



CITY OF SELIGMAN

9/9/24

SECTION 405.570: BUILDING PERMIT

A. Prior to the erection or external alteration of any structure, including structures for agricultural uses, an application for a building permit shall be prepared on forms provided and shall be submitted to the Zoning Administrator accompanied by a plot plan in duplicate, drawn to shape and location of the building to be erected, required setbacks, points of ingress and egress, driveways, circulation aisles, parking lots, individual parking spaces, service areas, and other information as may be necessary to provide for the enforcement of this Chapter.

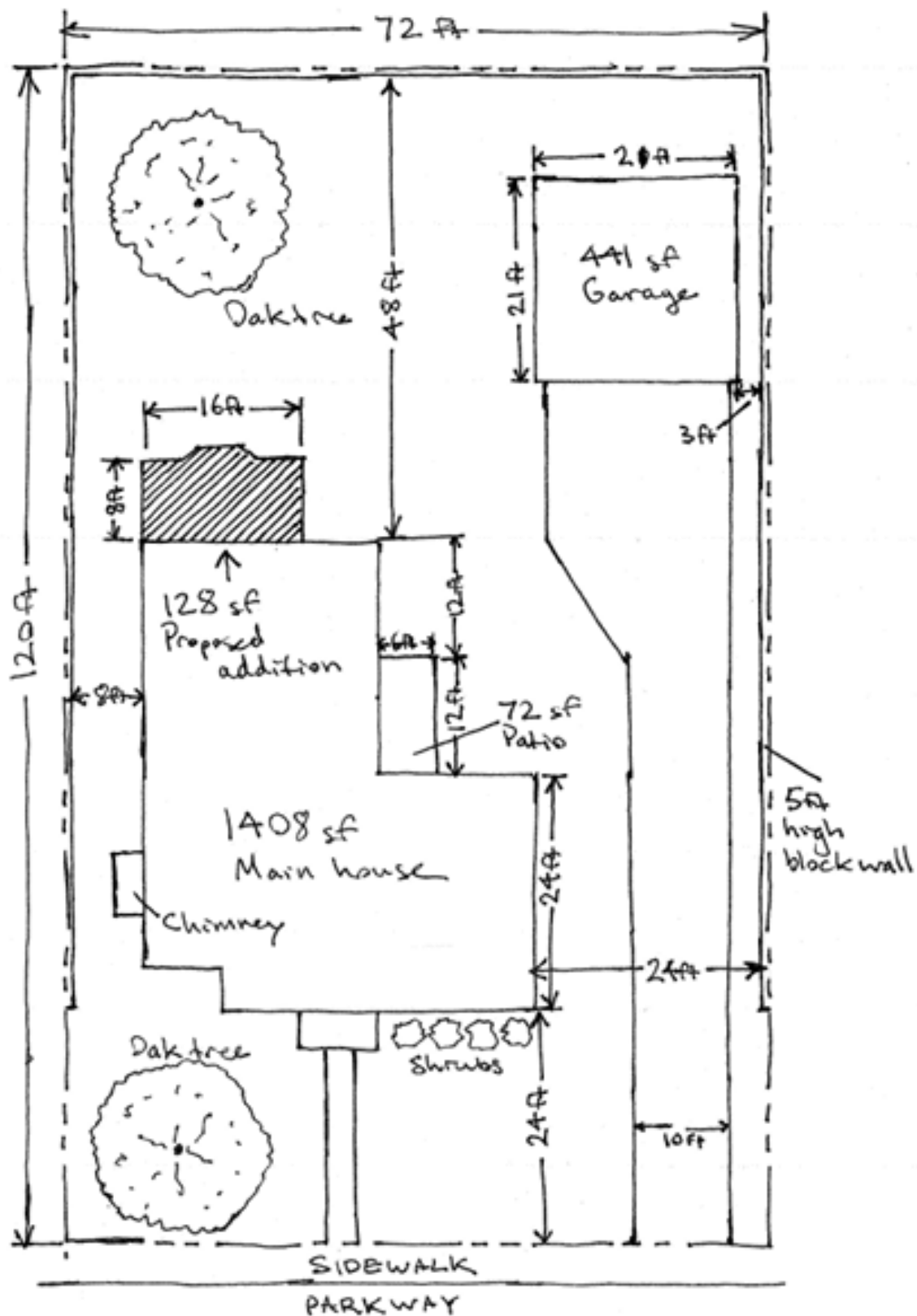
**** It shall be unlawful for any person to commence erection or external alteration of any structure prior to approval of the application for a building permit by the Zoning Administrator.**

