Mechanical Inspection:

At completion of rough-in prior to placing insulation.

Electrical Inspection:

At the completion of rough-in wiring, conduit, etc., prior to placing insulation.

Framing Inspection:

To be made after the roof, all framing, fire blocking and bracing are in place and all ducting, piping, chimneys, and vents are complete

Insulation and Vapor Barrier Inspection:

To be made prior to all wallboard installation. Insulation will be dry and free from moisture with proper sealing prior to inspection.

Wallboard Inspection:

To be made after all wallboard is in place and before wallboard joints and fasteners are taped and finished.

Final Inspection:

To be made after the building is completed and ready for occupancy.

The Community Development Department schedules inspections on a first come first serve basis.



NOTICE AND DISCLAIMER:

The issuance of a permit or stamping of the plans and specifications "APPROVED", shall not be held to permit or approve the violation of any state law, city ordinance, or building code provision even though a violation may have been overlooked when plans were reviewed by City Staff.

It is the sole responsibility of the applicant to assure that the information on the site plan, such as, but not limited to the dimensions of the property, distances of all structures to property lines, and distances between structures, easements, and setbacks, are true and accurate. It is the applicant, contractor, or property owner's responsibility to assure that all improvements will be in compliance with the approved site plan.

The issuance of a building permit does not affect or change the rights or duties of parties to any public or private restrictions or easement relating to the use of land, including, but not limited to private covenants or easements for access, conservation, construction, development, ingress/egress, maintenance, repairs, parking, roads, utilities, or other purposes. Fences and other structures are erected and maintained upon easement areas at your own risk, for which the City of Moberly disclaims any liability. You may be required to move or remove a fence and other structure in the future if requested to do so by a party holding or benefited by an easement.

Variations will not be granted based upon errors, omissions, mistakes, neglect, or inadvertence of the City Staff in the granting of a building permit not in full compliance with the Zoning Code or Building Code of the City of Moberly. The City reserves the right to request Certified Survey Map or plat if it is deemed necessary to verify compliance.

Owner Signature

Date

Applicant/Contractor Signature

Date