

**CITY OF LEBANON
CITY HALL
LEBANON MO 65536**

January, 2011

ARCHITECTS AND/OR ENGINEERS:

The Zoning Ordinance can be found on our webpage at www.lebanonmissouri.org. If you will go to Ordinances and type in Zoning Ordinance in the Search. The Zoning Ordinance should help you with set-backs, required parking spaces, etc.

*Site plans which pertain to the construction of new improvements or an addition to an existing improvement shall be submitted to the City for its review and approval before issuance of the building permit. The site plan will be submitted to the Community Development Director. If it is determined, by the Community Development Director that the site plan meets all the rules, regulations, and ordinances of the City of Lebanon, that no variance or conditional use is required, and it does not abut residentially zoned property then the Community Development Director along with the City Administrator and Public Works Director may approve the site plan. The City will notify the owner within 5 working days if the site plan has been approved or if the site plan must go before the Planning and Zoning Commission at their regular monthly meeting. The Community Development Director will report each month to the Planning and Zoning Commission, by mail, all site plans that have been approved, or by report at the next regularly scheduled meeting, which meeting is held the second Thursday of each month. The Commission shall have the power to require additional setback requirements (not to exceed 50 percent of the otherwise required setback for the district), construction of fencing, planting of trees and/or other similar requirements in order to reduce any harmful effects on the adjoining property. In reviewing the site design, the Commission shall consider all factors it deems relevant including the use of the adjoining property and the district classification of the adjoining property. No notice or hearing shall be required and the Commission shall review the site design and make its requirements, if any, as a part of the permit application procedure. The approval of the site plan by the Commission shall be void after a twelve-month period if no permit is issued and in the event a change in the code requirements occurs during the said twelve-month period. The site plan must be modified to conform to the new rules and resubmitted to the Commission.

*Site plans must be complete and contain all items required.

Site Plan Checklist must be attached to the site plan when submitted to the City.

*Site plans need to be submitted to Taryn Keating at Embarq. P. O. Box 1099, Rolla, MO 65401 for their approval.

*Site plans must also be submitted to Mo Department of Transportation. in Springfield for their approval, if property is located on a State Highway.. The State's approval is needed before a building permit will be issued.

*Before a building permit will be issued a “Memorandum of Understanding” reciting that the owner understands that the building permit is granted on the express condition that the construction shall conform to the ordinances of the City in all respects including compliance with the site plan prepared by the engineer or surveyor and that the owner understands the building or construction cannot be occupied or used until such compliance is made and that no occupancy permit will be issued until compliance is made.

*Before a building permit is issued the owner must certify to city on the Memo of Understanding who will be inspecting the job.

***Any changes to the original site plan and building plans must be approved by the engineer/architect and/or surveyor who designed the site plan or building plans and the City.**

*It shall be a violation to occupy the building or use the site until all construction is complete and an occupancy permit is issued.

*If a sign is to be erected and/or maintained on property where improvements are to be constructed, altered, repaired, or removed, the application for sign permit shall accompany the application for building permit. The location of any proposed sign or existing sign or signs shall be shown on the required site plan.

Attached is a copy of the City’s Guidelines pertaining to site plans and building plan. Please review them and let us know if you have any questions.

NOTE: The City of Lebanon has implemented an Access Management Ordinance which took effect November 1, 2007. The Ordinance is available on the City’s webpage under the Ordinance Section.

The City of Lebanon requires a Stormwater Prevention Plan to be submitted for some projects. Contact Dax Cogdill or Mike Moore at 417-588-6090 to determine if a Stormwater Plan is required.

