**Revised 01-2019**

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**Permits**

- **Excavation:**
  - When working in the City right-of-way. Also requires surety bond by a City licensed plumber.

- **Dumpster:**
  - Valid for 30 days, unless used with a valid building permit.

- **Portable Storage Unit:**
  - Valid for 14 days

- **Demolition or Relocation:**
  - Must provide a signed letter from each utility company that services have been disconnected.

- **Excavating and Grading:**
  - Permit Fees are base on cubic yards.

- **Land Disturbance (refundable when project is finished and approved):**
  - Subdivision fee is the number of lots x $50.00.
  - Residential lot fee is $500.00.
  - Commercial fee is the number of lots/tracts x $5,000.00.

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**Additional Information**

- **Re-Inspection Fees**
  - Re-inspection fees may be assessed when the inspection record card is not posted or available on the work site, approved plans are not available to the inspector, failure to provide access on the day the inspection is requested, or for deviating from plans requiring approval of the building official.

- **Residential . . . $25.00/re-inspection**
- **Commercial . . .$100.00/re-inspection**

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**What are easements?**

The City of Gladstone and the utility companies may have easements that are within your property lines. Easements are a right given to an entity to enter upon land that they do not own. Almost every home has an easement. It is important to look for easements in public records because a property owner cannot build permanent or temporary structures on top of easements.

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**What International Building Codes have been adopted by the City?**

The City of Gladstone is currently operating under the ICC 2015 Construction Code Series. These code books are kept on file in Community Development for viewing.

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City of Gladstone
Community Development
7010 N Holmes St
Gladstone, MO 64118
(816) 436-2200
www.gladstone.mo.us

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Revised 01-2019
## Permits

### What projects need a permit?

**Building:**
- **New House/Addition to a house** ($50 plan review fee)
- **Basements**, finish or remodel
- **Deck/Porch**, new or replacement (brochure available)
- **Driveway approach** (10-12’ back from the street/curb)
- **Fence over 6’ in height**, zoning requirements apply on all fences, call for details
- **Fireplace/Wood Burning Stove**
- **Garage/carport**, attached (separate brochure for detached)
- **Retaining Wall** over 4’ including foundation
- **Roof**, replacement or repair
- **Shed**, new or replacement (brochure available)
- **Swimming Pool/Spa** over 2’ in depth (brochure available)

### Who can apply for a permit?

You can apply for the permit if you are the homeowner and reside in the house, or if you are a licensed contractor with the City of Gladstone. If you have recently purchased the home, you will need to bring closing paperwork showing you are the new owner. If a contractor applies for the permit, he must have a Business License to work within the City and provide a Workers Compensation Certificate.

### How do I apply for a permit?

Submit a completed permit application containing information as to owner, type of work, cost of project and a drawing of your plans. If your plans meet the requirements, a permit will be issued. When you receive the permit you have legal permission to begin your project.

Ask about any inspections that are required for your project. It is the responsibility of the permit holder to call and schedule any inspections.

### Site plans should include:

**Decks/Porches:**
- Minimum setbacks are 35’ from the front property line, 25’ from the rear property line and 9’ from the side property lines. On corner lots, 25’ from adjacent street property line.
- Porches may extend 10’ into the front yard setback.

**Room Additions and Attached Garages:**
- Minimum setbacks are 35’ from the front and rear property lines and 9’ from the side property lines. On corner lots, 25’ from adjacent street property line.
- No more than 30% of your lot can be covered with structures.
- A site plan and construction documents must be submitted with your application. Generally, a hand drawing will suffice. It must show distances from the proposed addition to the property lines, as well as the square footage of the addition.

**Swimming Pools/Spas:**
- Must be a minimum of 35’ from the front property lines, 10’ from the rear and side property lines, 20’ from your neighbors house.
- Must be enclosed by a fence at least 4’ high with a latchable, self-closing gate.

### Other Permits Include:

- **Electrical:**
  - New Construction
  - Service Upgrades
  - New circuits or wiring including replacing or repairing

- **Mechanical:**
  - New Construction
  - Furnace and/or A/C replacement
  - Enlarge or alter existing system

- **Plumbing:**
  - New construction
  - Water heater replacement
  - Waste and vent piping
  - Water/sewer service lines, replace alter or relocate
  - Lawn irrigation, new or replacement (backflow test required)
  - Sump pumps

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**Don’t Forget...**

. . . to call 1-800-DIGRITE and have your utility lines marked free of charge. Calls must be placed at least three days before you begin your project.

[mo1call.com](http://www.mo1call.com)