1. Every application for a building permit shall be subject to a filing fee of Seventy Five dollars (\$75.00), filing fees shall not be accepted until all the requested documentation received in this Chapter.
2. A record of the application, plans, and permits shall be valid for a period of one hundred eighty (180) days, in accordance with the permit.
3. Expiration of the permit, thirty (30) days prior to the expiration of the permit, the Zoning Administrator shall mail a notice of expiration and extension request form to the applicant.
4. Extension of the building permit shall be requested in writing prior to permit expiration, if a written extension request is sent to the Zoning Administrator showing that circumstances beyond the control of the permittee have prevented work from progressing, only one (1) extension, not to exceed ninety (90) days, may be granted provided no changes have been made or will be made in the original plans. No filing fee is required
5. Permits shall expire after two hundred and seventy (270) days, no extensions shall be granted.
6. Permit application is complete once the structure is enclosed and protected from the elements with exterior fixtures and exterior finish complete.

Before completing the application, provide the following:

- ☐ What is the current zoning of the parcel in question? See Zoning Maps
- ☐ Lot pin location (required to verify setbacks)
- ☐ Site Plan showing the building in relation to property (can be hand drawn).
- ☐ Floor Plan (showing square footage dimensions)
- ☐ Roof pitch (if applicable).
- ☐ Foundation details (slab, block, concrete, skirting).
- ☐ Flag the area (we have flags to use).
- ☐ Contact Missouri 811 for utilities.
- ☐ Parcel Number of the property (found on tax documents)

**** Until the application has been approved by the zoning administrator, do not commence erection or external alterations of any structure (City Code 405.570).****



EXAMPLE SITE PLAN

123 ABCD STREET

1" = 16'

16 ft





CITY OF SELIGMAN

BUILDING PERMIT APPLICATION

Fee \$75.00

Please provide all the requested items prior to submission,
application fees are non-refundable.

Street: _____ Parcel: _____

Zoning District: _____

Owner Name: _____ **Address:** _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Cost of Construction:** _____

Contractor: _____ **Address:** _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____

TYPE OF CONSTRUCTION: New ___ Addition ___ Alteration ___ Other ___

Residential ___ Commercial ___ Porch (enclosed) ___ Mobile Home set up ___ Room addition ___

Garage ___ Permanent Pool ___ Shed ___ Roof * ___

Other _____

*(Changes to existing roof requires a permit, re-shingling existing roof does not require permit)

This permit is valid for a period of 180 days from date of approval. Only one 90 day extension may be granted upon request.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of this jurisdiction.

Signature of Applicant

Date

29144 Main Street • Seligman, MO 65745 • (417) 662-3600 • FAX: (833) 277-7002

www.SeligmanMO.com



CITY OF SELIGMAN

Michael Avers, Mayor

BUILDING PERMIT APPLICATION (Pg 2)

Fee \$75.00 Method: _____ Receipt: _____

Site Plan: __ Floor Plan: __ Pitch: __ Pins: __

Details: _____

Building Inspector: _____

Date of Inspection or Review: _____

Details:

Complies: ____Y____N

Approval of Permit: _____ (If no, please explain below.)

Permit # Issued: _____ Permit Expires: _____ (180 days)

Permit Posted Date: _____

Follow-up Date: _____



CITY OF SELIGMAN

Michael Avers, Mayor

BUILDING PERMIT APPLICATION - FOLLOW-UP REPORT

Follow-up date: _____ Inspector: _____

Details:

Extension request: _____ Date of request: _____

Extension Approved: _____

Permit Expires: _____

Project Complete Date: _____

SITE PLAN