

MOVING A STRUCTURE

GREENE COUNTY BUILDING REGULATIONS
940 N. BOONVILLE, ROOM 305, SPRINGFIELD, MO 65802
PHONE: (417) 868-4015 FAX: (417) 868-4175
ResourceManagement@greencountymo.gov

I. PURPOSE

- a. To insure all phases of construction have been brought up to current building codes before approving dwelling for occupancy.

II. REQUIREMENTS

- a. A cash bond of fifteen hundred dollars (\$1,500.00). This bond is accepted at the time the permit is issued, and is required to be cash only. This cash bond will be refunded to the permittee once the structure has been moved and the proper inspections have been completed and approved by this office, and a Certificate of Occupancy has been issued by this office.
- b. Furnish this office with a legal description for the property where the structure will be moved to. If unable to obtain one, this office will assist you.
- c. Furnish a site plan showing the proposed setbacks from each property line and if there is an onsite wastewater treatment system, the site plan must show where the tank and lateral lines are located.
- d. Must obtain a soil analysis from a registered Soil Scientist if installing a new onsite wastewater treatment system. A list of certified Soil Scientists is available in our office.
- e. Provide the name and Greene County Certification Number of the onsite wastewater treatment system installer. A list of certified installers is available in our office.
- f. Provide the well driller's name and state I.D. number.
- g. Obtain a permit to move a structure from our office using the attached application and other required documents listed.
- h. When moving the proposed structure on any State Highway or County Farm Road, the proper permit(s) must be obtained by the appropriate office(s). The State Highway Department can be reached at (417) 840-6245. The Greene County Highway Department can be reached at (417) 831-3591.

GREENE COUNTY BUILDING REGULATIONS

Telephone: 417-868-4015 940 N. Boonville, Springfield, MO 65802 Fax: 417-868-4175
ResourceManagement@greencountymo.gov

MOVING A STRUCTURE PERMIT APPLICATION

FOR OFFICE USE ONLY

RECEIVED BY: _____

PERMIT # _____
PERMIT COST _____
APPLICATION
SITE PLAN
FLOOR PLANS
SEWER CONNECT
WASTEWATER DESIGN/SOILS
OWNERSHIP

NAME (LAST, FIRST):

BASIC INFORMATION

- 1. Permit Issued To: Property Owner Contractor/Installer
2. Name of Recorded Property Owner: Mailing Address: Work/Day Phone: Mobile/Evening Phone: Email Address:
3. Contractor/Installer (If other than Owner) Name: Mailing Address: Work/Day Phone: Mobile/Evening Phone: Email Address:
4. Work Site Address: (Must be approved by the Greene County Addressing Office - Room 305)
5. Is proposed structure within a Subdivision? If so, Subdivision Name: Lot Number:
6. Is structure being constructed on acreage? Yes No If yes, how many acres? If the acreage was/is established by an Administrative Subdivision, give Subdivision number:
7. EXACT Directions to Work Site: (Must furnish nearest intersection of county and/or state roads).

DATE CALLED:

INITIALS:

STRUCTURE INFORMATION

- 8. NUMBER OF SQUARE FEET FOR: Main Floor: Second Floor: Third Floor: Garage:
Will a basement be placed on the new property? Yes No If yes, list square footage:
Will basement be finished? Yes No
(If basement to be finished at a later date, an additional and separate permit is required prior to ANY of that work being started.)

Does structure have a Covered: Porch Patio Deck

Give Dimensions of each: _____ x _____ x _____

9. Does structure have an elevator? Yes No (If yes, a separate permit for elevator is required.)

10. Estimated Cost of Construction: _____

11. Will fill dirt be used on property? Yes No (If yes, designate fill area on the site plan)

Will fill dirt be placed under any portion of the proposed structure? Yes No

*(If yes, a compaction test **MAY** be Required to be submitted to this office prior to approval of footing inspection)*

12. Type of Footing: Concrete Slab Piers If other, give type: _____

Existing Footing: Yes No If new footings, Contractor's Name: _____

13. Is Blasting required? Yes No *****IF YES, STOP***** *****Before we can issue a building permit, we must have a Blasting Permit, including any required pre-blast survey.*******

UTILITIES & MECHANICAL INFORMATION -----

14. UTILITY CONTRACTORS: Electrician: _____ Plumber: _____

Mechanical Installer: _____

Well Driller: _____

Onsite Wastewater System Installer: _____ Cert. # _____

15. Type of Heat: Forced Air Wood Gas Logs

Ground Source/Heat Pump – This type of installation requires inspection of vertical holes by Greene County Environmental Department

Type of Air Conditioning: Central Air Other (Give Type): _____

16. UTILITY PROVIDER (For Services at this Location):

Electricity Provider: _____ Office Location: _____

Natural Gas Propane Gas Gas Supplier: _____

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

*If structure DOES NOT have 15' vertical AND horizontal clearances, placement of structure must be approved by utility provider prior to issuance of permit.

