

**The City of Branson Planning & Development Department would like to assist you with your building project. We are available to answer any questions that you might have in relation to building codes as well as the City of Branson Ordinances. We hope that the following information will help you understand our Permit Process:**

## **When is a Permit Required?**

The City of Branson typically requires permits for the following commercial and residential projects:

- ❖ NEW BUILDINGS
- ❖ ADDITIONS
- ❖ RENOVATIONS
- ❖ DEMOLITIONS
- ❖ PREFABRICATED STRUCTURES
- ❖ TEMPORARY BUILDINGS
- ❖ MOBILE HOMES
- ❖ ELECTRICAL SYSTEMS
- ❖ HVAC SYSTEMS
- ❖ PLUMBING SYSTEMS
- ❖ SIGNS
- ❖ LANDSCAPING

The list is not all inclusive, it is always a good idea to call the Planning and Development Department (417) 337-8547 first, before you spend any money or start a project.

## **How to Acquire a Permit...**

Applications for building permits can be picked up at the Planning and Development office at City Hall. If you have a fax machine, one can be faxed to you or go to [www.cityofbranson.org](http://www.cityofbranson.org) and click on Planning/Development Department.

Once you get an application, complete the form and turn it in. We will be happy to assist you in filling out this form. It is important to have the 911 address of the location, your contractor's license number and the estimated value of the work being done. When you turn in your application at the counter your plan review fee will be due at that time. The commercial building cost is non-refundable and is 25% of your building permit fee. The residential permit is only \$25.00 for the plan review fee and is also due at time of submittal. (This is explained in more detail in the section "Fees").

Most projects require plans to be drawn and submitted for review. This is when the various departments look over your plans to ensure that your construction project will be in compliance with the construction codes and any local ordinances or state statutes. If your project is large and needs to be reviewed by several departments then five (5) sets of plans need to be submitted for review. This number is needed to ensure that most of the departments have their own copy and do not have to wait for the plans to be passed on to

them. This does speed up your plan review process.

The typical plan review process takes three weeks, depending on the amount of other projects under review at the time of your submittal. Some permits can be issued over the counter while others will take longer to review.

A list of departments involved in various plan reviews are as follows:

- ◆ **Planning**
- ◆ **Building**
- ◆ **Public Works**
- ◆ **Health**
- ◆ **Fire**
- ◆ **Landscaping**
- ◆ **Engineering**

## **Residential Permits...**

New residential homes only require three (3) sets of plans. We have developed a new checklist, which gives all the information that we need for residential plan review. Our goal is to make single-family residence permits as easy as possible.

## **Fees...**

Once your project has been approved, you will be notified that the permit or permits are ready to be picked up and the fees that will be due.

The permit fees are calculated with the formula, Construction Permit = \$4.25 per \$1000 construction fee, Plan Review = 25% of construction fee with a \$25.00 minimum (residential homes - \$25.00 for Plan Review) and a \$15.00 filing fee. There are also possible sewer capacity fees, sewer connection inspection fees and landscaping fees. (You may receive a copy of the complete list of how all fees are calculated at the Planning & Development Department at City Hall).

## **The Inspection Process...**

When you have received your permit and construction has begun, you will need to call in to our 24-hour inspection line to schedule your inspections. The number is (417) 337-8505 and it is an automated voice mail system. Your inspection must be called in before 8:00 a.m. or the inspection will not be performed that day. Our inspectors access the inspections for that day first thing in the morning, the schedules are written up and the inspectors are in the field performing inspections. If you call in after the deadline, you are not on the schedule for that day.

If you are unsure if you need an inspection on the work you have completed then a good rule of thumb is; if you are going to cover it up, it most likely needs to be inspected. Examples would be before you pour concrete, install sheetrock, etc. If you are unsure about the need for an inspection, please feel free to call the Planning & Development Department for confirmation.

## **Questions...**

At the City of Branson Planning & Development Department we are glad to answer any question that is not covered in this brochure. Please feel free to call us at (417) 337-8549.

## **CITY OF BRANSON**



**PERMIT PROCESS**  
For Residential and Commercial  
Construction

**PLANNING & DEVELOPMENT  
DEPARTMENT**  
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BRANSON, MO 65616