



DRAWING GUIDE

*Please reference the City of Park Hills
Municipal Code and the 2012
International Building Code for more
information on the construction
documents for your project*

Permit applications are available online at:

<http://parkhillsmo.net/forms-applications/>

or at

12 Municipal Drive Park Hills MO, 63601



APPLICATION FOR PERMIT

To obtain a permit, an application should be filed first. The application should include:

- Identify and describe the work
- Describe the land by legal description and address
- Indicate the use and occupancy class
- Include a copy of construction documents
- State the value of the proposed work
- Property owner's signature
- Other such data and information as required by the Community Development Department

CONSTRUCTION DOCUMENTS

The Community Development Department can assist in verifying what documents are needed or if they need to be designed by a registered design professional. A general list could include:

- Fire protection systems shop drawings. Sprinkler system, fire suppression, hood installation, etc.
- Means of egress. Location, dimensions, placement of walls, windows, doors, etc.
- Floor plan. Room sizes, means of egress placement, ceiling height, etc.
- Occupant load
- Interior envelop. Wall thickness, stud material, anchor placement, wall height, windows, doors, insulation, and blocking. etc.
- Exterior wall envelope. Flashing, corners, control joints, roofs, eaves, drainage, etc.
- Site plan. Scale and size of new construction, existing structures, distance from lot lines, street grades, proposed finished grades, floodway, etc.
- Mechanical. Heating and cooling devices, hangers, duct work, vent locations, etc.
- Electrical. Wire type, outlet placement, light switch placement, other fixtures, electrical panel, conduit, etc.
- Plumbing. Sanitary, waste and stormwater, pipe or tubing dimensions, slopes, length of runs, holes in framing, toilet, sink, garbage disposal, sump pump etc.

INSPECTIONS

Typical inspections to be completed are:

- Footing and foundation
- Concrete slab and under-floor
- Lowest floor elevation
- Framing
- Lath and gypsum board
- Fire resistive and smoke resistant penetrations
- Energy efficiency
- Special inspections
- Final inspection

A generic template of construction documents is included in this packet.

For aerial imaging, go to:

to <https://www.semogis.com/stfrancoiscounty.html>
or
<https://stfrancois.missouriassessors.com/search.php>

Application for Construction Permit

Residential ☐ Commercial ☐ Industrial ☐
Type of Construction (Circle One)
New Construction Alteration Pool Electrical Plumbing Accessory Structure
Excavation Demolition Mechanical Fire Prevention

Description of Project:

Street _____ City **PARK HILLS** State **MO** Zip **63601**

Applicant Name, phone and e-mail: _____

Applicant Address: _____

Property Owner Name, phone and e-mail: _____

Owner Address: _____

Contractor Info (please include name, phone, e-mail and address)

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

Construction Value \$ _____
Area (sq ft): _____ Length: _____ Width: _____ Height: _____ Stories: _____
Water Service (inch) _____ Sewer Service (inch) _____ Electrical Services (amps) _____

Use the drawing templates to show your construction plans. Construction documents are not required to be prepared by a design professional for work of a minor nature, as determined by the Community Development Department or for work in one and two family dwellings.

I certify that I am the owner in fee or agent authorized to apply for the building permit. In addition, I certify that I am authorized to apply for the above listed trade permits on behalf of the licenses. I understand that the submittal of incomplete plans or failure to complete this application in its entirety may result in delay of plan review and permit approval.

Applicant Signature: _____ Date: _____

NAME: _____

ADDRESS: _____

DATE: _____

SITE PLAN

The diagram shows a large rectangular lot with a smaller rectangular structure centered within it. Dimension lines and labels are placed around the lot and structure:

- Distance**: Three labels with horizontal lines pointing to the top, left, and right boundaries of the lot.
- Width**: A label with a horizontal line pointing to the top boundary of the central structure.
- Length**: A label with a horizontal line pointing to the left boundary of the central structure.
- Two quarter-circle arcs are drawn on the top and bottom boundaries of the central structure, indicating specific points or features.

Check all that apply and draw them on this page

North Arrow	☐	Distances to lot lines	☐	Patios/Porches/Decks	☐
Proposed Construction	☐	Windows	☐	Driveway	☐
Structures on shared lot lines	☐	Doors	☐	Sidewalk	☐
Accessory structures	☐	Structure dimensions	☐	Fence	☐
Existing structures	☐	Retaining wall	☐	Pool	☐
Stormwater	☐			Other (See notes)	☐

Notes: _____

DATE: _____

Width

Length _____

Footing Width _____

Notes:

NAME: _____

ADDRESS: _____

DATE: _____

Floor Plan

Width

Length

Check all that apply and draw them on this page

North Arrow	☒	Lights	☐	Patios/Porches/Decks	☐
Proposed Construction	☒	Windows	☐	Smoke Detectors	☐
Electrical	☐	Doors	☐	Room Types	☐
Mechanical	☐	Structure dimensions	☐	Washer/Dryer	☐
Existing structures	☐	Outlets	☐	Water Heater	☐
Plumbing	☐	Vents	☐	Cooktop	☐
Fireplace	☐	Stairs	☐	Carbon Monoxide	☐
Room Dimesions	☐	HVAC	☐	Other (See notes)	☐

Notes:

NAME: _____

ADDRESS: _____

DATE: _____

Cross Section

The diagram shows a cross-section of a building with the following components and labels:

- Roof:** Roof Covering, Decking Material, Insulation, Truss Plate, Truss Materials and dimensions, Overall height of structure.
- First Floor:** Ceiling Covering, Framing Type, Insulation, Wall Covering, Sub Floor Material, Floor Covering, Joist material and dimensions, Siding Material, Gutter, Sill Plate.
- Second Floor:** Ceiling Covering, Sub Floor Material, Sill Plate.
- Foundation:** Slab, Foundation.

Dimensions are indicated on the left side: Overall height of structure, Second Story Height.

Check all that apply and draw them on this page

North Arrow
Proposed Construction
Ceiling Covering
Second Story Height
Floor Joist
Interior Wall Framing
Exterior Covering Type

x
x

Roof Covering
Insulation Type
Exterior Wall Framing
Soffit
Gutter
Stormdrain
Other (See notes)

Decks/Balconies
Overall Height
Truss Drawings
Skylight
Floor Covering
Subroof

Notes:
