



# CITY OF MARSHALL INSPECTION DEPARTMENT

City Office Building 214 N. Lafayette Ave. Marshall, MO Office Phone (660) 886-2653

## **HOW TO APPLY FOR A BUILDING PERMIT**

The City of Marshall Inspection Department wants your projects to be a success and will help you avoid potential problems that could cost time and money. We strive to make the building permit process as trouble-free as possible by providing resources and personnel to assist the citizens of Marshall with all of their building permit needs.

- Building Permit Applications may be emailed, faxed, or mailed upon request.
- Walk-in applications are accepted Monday thru Friday between the hours of 7:30 a.m. and 4:30 p.m. Closed from 12:00 P.M.-1:00 P.M.
- Assemble the required information for your project. Please call the Inspection Department at: (660) 886-2653 if you have any additional questions about permit requirements.
- Before you begin work contact the following:
  - Marshall Municipal Utilities: (660)886-6966 regarding water, sewer, and electric Impact Fees.
  - Marshall Municipal Services: (660)886-3945 regarding Excavation Permits and Storm Water.

## **TO APPLY FOR A BUILDING PERMIT, YOU MAY NEED:**

- A property survey or plot plan
- Two (2) sets of Plans for each building indicating the proposed work
- One (1) Building Permit Application
- Plans showing existing conditions
- Plans of the proposed work-Including a Site Plan
- Architect or Engineer services if required by the Code Official
- Property address and building information and the owner's name
- Name of the general contractor
- Names of the City-licensed electrical, plumbing, and mechanical contractors as well as all sub-contractors working on the project
- Written description of the work
- The permit fee – based on the total square footage of the project

## **WHEN WILL THE PERMIT BE ISSUED?**

The length of time before a Building permit is issued varies greatly depending on the season and the type of project. Some permits can be issued at the time of application. Others require further review by the Code Official. This process averages one week but can take longer.

**Call, email, or stop by our office for further information.**

### **Sheerie Norman**

Planning & Code Enforcement Manager

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