

# *Boone County, Missouri*

# Guide to Construction Permits

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## County of Boone

This brochure provides an overview of permits that may be required for land disturbance and building activities within the unincorporated areas of Boone County.

Whether you're remodeling, building a home, or performing general land disturbance activities, this brochure is your guide to the possible permits you may need for your specific project.

**In some cases, more than one type of permit may be needed.**

This guide will help you quickly find your way through the County's permits and direct you towards additional sources of information.

Permit applications may be obtained online or in person from the department listed with the description of the permit. Please refer to the County website ([www.showmeboone.com](http://www.showmeboone.com)) for additional information not covered in this brochure.



**Building Permit**

A building permit is required for construction that physically changes or adds a structure to your property, or for work regulated by codes or resolutions. If you are constructing something other than what is listed below, please contact the Resource Management Department to see if a permit is required.

- Any commercial or industrial building or structure
- Any structure larger than 160 sq. ft.
- Any construction involving structural, electrical, plumbing, heating and air, or insulation
- Homes
  - New or Remodeling
  - Additions, including decks, porches, and sunrooms
  - Re-roofing
- Mobile/Modular Homes
- In Mobile Home Parks
  - Gas Hookups
  - Electrical hookups
  - New lot pad/runners/piers
- Garages & Carports
- Sheds, Barns (non-ag), Workshops, & Greenhouses
- Swimming Pools & Hot Tubs
- Fences exceeding 12 feet in height
- Retaining walls over 4 feet in height
- TV/Ham Radio Towers
- Signs

**Exemptions:**

- Cosmetic work such as re-siding or painting.
- Agriculture structures. Please contact Boone County Planning & Building at 573-886-4330 to see if your building will meet the agriculture specifications.

Fees for new construction are based on the square footage of the project and type of construction. Fees for alterations/remodels are based on the estimated cost of construction. Additional fees apply for a waste water permit or driveway permit if applicable.

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The County does not require a demolition permit, however, you should check with the Boone County Fire Protection District for any controlled burn of a structure, or the Boone County Health Department when removing asbestos material.

### Commercial Building Permit

For a commercial building permit, plans prepared by an architect or engineer must be submitted and reviewed prior to a permit being issued. Three sets of stamped plans plus a set on CD are required. If you are building within the city limits of Ashland, you will need to submit an additional set of plans.

### Wastewater Permit

This permit is required when installing a new on-site sewage system or remodeling/renovating an existing sewage system. A certified installer must install the on-site sewage system. Conventional and alternative systems may be used, however, alternative systems must be designed by an engineer.

Septic systems require a soil analysis prior to installation.

For a new on-site sewage system, there is a permit fee of \$200.00. There is a fee of \$125.00 to remodel or renovate an existing system. Tap fees may also apply if you will be connecting to either the County or City of Columbia's sewer systems.

For more information, see Chapter IV of the Boone County Wastewater Treatment Ordinance.

If you wish to employ an installer not on the County's certified list, ask them to contact the Health Department for information on certification prior to doing the work.

To view a list of County approved installers, visit [www.gocolumbiamo.com/Health/Wastewater\\_Systems/index.php](http://www.gocolumbiamo.com/Health/Wastewater_Systems/index.php)

### Driveway/Culvert Permit

This permit is required if installing a new driveway/culvert or changing an existing driveway/culvert that connects to a county maintained road.

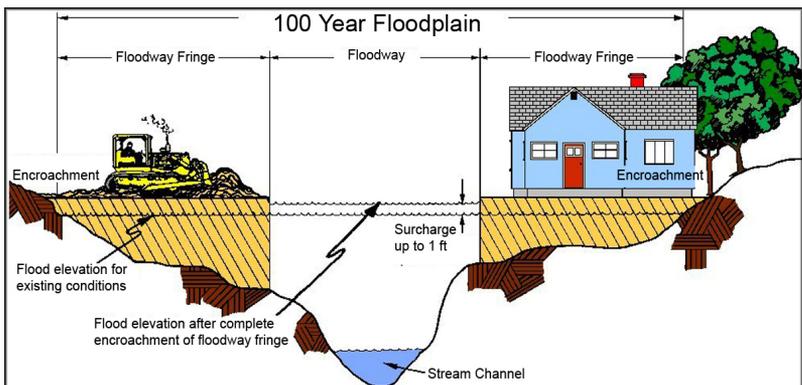
There is a \$60.00 fee.



