

## Planning Home Building Projects

With the Holiday season just a few short months away, many will be taking on new building projects to fix up their home. Many projects around the home require you to obtain a permit for the work. Here is a quick guide to help you figure out what is needed for a building permit.

- 1) Determine if your project requires a building permit. You can access this information via the City's Website. Go to [www.manchestermo.gov](http://www.manchestermo.gov) and click "Document and Form Center" in the left hand column. Scroll down to "Planning & Zoning". Under this subheading you will find a variety of helpful documents including "When is a Permit Required for Residential Project". You may view the PDF file to determine if your particular project will require a permit.
- 2) If your project does require a permit you will be able to find the permit application under this same subheading.

Project	Type of Application Required
Accessory Buildings (120 sq. ft. or less)*	Accessory Building Application
Dumpster rental/ POD storage	Dumpster/POD Storage Application
Fence *	Fence Application
Additions to home* Accessory Buildings (larger than 120 sq. ft.)* Basement Refinish Bathroom Remodel Carport* Deck* Demolition* Detached Garages* Fireplace/Stoves Interior Finish Kitchen Remodel Retaining Wall (3 feet or higher)* Sun Room*	Municipal Zoning Approval Application
Items marked with an asterisk (*) will also require you to provide a survey of your property.	

- 3) Fill out the appropriate application form and submit the application, along with required documents, to the Planning & Zoning Department at City Hall (14318 Manchester Road).
- 4) Pay applicable fee for the application.

Any questions about permitting, please contact the Planning & Zoning department at 636-227-1385 ext. 118.