

ORDINANCE 446

City of Van Buren, Missouri

Bill No:

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AN ORDINANCE TO MODIFY REQUIREMENTS AND TERMS FOR BUILDING PERMITS WITHIN THE CITY CODE OF THE CITY OF VAN BUREN, MISSOURI

WHEREAS, on June 17, 1975, the City of Van Buren adopted Ordinance #237, establishing a Building Code for the City of Van Buren and setting forth certain requirements of building permits thereunder; and,

WHEREAS, on June 23, 1992, the City of Van Buren adopted Ordinance #301, therein concerning the enforcement of, applications for, and building permits required by the City of Van Buren; and,

WHEREAS, the Board of Alderman of the City of Van Buren has deemed it reasonable and necessary in the proper development of the City and to maintain the health, safety and well-being of the citizens of Van Buren, Missouri to modify the provisions presently existing in the City Code with respect to building permits;

THEREFORE, be it ordained by the Board of Alderman of the City of Van Buren, Missouri, as follows:

1. Section 405.150 of the City Code of the City of Van Buren, Missouri shall be repealed in its entirety, and in its place the following provisions shall be enacted and entitled "Section 405.150: ENFORCEMENT, APPLICATIONS AND PERMITS" with the following subsections:

A. Administration and Enforcement

The Building Inspector/Code Enforcement Officer, appointed by the Mayor with the consent and approval of a majority of the members of the board of alderman, shall administer and enforce this ordinance. The officer shall submit written reports (frequency TBD) to the City Clerk detailing inspections and code violations, which shall be forwarded to the Chief of Police for citation issuance per Section 17.

B. Building Permit Requirement

- (1) No person shall commence or proceed with the erection, construction, reconstruction, conversion, alteration, enlargement, extension, raising, or moving of any building or structure, or portion thereof, without first obtaining a building permit from the City Clerk.
- (2) It shall be unlawful to engage in any act contemplated within the above subsection (1) and each such violation shall be subject to the punishment set forth in this Code under Section 100.220 in addition to any special penalties set forth in this section.

C. Application Process

- (1) **Submission:** Every application shall be made in-writing and submitted to the City Clerk, either:
 - a) Electronically, via the City's online permit portal, when available; or,
 - b) By delivering a physical copy thereof to the City Clerk at City Hall during regular business hours.
- (2) **Required Documentation:** Each application shall include complete and legible copies of each of the following:
 - a) A detailed set of plans showing the size, location, materials, and construction details of the proposed building or structure. For commercial projects, two sets of plans are required.
 - b) A site plan indicating the building's location on the lot, setbacks, parking, and other relevant features.
 - c) Any additional information required by the Building Inspector to verify compliance with this ordinance and applicable building codes.
- (3) **Review and Processing:**
 - a) Any application made to the City Clerk which fails to include any items in the above subsection (2), may be rejected without further review in the discretion of the Building Inspector/Code Enforcement Officer, City Clerk, or the Mayor.
 - b) Following review of the application, one set of plans shall be retained by the City Clerk as a permanent record, and one set returned to the applicant upon permit issuance.

D. Application Forms

The City Clerk shall provide standardized forms and instructions for permit applications, available both online and in physical format.

E. Record Keeping

A comprehensive record of all applications, plans, and issued permits shall be maintained by the City Clerk and made available for public inspection.

F. Fee Schedule

- (1) **Establishment:** Fees for building permits, specialty permits, special use permits, certificates of occupancy, appeals, and other zoning-related applications shall be set by the City Council and published in the City's official fee schedule.
- (2) **Alignment:** The fee schedule shall be based on a comparative analysis of fees charged by other Third-Class and Fourth-Class cities in Missouri and may be reviewed annually to ensure regional consistency and economic alignment. Nothing contained herein shall require the City to set fees at any designated level or by use of a mathematical computation from the comparative analysis, but rather such fees shall be set in the discretion of the City after consideration of aforementioned informational input.