### Floodplain Development Permit

All building permit applications are checked against the flood maps to determine the location of a proposed structure relative to the regulatory floodplain. Structures proposed for the floodplain fringe area can be built provided that they are either elevated or flood-proofed. There are very strict prohibitions against building in the floodway itself. Agricultural structures may be allowed provided the structure meets the requirements of the Floodplain Management Ordinance.

There is no fee for a floodplain development permit.



*Illustration courtesy Kansas Department of Agriculture*

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### Land Disturbance Permit

Boone County requires a land disturbance permit for any activity that disturbs one acre or more of land. Additionally, no one person shall engage in the grading of land in excess of 3000 ft<sup>2</sup>, or the use of motorized equipment in or near a sinkhole, losing stream, cave, spring, wetland, or other environmentally sensitive area without first securing a permit from the Director.

To determine the acreage size of the area you are disturbing, divide the total square footage by 43,560. For example, if the area you want to clear is 125 feet by 95 feet, your total square footage is 11,875 sq. ft. Divide 11,875 by 43, 560. Your disturbed area is 0.27 acres.

To apply for a land disturbance permit, a Stormwater Pollution Prevention Plan (SWPPP) must be submitted to and approved by the Resource Management Department. A security deposit is also required to cover 150% of the erosion and sediment controls that are detailed in the SWPPP.

For more information, see the Boone County Stormwater Ordinance, Section 8.3.

There is a fee of \$150.00, plus the 150% security deposit.

Although land disturbance activities less than one acre do not require a permit, it does require adequate erosion/sediment control and pollution control practices. Noncompliance may result in fines.

### Stormwater Discharge Permit

No stormwater drainage facility can be constructed, altered or reconstructed without a stormwater discharge permit. The permit application and plans must be submitted for review and approval of the Director.

There is a fee of \$50.00.

### Right-of-Way Work Permits

- **Individual** – This permit is issued to applicants who wish to perform excavation work within Boone County road right of way. There is a required deposit of \$150.00; a larger deposit may be required if warranted by the scope of the work and the number of inspections required. Any unused balance of the deposit will be reimbursed to the individual upon completion of work.
- **General** – This permit is issued to utility service providers which are required to regularly perform excavation work within Boone County road right of way.
- **Special** – This permit is issued to utility service providers that require a specific on-site inspection for excavation work within Boone County road right of way.

See the Boone County Right of Way Work Permits Policy, Fee Schedule, Appendix A, for individual charge out rates and billing information.



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### MoDNR Land Disturbance Permit #402

The Department of Natural Resources also requires a permit when a construction activity disturbs one acre or more of land by clearing, grading, or excavating. This permit must be obtained before any land disturbance activities can take place.

For more information, contact MoDNR's Northeast Regional Office at 660-385-8090.

### MoDNR Burn Permit for Land Clearing Operations

Any waste generated by a business, trade, industry, salvage or demolition operation cannot be burned without a permit issued by the Department of Natural Resources. Permits will only be considered for untreated wood wastes.

For more information about open burning, contact MoDNR's Northeast Regional Office at 660-385-8090.

Prior to conducting any open burning, businesses and citizens should contact their local fire department to alert them of the burn.

Wastes that may not be burned include, but are not limited to:

- Tires
- Rubber Products
- Hazardous Materials
- Styrofoam
- Plastics
- Petroleum Based Products
- Demolition Waste
- Treated Wood
- Asbestos-containing Material

**MoDNR Water Quality Certification #401**

This certification will be required by the Army Corps of Engineers (ACOE) before an ACOE Section 404 permit is issued. The ACOE will determine if a DNR 401 permit is needed for your project.