**CITY OF LEBANON
CITY HALL
LEBANON MO**

**GUIDELINES FOR
OBTAINING BUILDING PERMITS**

JANUARY, 2011

INFORMATION REQUIRED BY THE CITY ENGINEER ON ALL SITE PLANS

1. Use Group and Construction Type. State Proposed Use of Building.
2. Square feet of building and dimensions.
3. Utility hookups. Are you using existing services or are new services required on water, sewer, and electric, If so, how do you plan to hook on. Show locations, and what is required on sizes if known at this time.
4. Storm water. Show calculations, contours, proposed retention areas or if you determine no retention required submit a statement from you to this effect.
STORM WATER SHALL BE RETAINED AND RELEASED AT THE SAME RATE THAT IT DOES PRIOR TO DEVELOPMENT.
5. Show all existing structures on lot and label EXISTING STRUCTURES. Show distance of proposed building from existing structures.
6. Parking. Show any existing parking and label EXISTING PARKING. Show any proposed parking and label PROPOSED PARKING and mark to be concrete curb and gutter and what type of hard surface parking lot will be.
7. Show set-backs from property lines.
8. Show elevations of building and lot.
9. Show lot size.
10. Show Zoning District. Show adjoining district if different.
11. Show entrances and/or exits and label either EXISTING or PROPOSED.
12. Show location of any signs. Label EXISTING or PROPOSED. Any sign over 45 feet will require City Council and FAA approval before a permit can be issued for the construction of the sign. An on-premise sign over 20 feet will require a set of plans being submitted by the architect/engineer on the job, with the Certification Statement and after completion of construction a Statement of Construction Compliance must be submitted by the architect/engineer. The Community Development Director may require plans on any sign if there is a question with the construction. Any sign that will be located within the required setback shall require approval by the Zoning Board of Appeals.
13. List any variances required and/or any exceptions to the rules and regulations, ordinances, or building codes. A site plan requiring variances shall be submitted at least 14 days prior to the scheduled monthly meeting, which is the second

Thursday of each month. A Public Hearing will need to be advertised and a filing fee of \$65.00 shall be submitted at the time application is made for a variance.

14. Certification that the plans comply with all applicable laws and ordinances must be signed and sealed by the architect/engineer/surveyor, as shown in Section 6-6 Site Plans of the City Ordinances, or the plan will not be accepted until this Certification is on the site plan.

These requirements on the site plan should help detect any problems that may arise that could result in delay of issuance of a building permit. We would also suggest that you schedule an appointment with our staff when you have a preliminary site plan prepared in order that we can go over the plan with you and detect any problems before you submit the final site plan for consideration by the Zoning and Planning Commission at their monthly meeting.

FROM THE OFFICE OF:

Cathy Mustard
COMMUNITY DEVELOPMENT
DIRECTOR

CITY ORDINANCE NO. 3197

Following you will find the Sections from City Ordinance No. 3197 that pertain to rules and regulations for obtaining building permits.

Section 6-5. Building Permits.

- (a) Before a building permit is issued, any person, firm, or corporation desiring to undertake any new construction or major renovation of any building in the City of Lebanon, Missouri, other than those buildings excepted in subsection (b), shall submit to the City of Lebanon design plans and specifications prepared by a professional architect or a professional engineer or by both.
- (b) Minimum requirements for design plans shall be:
 - (1) Detailed drawings of foundations and all structural members.
 - (2) Schematic drawings of electrical, plumbing, and HVAC installations.
 - (3) Material and installation specifications for the above items.
- (c) Design plans and specifications shall not be required in the following cases:
 - (1) A single-family dwelling house; or
 - (2) A multiple family dwelling house or apartment containing not more than two units; or
 - (3) A building or structure used exclusively for farm purposes.
- (d) As to each of the enumerated exceptions in subsection (c), a building permit must be obtained and the construction or renovation of the building shall be subject to inspection and examination at all reasonable times by the Community Development Director of the City of Lebanon and all such construction and renovation shall comply with all applicable laws, ordinances, and Codes.
- (e) The Community Development Director shall have authority and power granted by the ordinances, rules and regulations of the City of Lebanon, Missouri, with regard to the enforcement of the provisions of this chapter.
- (f) As to the construction or major renovation of all buildings, other than those excepted in subsection (c), the top cover sheet of all design plans and specifications for such construction or renovation shall contain the following statement signed and sealed by the architect or engineer who prepared such plans:

**TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND
BELIEF, THESE PLANS HAVE BEEN PREPARED IN
ACCORDANCE WITH THE 2005 NATIONAL ELECTRICAL CODE,
2006 INTERNATIONAL PLUMBING CODE, 2006 INTERNATIONAL
MECHANICAL CODE, 2006 INTERNATIONAL BUILDING CODE,
AND 2006 INTERNATIONAL FIRE CODE.**

In addition, each separate page of the design plans and specifications shall contain, at the end thereof, the signature and seal of the architect or engineer who prepared such plans.

PLEASE NOTE: This means if a different person prepared the electric, plumbing, etc., this person must also sign a Certification to the Codes. If the plans call for roof truss drawings to be submitted these drawings must also be sealed and a Certification statement signed by a Missouri Engineer.

- (g) Major renovation is hereby defined as any work involving any of the following:
 - (1) The redesign, relocation, removal, or alteration of load-bearing walls and/or any other structural component of the building;
 - (2) the redesign, relocation, removal or alteration of a major component and/or a major portion of the electrical, plumbing, or mechanical systems of the building;
 - (3) The construction of any addition to an existing building which involves any of the above work;
 - (4) The conversion of a single-family dwelling unit to a multi-family dwelling unit containing more than two units; or
 - (5) The conversion of a residential unit to a commercial unit within a commercial zone.
- (h) Every application for a building permit for which design plans and specifications are required shall also contain the name and address of the architect or engineer who is to be responsible for issuance of the certificate of construction compliance as set forth in Section 6-7 herein.

SECTION 6-7. OCCUPANCY PERMIT

- (a) After completion of construction or renovation of any building, other than those excepted in Section 6-5(c) and before the issuance by the City of Lebanon of the occupancy permit, a Certificate of Construction Compliance must be submitted to the city signed, dated and sealed by all architects or engineers designated on the building permit as the professional to be responsible for such certificate.

(b) The Certificate of Construction Compliance must contain the following statement by the architect or engineer.

I HAVE PERSONALLY INSPECTED THE STRUCTURE OWNED BY (NAME OF OWNER) AND IDENTIFIED AS (IDENTIFICATION OF STRUCTURE), CONSTRUCTED UNDER BUILDING PERMIT NUMBER ____, DATED ____, ISSUED BY THE CITY OF LEBANON, MISSOURI. I HAVE PERSONALLY REVIEWED THE DESIGN PLANS AND SPECIFICATIONS SUBMITTED TO THE CITY OF LEBANON IN APPLICATION FOR THE BUILDING PERMIT AND I DO HEREBY CERTIFY THAT THE CONSTRUCTION, RENOVATION, AND/OR SITE PLAN, (STATE WHICH), HAS BEEN COMPLETED IN SUBSTANTIAL COMPLIANCE WITH THOSE DESIGN PLANS AND SPECIFICATIONS.

(c) It shall be the responsibility of the Owner or his agent to arrange for all necessary inspections by the architect or engineer of the project during construction and before issuance of the occupancy permit.

(d) No occupancy permit shall be issued unless and until compliance is made with the provisions of this Chapter.

ARTICLE II. BUILDING CODE

- **2005 NATIONAL ELECTRICAL CODE**
- **2006 INTERNATIONAL PLUMBING CODE**
- **2006 INTERNATIONAL MECHANICAL CODE**
- **2006 INTERNATIONAL RESIDENTIAL CODE**
- **2006 INTERNATIONAL BUILDING CODE**
- **2006 INTERNATIONAL FIRE CODE**

PLEASE NOTE: THE 2006 FIRE CODE REQUIRES THAT ALL COMMERCIAL AND INDUSTRIAL BUILDINGS HAVE A LOCK BOX ON THEM. THESE BOXES WILL BE PURCHASED FROM THE CITY AT THE TIME YOUR BUILDING PERMITS IS PURCHASED.