17. WATER SOURCE: Private Well: New Existing CU Other: _____

Sewer* City of Springfield Other sewer system, give name: _____

Onsite Wastewater System** Mechanical Conventional Other: _____

For existing onsite wastewater systems, type of tank: Metal Concrete

****Use of an existing system will require approval from the Environmental Division.**

18. Will repairs be made to existing: Tank Lateral Lines Tank/Lateral Lines No Repairs

19. Will this Structure be connected to a new onsite wastewater system? Yes No

20. Is sewer available within 200 feet of property? Yes No

**If the property serviced by an approved sewer and requires a sewer impact fee, no permit will be issued without the correct sewer connect documents.*

***If property is serviced by an onsite wastewater treatment system, a detailed site plan must be submitted at the time of application and a site evaluation and on-site inspection must be conducted by the Environmental Division **BEFORE** conducting **ANY** work connected with this permit.*

21. 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 to be sure you understand the information provided 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/her authorized representative.

PRINT NAME: _____ DATE: _____

SIGNATURE: _____

GREENE COUNTY BUILDING REGULATIONS

PHONE: 417-868-4015

INSPECTIONS CHECK LIST-MOVING A STRUCTURE

FAX: 417-868-4175

- ___ 1. Pre-inspection of building before building may be moved from current location.
- ___ 2. SITE EVALUATION REVIEW AND ON-SITE INSPECTION for all construction on sites with **NEW** or **EXISTING** onsite wastewater treatment systems. This review and on-site inspection must be done **BEFORE** any excavation is started.
- ___ 3. FOOTING INSPECTION (**before pouring concrete**) ALL PROPERTY PINS MUST BE VISIBLE AT TIME OF INSPECTION. *****Compaction Test may be required to pass footing inspection if fill dirt has been used*****
- ___ 4. IN-GROUND PLUMBING (plumbing, electrical & mechanical in any concrete floors (**before pouring concrete**))
- ___ 5. ELEVATION CERTIFICATE (Minimum Floor Elevation for Storm Water) **When Required.**
- ___ 6. ROUGH-INS FOR FRAMING, ELECTRICAL, PLUMBING, MECHANICAL (BEFORE insulation and sheetrock are installed.)
- ___ 7. ELECTRIC METER
- ___ 8. AIR TEST (on **ALL** gas lines)
- ___ 9. Gas Meter
- ___ 10. ONSITE WASTEWATER SYSTEM & LATERAL LINES (before covering)
- ___ 11. *SEWER CONNECT (**BEFORE** work is covered)
- ___ 12. IMPORTANT: ALL concrete pours for driveways and/or sidewalks and County Right of ways 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.
- ___ 13. **IMPORTANT: ALL** driveway installations that access a Greene County farm road must be approved by the Greene County Highway Department **24 hours prior** to **ALL** driveway installations. 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. Call their office for information at 417-831-3591.
- ___ 14. If drive is to access a state highway, access permit **MUST** be obtained from the Missouri Dept. of Transportation located at 3025 E. Kearney St. Phone: (417) 468-1381.
- ___ 15. FEMA ELEVATION CERTIFICATE **When required.**
- ___ 16. FINAL INSPECTION. (**BEFORE** occupancy or placement of articles in the structure).

****** IMPORTANT NOTES, PLEASE READ ******

- ___ 1. **Permit number must remain clearly posted at site address 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.**
- ___ 3. **THIS PERMIT WILL EXPIRE SIX (6) MONTHS FROM DATE OF ISSUANCE IF WORK HAS NOT COMMENCED. PERMIT WILL EXPIRE IF INSPECTION FOR COMPLETED WORK IS NOT CONDUCTED AT LEAST EVERY SIX (6) MONTHS.**
- ___ 4. **Any request for refund must be in writing to Resource Management Department, 940 N. Boonville, Room 305, Springfield, MO 65802 and no refunds will be granted after one hundred and eighty (180) days from issuance of permit.**

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

PLEASE GIVE THE FOLLOWING INFORMATION WHEN SCHEDULING INSPECTIONS:

- 1. Permit Number 2. Address of Inspection Site 3. 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 IINSPECTION 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:**
 - a. Any concrete pour for driveway and/or sidewalks on right-of-way
 - b. Installation of any culverts on right-of-way. **Phone number for Highway Department is 417-831-3591.**
- 4. Any 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/her legally authorized representative and I am in agreement with the above.

PRINT NAME: _____

DATE: _____

SIGNATURE: _____