(3) **Fee Schedule:** The fees to be charged for permits covered under this Section, subject to all other provisions hereof and revision of such fees as provided for otherwise herein, shall be as follows:

a) **Building Permits:**

- i. *Residential:* \$5 per \$1,000 of construction value, with a minimum fee of \$25.
- ii. *Commercial/Industrial:* \$10 per \$1,000 of construction value, with a minimum fee of \$50.

b) **Specialty Permits:**

- i. *Electrical Permit:* \$30
- ii. *Plumbing Permit:* \$30
- iii. *Mechanical Permit:* \$30 base
- iv. *Sign Permit:* \$50 for signs up to 32 square feet, \$100 for larger signs.
- v. *Fence Permit:* \$25 for fences up to 6 feet tall, \$50 for taller fences.
- vi. *Demolition Permit:* \$50 for structures up to 1,000 square feet, \$100 for larger structures.

c) **Plan Review:** 50% of the building permit fee.

d) **Certificate of Occupancy:** \$25 (residential), \$50 (commercial).

e) **Special Use Permit:** \$200 (e.g., cemeteries, trailer parks, hospitals).

f) **Appeal to Board of Adjustment:** \$50.

g) **Permit Extension:** \$50 flat fee.

h) **Reinspection Fee:** \$10 per reinspection.

i) **Impact Fees:** May be assessed for developments impacting public infrastructure (e.g., roads, schools, parks), with amounts determined by the City Council based on project specifications and costs incurred or expected to be incurred by the City in assessing such impacts.

(4) **Payment Methods:** Fees are payable by cash or check.

(5) **Penalties:** In addition to all other penalties which may be imposed for a violation of the provisions of this Section, any violation hereof shall be subject to the following specific penalties:

- a) Commencement of or proceeding with any conduct requiring a permit hereunder without such required permit shall result in the imposition and charge of a permit fee equal to twice the permit fee which would otherwise be applicable.
- b) Any payment received after the 30th day following the date such payment is due, shall accrue a late penalty equal to ten percent (10%) of the amount due for each thirty (30)

day period following the due date. Such late penalty shall be calculated on the balance of the original amount due.

- (6) **Fee Waivers:** The Building Inspector may waive fees for non-profit organizations or projects benefiting the public, subject to City Council approval. Upon approval by a majority of the Board of Alderman, the City may waive late fees assessed under this Section in full or in part, as determined by the majority of the Board of Alderman to be appropriate.

G. Permit Expiration and Extensions

- (1) **Expiration:** Any building permit, under which no construction work has been commenced within six (6) months after the date of issue of said permit, or under which the proposed construction has not been completed within twenty-four (24) months of the date of issue, shall expire by limitation and no further operation shall occur or take place under such permit after such expiration.
- (2) **Extensions:** Upon payment of the extension fee specified in the fee schedule of this Section, a building permit may be once extended for a period not exceeding twelve (12) months. No extension shall be permitted of a building permit unless all applicable fees are paid on or prior to the date of expiration of the building permit.

H. Certificate of Occupancy

- (1) **Certificate Required:** No change in use or occupancy of land or buildings (except single-family dwellings) shall occur without a certificate of occupancy, confirming compliance with this ordinance and applicable codes.
- (2) **Issuance:** Certificates of Occupancy, stating the new occupancy complies with all provisions of this Chapter, shall be issued by the City Clerk, upon receiving notice of inspection and approval by the Building Inspector; and, a record of all certificates of occupancy shall be retained on file by the City clerk, with copies thereof to be furnished upon request to any person having a proprietary or tenancy interest in land or a building affected by such certificate of occupancy.
- (3) **Prohibitions Prior to Obtaining Certificate.** No permit for excavation for or the erection or alteration of any building shall be issued before the application has been made and approved for a Certificate of Occupancy and compliance, and no building or premises shall be occupied until such certificate and permit are issued.

I. Special Approvals

For construction types listed in Subsection H (e.g., manufactured housing, commercial districts), in addition to the requirements otherwise set forth in this Section, applications shall require:

- (1) Approval by a two-thirds majority vote of the City Council; and,
- (2) Inspection and a written report by the Building Inspector prior to the vote.

J. Incentives

The City Council may offer expedited review and reduced fees for projects promoting affordable housing or sustainable building practices, as defined by council policy.

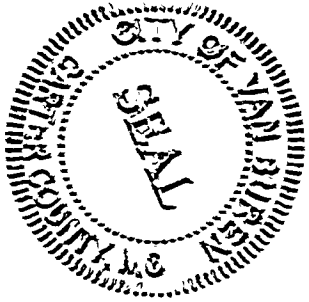
Read two times and passed this 13 day of April, 2026.

Johnathan Hughes

Heath Grassham

Vince Holt

Bobby Barnes



CITY OF VAN BUREN, MISSOURI

John Bailiff, Mayor

ATTEST:

Cori Pogue, City Clerk