Section 8. Off-Street Parking and Loading Regulations.

A. Off-Street Parking, Storage, Display and Loading Area Requirements

(a) All tracts of land located in Districts zoned RS1, RU1 and RS-2, commercial or industrial (except tracts used for single family dwellings) which are used for parking, loading or the storage or display of any motor vehicle, material, merchandise, or products shall comply with the requirements set forth.

- (b) All areas used for any or all of the purposes described above shall be hard surfaced with Portland cement concrete or hot-mix asphalt and shall have Portland cement concrete curbs and guttering, built according to City specifications, and continuous around the perimeter of such area.
- (c) That portion of each tract that must be hard surfaced shall be from the boundary of the tract adjacent to the street to a line parallel to and 100 feet from the street in the case of vacant lots or to the rear corners of the principal building located on any tract on which structures have or are to be constructed.

On corner lots the area to be hard surfaced shall be measured from each side of the tract which is adjacent to a street.

Any portion of a tract that is not used for parking, loading, storage or display shall be landscaped.

- (d) Before any building permit is issued for the construction or renovation, the person, firm or corporation desiring to undertake the same shall be required to comply with the procedures and other provisions of Section 6 of the Lebanon Code, including but not limited to Section 6.6, 6.7 and 6.8, attached.

GUARANTEEING COMPLETION OF IMPROVEMENTS

A **MEMORANDUM OF UNDERSTANDING** must be executed by the Owner and the City. (Copy attached)

PLEASE NOTE:

It is unlawful for anyone to occupy or use the site until an occupancy permit has been issued. An occupancy permit will not be issued until the MEMORANDUM OF UNDERSTANDING is complied with.

APPLICATION FOR BUILDING PERMIT

The application for a building permit is attached and must be submitted for a building permit. All information must be filled out on the form or the application may be rejected.

CONTRACTOR LICENSES

City ordinances requires that effective February 1, 2002 general contractors, electrical contractors, plumbing contractors and mechanical contractors shall register with the City of Lebanon before doing work inside the City of Lebanon. Packets for the license can be obtained at City Hall, 401 S Jefferson, Lebanon, MO or on the City's webpage at www.lebanonmo.org.

It is the responsibility of the general contractor to insure that these contractors are registered by the City of Lebanon before commencing work.

END OF DOCUMENT

MEMORANDUM OF UNDERSTANDING AND AGREEMENT

This memorandum of Understanding and Agreement made and entered into this ____ day of _____, 2011, by and between _____, hereinafter referred to as First Party, and the City of Lebanon, Missouri, a municipal corporation, hereinafter referred to as City, pursuant to the provisions of Section 6-5 and 6-6 of the Lebanon Code of Ordinances:

That, whereas, First party owns the following described property to wit:

And desire to construct or renovate improvements which will be or are located on said property; and

Whereas, First Party understands and acknowledges that the above referenced ordinance sections require that the owner of property provide the city with a memorandum of understanding before a building permit will be issued;

Now, therefore, in compliance with Sections 6-5 and 6-6 of the Lebanon Code of ordinances and to induce the City to issue a building permit for the improvements described below, First Party hereby states and represents to the City as follows:

