



15. Is structure being constructed within a Subdivision? Yes No  
If yes, give Subdivision Name \_\_\_\_\_ Lot# \_\_\_\_\_
16. Is structure being constructed on acreage? Yes No If so, how many acres? \_\_\_\_\_
17. EXACT Directions to Building Site: *(Must furnish nearest intersection of county and/or state roads.)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Type of Footing:  Concrete  Slab  
 If other, give type \_\_\_\_\_  
Footing Contractor \_\_\_\_\_

19. Will structure have electricity? Yes No If so, who is electrician? \_\_\_\_\_

20. Will structure have plumbing? Yes No If yes,  Sink  Stool  Shower  
*(If the structure has a complete plumbing group (sink, stool, shower) and can be used as a bedroom, a soil analysis and the necessary modifications to the septic system must be included.)*

21. Plumbing Contractor: \_\_\_\_\_

22. Mechanical Contractor: \_\_\_\_\_  
Type of Heat \_\_\_\_\_

23. UTILITY PROVIDER (For Services At This Location):  
Electricity Provider \_\_\_\_\_ Office Location \_\_\_\_\_

**\*IMPORTANT:** Does the proposed structure have fifteen feet (15') of horizontal **AND** fifteen feet (15') of vertical clearance from all overhead utility lines? Yes No\*

*\*If structure DOES NOT have 15' vertical AND horizontal clearances, placement of structure must be approved by utility provided prior to issuance of permit. Appropriate form to be completed is available at Building Regulations Office upon request.*

24. WATER SOURCE: Private Well:  New  Existing  CU  Other \_\_\_\_\_  
If new, give name of company drilling well \_\_\_\_\_

25. DRIVE OR ACCESS INFORMATION:  
 Access From Farm Road  New  Existing  
If drive or access is existing, is an additional entrance proposed?  Yes  No  
 Driveway in Subdivision Length \_\_\_\_\_ Width \_\_\_\_\_  
 Access From State Highway

**INFORMATION REGARDING PUBLIC IMPROVEMENTS:**  
Please read carefully and be sure you understand the information provided with your permit concerning damage(s) to public improvements.

**DISCLAIMER:**  
Individual signing application is responsible for accuracy of information submitted. Information provided on the application has been furnished for the purpose of issuance of permit. Errors and/or omissions of information submitted with the application for permit are not the responsibility of Greene County or this office.

By my signature below, I affirm that I am the property owner or his legally authorized representative.

PLEASE PRINT YOUR NAME: \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

GREENE COUNTY BUILDING REGULATIONS

PHONE: 417-868-4015

INSPECTIONS CHECK LIST

FAX : 417-868-4175

**SINGLE FAMILY, ROOM ADDITION / REMODEL & ACCESSORY BUILDING**

- \_\_\_\_\_ 1. SITE EVALUATION REVIEW AND ON-SITE INSPECTION for all construction on sites with **NEW** or **EXISTING** septic systems. This review and on-site inspection must be done **BEFORE** any excavation is started.
- \_\_\_\_\_ 2. FOOTING INSPECTION (**BEFORE pouring concrete**) ALL PROPERTY PINS MUST BE VISIBLE AT TIME OF INSPECTION.
- \_\_\_\_\_ 3. IN-GROUND PLUMBING (plumbing, electrical and mechanical in any concrete floors **BEFORE** pouring concrete).
- \_\_\_\_\_ 4. ELEVATION CERTIFICATE (Minimum Floor Elevation for Storm Water) **When Required**.
- \_\_\_\_\_ 5. ROUGH-INS FOR FRAMING, ELECTRICAL, PLUMBING, MECHANICAL (**BEFORE** insulation and sheetrock are installed).
- \_\_\_\_\_ 6. ELECTRIC METER.
- \_\_\_\_\_ 7. AIR TEST (on **ALL** gas lines) and GAS METER (after furnace is installed).
- \_\_\_\_\_ 8. SEPTIC & LATERAL LINES (before covering).
- \_\_\_\_\_ 9. \*SEWER CONNECT (**BEFORE** work is covered).
- \_\_\_\_\_ 10. **IMPORTANT: ALL** concrete pours for driveways and/or sidewalks must be approved by the Greene County Highway Department **24 hours prior** to pouring. All public improvements **MUST** be inspected and approved by Greene County Highway Department **BEFORE** a final inspection will be scheduled.
- \_\_\_\_\_ 11. **IMPORTANT: ALL** driveway installations that access a Greene County farm road **MUST** be approved by the Greene County Highway Department **24 hours prior** to pouring. All driveway installations **MUST** be inspected and approved by Greene County Highway Department **BEFORE** a final inspection will be scheduled. **ALL** driveway permits are issued through the Greene County Highway Department. Please call their office for on-site evaluation 417-831-3591.
- \_\_\_\_\_ 12. If drive is to access a state highway, access permit **MUST** be obtained from Missouri Dept. of Transportation located at 3025 East Kearney Street. Dennis Underhill at 417-766-2691
- \_\_\_\_\_ 13. FINAL INSPECTION (**BEFORE** occupancy or placement of articles in the structure).  
**IMPORTANT NOTE: \*Willard sewer patrons must provide documents showing approval of sewer and all public improvements prior to final being scheduled. Scheduling inspection of public improvements must be made by calling Randy Brown at Willard City Hall, 417-742-3033.**

