

Terre Du Lac Association, Inc.

**111 Rue Terre Bonne
Bonne Terre, MO 63628**

(573)358-5701

FAX (573)358-7957

Revised 7/23/12

NEW HOME CONSTRUCTION PERMIT REQUIREMENTS AND PROCEDURES

PERMIT APPLICATION

Take the completed permit application to the Association Office along with the items listed below and pay the Permit Fees and Deposit.

- 1-A current survey and plot plan that includes placement of structure(s) showing distances to the front, sides and rear property lines.**
- 2-Professionally prepared scale drawings of the structure(s).**
- 3-Building Permit Contractor List.**
- 4-Paid Receipt from TDL Utilities showing all hook up and tap fees have been paid.**
- 5- Manufactured Homes and Modular Homes are required to submit a copy of the title for age verification.**
- 6-Additional documents if required.**

NO CONSTRUCTION SHALL TAKE PLACE UNTIL THE SUBMITTED DOCUMENTS LISTED ABOVE HAVE BEEN REVIEWED BY THE PERMIT COORDINATOR AND APPROVED BY THE ASSOCIATION BOARD OF DIRECTORS.

REQUIRED INSPECTIONS:

- 1-On site inspection to verify the property lines and intended location of structure(s).**
- 2-Inspection of the footing forms for proper placement before pouring concrete.**
- 3-Final inspection of the site.**

BUILDING PERMITS MUST BE POSTED AT THE CONSTRUCTION SITE AT ALL TIMES

NOTE

- 1-Any changes to the submitted plans without prior approval can result in the requirement to dismantle completed work and/or forfeiture of deposit.**
- 2-All construction sites shall be maintained free and clear of accumulated debris and waste material.**

IT IS THE APPLICANT'S RESPONSIBILITY TO REQUEST THE FINAL INSPECTION AND UPON PASSING THAT FINAL INSPECTION, REQUEST RETURN OF DEPOSIT.

TERRE DU LAC ASSN., INC. BUILDING PERMIT INFORMATION

TERRE DU LAC ASSOCIATION, INC. PERMIT # _____
111 RUE TERRE BONNE
BONNE TERRE, MO 63628
ADMINISTRATION TEL. 573-358-5701
PUBLIC WORKS 573-358-5111
PERMIT COORDINATOR EMAIL: CODEENFORCE@TERREDULACASSN.ORG

NEW HOME OR COMMERCIAL CONSTRUCTION
PERMIT APPLICATION

DATE: _____ TENTATIVE START DATE: _____
PROPERTY OWNER APPLICANT: _____

MAILING ADDRESS: _____
STREET CITY STATE ZIP

TELEPHONE: _____ EMAIL ADDRESS: _____
(AREA CODE)

CONSTRUCTION SITE: LOT (s) _____ BLOCK _____ PLAT _____
STREET ADDRESS: _____

CONSTRUCTION ACTIVITY OR STRUCTURE IS (Please check which applies):

NEW HOME MODULAR HOME MANUFACTURED HOME MUTLI FAMILY DWELLING COMMERCIAL STRUCTURE

MAIN LEVEL LIVING SPACE SQUARE FOOTAGE: _____

REQUIRED ITEMS:

- SURVEY PLOT PLAN
- PROFESSIONALLY PREPARED SCALE DRAWINGS (ALL ELEVATIONS, FLOOR PLANS, FOUNDATION, AND FRAMING)
- CONTRACTORS LIST
- PAID UTILITIES RECEIPT
- AGE VERIFICATION (MOBILE AND MODULAR HOMES ONLY)

SEWER ON SITE _____ **WATER ON SITE** _____ **VERIFIED WITH CONFLUENCE ON** _____ **VERIFIED BY** _____

OTHER _____

LIST THE REQUIRED FEE AND DEPOSIT FOR THE TYPE OF CONSTRUCTION AS LISTED ON THE FEE AND DEPOSIT SCHEDULE

FEE: \$ _____ **DEPOSIT:** \$ _____ **TOTAL:** \$ _____

On the reverse side of this document are the general building permit conditions and/or provisions for all Building Permits issued by Terre Du Lac Assn., Inc. Special conditions and/or provisions, other than those listed, may apply to your individual construction permit and will be listed on the back of each building permit card issued by Terre Du Lac Assn, Inc. It is the Applicants and/or Property owner's responsibility to ensure that all conditions and/or provisions for their Building Permit are to be followed and/or implemented.

Failure to follow these and other applicable special conditions and/or provisions may cause un-necessary delays to your construction project and/or a penalty to be assessed against the security/performance deposit. Please read the Building Permit conditions and/or provisions carefully, then sign, date and submit the application, along with the required documentation and payment, to the Terre Du Lac Association, Inc. Administration office. Permit applications that are not signed and dated and/or that do not have the required documents included will be returned to the applicant.