For information on the Water Quality Certification, #401, call 573-751-1300.

**Army Corps of Engineers (ACOE) Section 404 Permit (Changes made to a waterway or its banks)**

Under Section 404 of the Clean Water Act, any discharge of fill material caused by dredging, dumping, construction, filling, excavation, or other modifications within “Waters of the U.S.” will need a permit from the ACOE.

Waters of the U.S. include rivers, creeks, streams, ditches, lakes, ponds, and wetlands. You may need a permit to work on your own property. These permits are required when:

- Channelizing, rerouting, or piping a ditch, stream or waterway;
- Excavating or placing fill into a wetland or other water of the U.S. for the purpose of building on, farming, constructing road crossings, utility lines, outfall structures, etc.;
- Placing fill, rock, or a structure to protect, stabilize, or reclaim eroded bank lines;
- Deepening a channel, the area around a dock, or other dredging;
- Building levees, dams, dikes, and weirs;
- Conducting drainage improvements;
- Placing aerial or submerged utility crossings

This includes work that takes place in, under, or over water or wetlands adjacent to “Waters of the U.S.” such as the Missouri River.

For permit applications, contact the ACOE at 573-634-2248.

## **County of Boone**

### **County Offices Referenced in this Guide:**

**Resource Management** 573-886-4330

**Columbia/Boone County Health Department** 573-874-7346

[www.gocolumbiamo.com/Health/](http://www.gocolumbiamo.com/Health/)

### **State Offices Referenced in this Guide:**

**Department of Natural Resources Section 401** 573-751-1300

[www.dnr.mo.gov/env/wpp/401/](http://www.dnr.mo.gov/env/wpp/401/)

**Department of Natural Resources Section 402** 660-385-8000

[www.dnr.mo.gov/env/wpp/stormwater/sw-land-disturb-permits.htm](http://www.dnr.mo.gov/env/wpp/stormwater/sw-land-disturb-permits.htm)

### **Federal Offices Referenced in this Guide:**

**Army Corps of Engineers Section 404** 573-634-2248

[www.nwk.usace.army.mil/regulatory/NWP\\_2007/nwp.htm](http://www.nwk.usace.army.mil/regulatory/NWP_2007/nwp.htm)

### **Other References:**

#### **Boone County Right of Way Work Permits Policy**

[https://showmeboone.com/pw/common/pdf/Right\\_of\\_Way\\_Management\\_Policy.pdf](https://showmeboone.com/pw/common/pdf/Right_of_Way_Management_Policy.pdf)

#### **Boone County Zoning Regulations**

[www.showmeboone.com/pb/webpublish/documents/ZoningOrdinance.pdf](http://www.showmeboone.com/pb/webpublish/documents/ZoningOrdinance.pdf)

#### **Boone County Subdivision Regulations**

[www.showmeboone.com/pb/webpublish/documents/SubdivisionRegulations.pdf](http://www.showmeboone.com/pb/webpublish/documents/SubdivisionRegulations.pdf)

#### **Boone County Wastewater Treatment Ordinance**

[www.gocolumbiamo.com/Health/Wastewater\\_Systems/documents/On-siteWaste\\_08.pdf](http://www.gocolumbiamo.com/Health/Wastewater_Systems/documents/On-siteWaste_08.pdf)

#### **Boone County Stormwater Ordinance**

[www.showmeboone.com/pw/common/pdf/BooneCountyStormwaterOrdinance.pdf](http://www.showmeboone.com/pw/common/pdf/BooneCountyStormwaterOrdinance.pdf)



***Boone County, Missouri***

Resource Management Dept.  
Stormwater Division  
Boone County  
Government Center  
801 E. Walnut, Room 315  
Columbia, MO 65201  
573-886-4330

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



Courtesy of Boone County

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