

**APPLICATION FOR BUILDING PERMIT---**  
**APPLICATION FEE IS \$0.20/SQ FT OF MAIN STRUCTURE, \$300 MAXIMUM**

The Canton City Code, Title 4-Land Use and Title 5-Building and Construction, cover zoning and construction rules and regulations that have been adopted by the Canton City Council. The Canton City Code is available at Canton City Hall. A searchable version of the Municipal Code is also available through the City's website, <http://www.showmecanton.com>, and can be found by clicking on "Government" from the Home Page and then locating the link under the section titled "Canton Government Facts". **PLEASE ASK QUESTIONS EARLY IN THE DEVELOPMENT OF YOUR CONSTRUCTION PLANS. RESOLVING ISSUES IN THE DESIGN STAGE CAN HELP YOUR BUILDING PROCESS MOVE SMOOTHLY.**

Date of Application \_\_\_\_\_ Project Address \_\_\_\_\_

Owner(s): \_\_\_\_\_

Name

Phone Number

Address

Builder/Contractor: \_\_\_\_\_

Name

Phone Number

Address

Intended Use: \_\_\_\_\_

Indicate zoning district:     \_\_\_ R-1 One Family Dwelling District  
                                     \_\_\_ R-2 One Family Dwelling District  
                                     \_\_\_ R-3A Multiple Family Dwelling District  
                                     \_\_\_ R-3B Multiple Family Dwelling District  
                                     \_\_\_ R-4 Mobile Home Dwelling District  
                                     \_\_\_ B-1 Central Business District  
                                     \_\_\_ B-2 Highway Business District  
                                     \_\_\_ L-1 Light Industrial District

Cost of construction \_\_\_\_\_

Is this a new structure? Y \_\_\_ N \_\_\_     If yes, is this an accessory building? Y \_\_\_ N \_\_\_

Dimensions of proposed new structure:     Length \_\_\_ Width \_\_\_ Height \_\_\_

If multiple dwelling or business, number of proposed units: \_\_\_\_\_

Is this an addition to an existing structure? Y \_\_\_ N \_\_\_

If yes: Dimensions of proposed addition:     Length \_\_\_ Width \_\_\_ Height \_\_\_

          Dimensions of existing structure:     Length \_\_\_ Width \_\_\_ Height \_\_\_

All structures: Indicate principle type of Frame:     \_\_\_ Masonry, Wall Bearing  
   \_\_\_ Wood Frame  
   \_\_\_ Structural Steel  
   \_\_\_ Reinforced Concrete  
   \_\_\_ Other: \_\_\_\_\_

Dimensions of lot(s): \_\_\_\_\_     Square footage of lot(s): \_\_\_\_\_

Sq. ft. in new structure: \_\_\_\_\_     Total sq. ft. of existing structures on lot(s): \_\_\_\_\_

**Note: For residential construction, the total square footage of all structures on the lot(s) may not exceed 30% of the total square footage of the lot(s).**

**CONTINUE TO PAGE 2— SIGNATURES ARE REQUIRED!**

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**\*\*The following information must be included in a layout or plot plan drawn to scale and two (2) copies of the layout or plot plan must be attached to this application:**

\_\_\_\_\_ Actual Dimension of the Plot to be built upon                      \_\_\_\_\_ Size of the Lot  
\_\_\_\_\_ Size of the Building and Placement within the Lot                      \_\_\_\_\_ Height of the Building  
\_\_\_\_\_ Width, Length, and Height of Accessory Buildings and Location within the Lot

**By signing below you consent to the terms set forth in this application and give permission for proper authorities to be on the property for the purpose of verification of application information. By signing you also acknowledge you understand construction is not to commence prior to the issuance of a building permit and the display of the permit at the construction site.**

\_\_\_\_\_  
Signature of applicant                      Date                      Signature of builder/contractor                      Date  
\*\*\*\*\*

As Building Inspector for the City of Canton, I do hereby certify that I have inspected the above described project & found that it:

\_\_\_\_\_ Conforms to all rules & regulations as described in the Canton Municipal City Code and is approved.

\_\_\_\_\_ Does not conform to all rules and regulations described in the Canton Municipal City Code and is **NOT** approved.

