



## Planning and Development Department Residential Permit Process

The City of Branson Planning & Development Department would like to assist you with your building project. We are available to answer any questions you may have in relation to building codes and local ordinances.

### **A residential permit is required for such projects as:**

New Building	Additions	Renovations
Demolitions	Prefabricated Structures	Temporary Buildings
Mobile Homes	Electrical Systems	HVAC Systems
Plumbing	Landscaping	

The property owner or authorized agent is responsible for obtaining a permit. The City of Branson ordinance requires you to obtain a permit to ensure that minimum building standards are met for your own safety and for the safety of future property owners and occupants.

For a list of work that is **EXEMPT** from a building permit, visit our website at [www.bransonmo.gov](http://www.bransonmo.gov).

### **Steps to obtain and finalize a permit.**

Before beginning your project, bring some informal documentation or a sketch and discuss your ideas with the staff. They can review your ideas to see if the project will meet zoning requirements and discuss possible alternatives.

**Step 1.** Submit the permit application with your plans for review. You or your agent will submit an application and drawings for the plan review process. It is important to have the 911 address of the location and the estimated value of the work on your application. A plan review fee will be required at this time.

Most projects require plans to be drawn and submitted with your application for review. Departments such as the Planning, Building, Utilities, Fire, and Landscaping will review your plans to ensure your construction project will be in compliance with the building codes and any local ordinances or state statutes. Your project will require four (4) sets of plans. Contact our office to see if your project requires your plans to be stamped and sealed by a Missouri registered design professional.

**Step 2.** Pay fees and obtain building permits. You will be notified when your plans have been approved and your permit is ready to be issued. Construction may begin only after your building permit has been issued.

**Step 3:** Arrange for building inspections. To schedule an inspection, call our 24-hour automated voice mail system at 417-337-8505 before 8 a.m. on any business day and an inspection will be made the same day; if you call after the 8 a.m., your inspection will be performed the next business day. The good “rule of thumb” is to not cover anything before it has been inspected (i.e. before you pour concrete, install sheetrock, etc.). If you are unsure about the need for an inspection, please contact our office.

**Step 4:** Build while your permits are valid. Your permit expires 180 days from the issue date. Once an inspection has been performed, the 180-day period begins anew. If you cannot work within a 180-day period and do not wish to abandon the project, you may submit a written request to extend your permit.

**Step 5:** Receive final approval. When the project is completed, call for a final inspection. The building inspector will conduct a final, onsite inspection and sign the job site card, if all work passes inspection.

**If you have questions or need assistance, please contact our department at 417-337-8549.**