1. The design plans and specifications, a copy of which is attached hereto, incorporated herein by reference and made a part hereof as if fully set forth herein, and marked Exhibit A, have been prepared by _____.
2. The site plan, a copy of which is attached hereto, incorporated herein by reference and made a part hereof as if fully set forth herein, and marked Exhibit B, has been prepared by _____.
3. First Party understands that the building permit applied for will be granted on the express condition that the construction shall conform to the ordinances of the City of Lebanon, Missouri, in all respects including, but not limited to, compliance with the design plans and specifications prepared by the architect or engineer and compliance with the site plan prepared by the engineer and surveyor.
4. First Party also understands that the proposed construction cannot be occupied or used in any way until compliance with the above requirements is made.
5. First party further understands that an architect or engineer must certify that construction complies with the design plans and specifications and site plan or no occupancy permit will be issued. First party hereby designates _____ as that person.
6. First Party understands and agrees that any variation from the design plans and specifications or the site plan must be authorized and approved by the City and by the architect or engineer listed on the building permit as the persons responsible to certify compliance to the city.
7. First Party also warrants, represents and agrees that the construction or renovation shall be completed on or before the ____ day of _____, 2011, and that a certificate of compliance that conforms to the requirements of Section 6-7 of the Lebanon Code of ordinances will be provided to the City on or before the ____ day of _____, 2011.
8. **First Party hereby understands that all utilities shall be considered "temporary" no matter where the meter is located, until such time an occupancy permit is issued by the City. If an occupancy permit has not been issued by the date specified in Item #7 above, First Party understands that utilities may be disconnected unless the City has granted an extension. NO EXTENSION WILL BE GRANTED IF THE BUILDING IS OCCUPIED.** First Party understands that at no time can the building be occupied

until the City has issued an occupancy permit and the City may disconnect utilities if the building is occupied before the occupancy permit has been issued. (ORDINANCE NO. 4248)

9. The additional terms and conditions contained on Exhibit C attached hereto are hereby incorporated herein by reference and made a part hereof as if fully set forth herein.
10. First Party further agrees that in the event First Party should fail and refuse to complete construction of the improvements or renovation within the time indicated above, the City shall have the right to impose the penalties set forth in Section 6-127 of the Lebanon code of ordinances and shall further have the right to bring an action for specific performance to compel performance of this memorandum of understanding and agreement and to compel compliance with the applicable ordinances of the City of Lebanon, Missouri, in all respects and in the event such court action is brought, the City of Lebanon shall also be entitled to recover reasonable attorney fees and court costs.
11. The City hereby agrees to issue the building permit at such time as First Party complies with the appropriate provisions of the ordinances of the City of Lebanon, Missouri.

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES AS OF
_____, 2011.

OWNER

FIRST PARTY

SEAL

CITY OF LEBANON, MISSOURI

ATTEST;

MAYOR

CITY CLERK

STATE OF MO)
)
)
COUNTY OF LACLEDE)

On this ____ day of _____, 2011, before me personally appeared
_____, and states that he/she is the
_____, and is duly authorized to execute this document.

NOTARY PUBLIC

MY COMMISSION EXPIRES



Friendly people. Friendly place.

APPLICATION FOR BUILDING PERMIT

Application Date_____ General Contractor #_____

PROPERTY INFORMATION

Address_____

Proposed Use Single Family Duplex Multi-Family # Units
 Commercial Industrial

For Commercial/Industrial List Use_____

Sign Pool
 Fence Demolition Addition

For Demolition: You must submit letter stating you will dispose of debris in accordance with the Department of Natural Resources Guidelines.

Other_____

Zoning Classification_____ Subdivision_____ Lot #_____

OWNER INFORMATION

Name_____

Mailing Address_____

Phone_____

CONTRACTOR INFORMATION

General Contractor_____

Electrical Contractor_____

Plumbing Contractor_____

Mechanical Contractor_____



Page 2. **APPLICATION FOR BUILDING PERMIT**

ARCHITECT/ENGINEER

Commercial/Industrial/Multi-family

Building Plans Prepared By _____
*Note: Must be a MO Registered Architect and/or Engineer

Site Plan Prepared By _____
*Note: Must be a MO Registered Surveyor and/or Engineer

UTILITY INFORMATION

of Electric Meters _____ Electric Meter Size _____

of Water Meters _____ Water Meter Size _____

Size of Fire Line Connection _____ (If Required)

COMMERCIAL AND INDUSTRIAL APPLICATIONS

ESTIMATED COST OF PROJECT OR CONTRACT PRICE IF KNOWN

PRINT OWNERS NAME

SIGNATURE OF OWNER

PRINT NAME OF APPLICANT

SIGNATURE OF APPLICANT