\_\_\_\_\_  
Signature of Building Inspector                      Date  
Expiration Date \_\_\_\_\_ (180 days from permit issuance date)

**BUILDING PERMIT PROCEDURE**

1. All persons making application for a building permit under the terms of this Section must submit the application at least **forty-eight (48) business hours (6-business days)** prior to the first (1st) construction on the project. Any person commencing construction without having made application for a building permit at least **forty-eight (48) business hours** prior to construction shall be guilty of a misdemeanor and shall be punished as provided for in Section 100.220 of the City Code. ***The fee for any application submitted after construction has started will be doubled.***
2. Applicant can obtain a Building Permit application from City Hall or through the City's showmecanton.com website.
3. Applicant shall complete the application and submit it to City Hall, along with a minimum of two complete project plan diagrams and applicable fee referenced above.
4. City Hall will notify Building Inspector that an application has been filed.
5. Building Inspector will review the application, site diagram (project plan), visit the site, and verify compliance with all rules and regulations of the Canton Municipal City Code.
6. Building Inspector will issue a Building Permit at City Hall.
7. Applicant will be notified the Building Permit has been issued or declined.
8. Applicant must display permit at building site.
9. Building permit is valid for 180 calendar days from date of issuance.

ALL BUILDING PERMIT APPLICATIONS MUST BE SUBMITTED TO CANTON CITY HALL.  
APPLICATIONS WILL BE REVIEWED WITHIN 48 BUSINESS HOURS (6 BUSINESS DAYS) OF SUBMISSION.  
THE PERMIT FEE MUST BE PAID AT THE TIME OF APPLICATION AND THE ISSUED PERMIT DISPLAYED AT THE BUILDING SITE LOCATION BEFORE PROJECT WORK BEGINS.

**Please direct your questions by email to [cantoncityclerk@centurytel.net](mailto:cantoncityclerk@centurytel.net)  
or by calling 573-288-4413.**

City of Canton, MO  
Thursday, June 21, 2018

## Chapter 405. Zoning Code

### Article IX. Administration

#### Section 405.240. Building Permit.

[CC 1985 §42.700; Ord. No. 488-C §51—2, 11-20-2000]

- A. No building or structure shall be erected, added to or structurally altered until a permit has been issued by the Building Inspector. Except upon a written order of the Board of Adjustment, no such building permit shall be issued for any building where said construction, addition, alteration or use thereof would be in violation of any of the provisions of this Chapter.
- B. There shall be submitted with all applications for building permits two (2) copies of a layout or plot drawn to accurately show actual dimensions of the lot to be built upon, the exact size and location on the lot of the building and accessory buildings to be erected, and such other information as may be necessary to determine and provide for the enforcement of this Chapter. There shall be submitted with all applications for a building permit the following application fees:  
[Ord. No. 784-C §1, 10-19-2016]
  1. Building permit — residential structure: twenty (20) cents per square foot of the main structure, with a maximum of three hundred dollars (\$300.00).
  2. Building permit — commercial structure: twenty (20) cents per square foot of the main structure, with a maximum of three hundred dollars (\$300.00).
  3. Late applications — any applicant submitting an application for a building permit after construction has begun shall pay an application fee equal to two (2) times the above amounts for residential or commercial building permits.
  4. Demolition permit: fifteen dollars (\$15.00).
- C. *Application For Permit At Least Forty-Eight Hours Prior To Construction.* All persons making application for a building permit under the terms of this Section must submit the application at least forty-eight (48) business hours prior to the first (1st) construction on the project. Any person commencing construction without having made application for a building permit at least forty-eight (48) business hours prior to construction shall be guilty of a misdemeanor and shall be punished as provided for in Section 100.220 of the City Code.
- D. One (1) copy of such layout or plot plan shall be returned, when approved by the Building Inspector together with such permit to the applicant.
- E. *Duration Of Building And Demolition Permits.*  
[Ord. No. 778-C §1, 7-18-2016]
  1. Every building or demolition permit shall become invalid unless the work authorized on the site by such permit is commenced not later than one hundred eighty (180) days after the date of issuance of the permit.
  2. If the building or demolition permit shall expire and it has not been three hundred sixty-five (365) days since the original date of issue, it may be reactivated by payment of one-half (1/2) of the original permit fee.
  3. If more than three hundred sixty-five (365) days have expired since the original date of issuance of the permit, the permit may not be reactivated and a new permit application and full permit fee must be

submitted.

## Section 405.250. Certificate of Occupancy.

[CC 1985 §42.710]

- A. After completion of a building or structure for which a building permit has been issued and all requirements of all Codes and ordinances of the City of Canton have been met, a certificate of occupancy shall be issued by the Building Inspector stating that the building or proposed use thereof complies with the provisions of this Chapter.
- B. No non-conforming use shall be maintained, renewed or changed without a certificate of occupancy having first been issued by the Building Inspector.
- C. All certificates of occupancy shall be applied for coincident with the application for a building permit. The certificate will be issued within ten (10) days after the erection or alteration has been approved as complying with the provisions of this Chapter.
- D. The Building Inspector will maintain a record of all certificates, and copies shall be furnished upon request to any person having a proprietary or tenancy interest in the building affected.
- E. No permit for excavation for, or the erection or alteration of, or repairs to any building will be issued until an application has been made for a certificate of occupancy.