**!IMPORTANT NOTES, PLEASE READ!**

- \_\_\_\_\_ 1. **Permit number must remain clearly posted until construction is complete. Failure to do so could result in inspection(s) not being conducted.**
- \_\_\_\_\_ 2. **No Final Occupancy will be scheduled for any permit until all required inspections and documents have been completed and approved by the proper jurisdiction.**
- \_\_\_\_\_ 3. **THIS PERMIT WILL EXPIRE SIX (6) MONTHS FROM DATE OF ISSUANCE IF WORK HAS NOT COMMENCED. IF INSPECTION FOR COMPLETED WORK ARE NOT CONDUCTED AT LEAST EVERY SIX (6) MONTHS, THE PERMIT WILL EXPIRE.**
- \_\_\_\_\_ 4. **Any request for refund must be in writing to Resource Management Department, 940 Boonville, Springfield, MO 65802 and no refunds will be granted after one hundred and eighty (180) days from issuance of permit.**

**\* NOTE: OWNER RESPONSIBLE FOR DEED RESTRICTIONS AND COVENANTS**

**REQUESTING AN INSPECTION**

**If requesting a same day inspection, call must be received by 8:15 A.M.** All inspection requests are scheduled according to the number of inspections and the individual inspector's route.

When requesting a Final inspection, these requests must be called in **before 8:15 a.m., 24 hours** prior to the date of the requested inspection. If a Final inspection is called in **after 8:15 a.m.** it will be scheduled **48 hours** from the day of the request.

**THE FOLLOWING INFORMATION IS REQUIRED WHEN SCHEDULING INSPECTIONS**

- |                              |                                   |
|------------------------------|-----------------------------------|
| 1. Permit Number             | 2. Address of inspection site     |
| 8. Type of inspection needed | 4. Caller's name and phone number |

**I HAVE REVIEWED THESE STATEMENTS AND AGREE TO ABIDE BY THE CODES ADOPTED BY THE GREENE COUNTY COMMISSION. FAILURE TO HAVE AN INSPECTION CONDUCTED COULD RESULT IN UNCOVERING WORK SO THAT THE REQUIRED INSPECTION CAN BE ACCOMPLISHED. I UNDERSTAND THAT A FINAL INSPECTION MUST BE APPROVED BEFORE THE BUILDING IS TO BE OCCUPIED.**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**INFORMATION REGARDING**  
**PUBLIC IMPROVEMENTS**

By my signature below I certify that I understand the following:

1. Public improvements (sidewalks, curbs, driveways, and/or driveway entrances, streets and all other public improvements on right-of-way property) must be installed, inspected and approved by Greene County in accordance with adopted design standards.
2. Should any damage(s) occur to any of these improvements during construction, it is my responsibility as the permittee to repair these damage(s) in accordance with the Greene County Design Standards.
3. **Greene County Highway Department MUST be notified twenty-four (24) hours BEFORE:**
  1. any concrete pour for driveway and/or sidewalks on right-of-way
  2. installation of any culverts on right-of-way.Phone number for Highway Dept. 417-831-3591.
4. All damage(s) must be repaired and accepted by Greene County Highway Department or the utility owner before a final inspection will be conducted.
5. A Certificate of Occupancy will not be issued until all damage(s) are repaired and approved.

By my signature below, I certify that I am the permittee or his legally authorized representative and am in agreement with the above.

\_\_\_\_\_  
**(Print Name)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**Permit Number**