TERRE DU LAC ASSN., INC. BUILDING PERMIT INFORMATION

Please allow us ample time to process your permit application. Permit applications and the submitted plans will be reviewed for compliance with Terre Du Lac Association, Inc. Covenants and Restrictions, Rules and Regulations, and Permit Policies for Construction and All Activities.

CONDITIONS / PROVISIONS / POLICIES FOR ALL CONSTRUCTION TYPES

BUILDING PERMIT MUST BE POSTED AT THE PROPERTY LISTED ON THE PERMIT CARD. PERMIT CARD MUST BE VISIBLE FROM THE STREET.

ALL CONTRACTORS MUST REGISTER WITH TERRE DU LAC ASSN., INC. BEFORE ENGAGING IN ANY BUILDING PERMIT ACTIVITY.

ANY CHANGES TO THE SUBMITTED PLANS MUST BE APPROVED BY THE ASSOCIATION PRIOR TO IMPLEMENTING THE CHANGES.

PROPER EROSION CONTROL DEVICES WILL BE PLACED

(Types of acceptable forms of erosion control are, but not limited to, silt fencing, erosion netting, loose straw and/or bales)

ALL DRIVEWAY CULVERTS ARE TO BE A MINIMUM DIAMETER OF EIGHTEEN (18) INCHES.

THE STORING AND/OR OVERNIGHT PLACEMENT OF CONSTRUCTION AND/OR WASTE MATERIALS ON ASSOCIATION RIGHT OF WAYS, AND/OR COMMON GROUND AREAS, IS PROHIBITED.

VEHICLES AND/OR EQUIPMENT PARKED ON OR NEAR A ROADWAY MUST NOT CREATE A TRAFFIC HAZARD.

WARNING DEVICES WILL BE USED WHEN IT BECOMES NECESSARY, DUE TO CONSTRUCTION ACTIVITY, TO BLOCK AND/OR PARTIALLY BLOCK ANY ROAD WAY. NOTIFICATION TO THE TERRE DU LAC POLICE DEPARTMENT AND/OR ADMINISTRATION OFFICE MUST BE MADE TWENTY-FOUR HOURS PRIOR TO ANY ROAD CLOSURE AND/OR LANE BLOCKAGE DUE TO CONSTRUCTION ACTIVITY

BURNING OF WASTE MATERIALS FROM CLEARING AND/OR CONSTRUCTION ACTIVITY IS TO BE DONE IN ACCORDANCE WITH ALL STATE, COUNTY, AND/OR LOCAL STATUTES, ORDINANCES, RULES, AND/OR REGULATIONS, AND ARE TO BE PROPERLY SUPERVISED AT ALL TIMES. APPROPRIATE CARE SHOULD BE TAKEN TO ENSURE THE SAFETY OF PERSONS AND/OR ADJOINING PROPERTY. UNATTENDED FIRES ARE SUBJECT TO BEING EXTINGUISHED BY THE ASSOCIATIONS FIRE DEPARTMENT, AND CHARGES AGAINST PERMIT HOLDERS, CONTRACTORS, AND/OR PROPERTY OWNERS MAY BE FILED WITH THE APPROPRIATE AUTHORITY

ALL NEW HOME CONSTRUCTION WILL BE REQUIRED TO PASS AN EXTERIOR FULL FINISH INSPECTION. THIS INSPECTION MUST BE COMPLETED BEFORE ANY TRANSFER AND/OR OCCUPYING OF THE STRUCTURE AND/OR PROPERTY MAY OCCUR.

SITE CONDITIONS:

All construction sites shall be maintained free and clear of any safety hazards and accumulation of waste material and/or debris.

PERMIT INFORMATION BOARD:

A.) All new home construction sites shall be required to construct and/or place an "information board" to be located within Ten (10) feet of the front property line.

B.) Information board dimensions are to be a minimum of Three (3) feet by Three (3) feet and not to exceed Five (5) by Five (5) feet.

C.) The information board is for the posting of all building permits as issued by the Association and/or by any other governing body. Information boards will also be utilized by the Associations Building Permit coordinator for the posting of violation, inspection, and/or other notices in regard to the respective job site.

D.) All other types of construction do not need to construct and/or place an "information board", unless otherwise directed by the Association.

WASTE MATERIAL AND/OR DEBRIS MANAGEMENT:

All waste materials and/or debris are to be placed in a construction waste dumpster and/or other similar type device. The open and/or loose storage of waste material is prohibited. All waste material and/or debris will be placed in the appropriate container and/or properly disposed of at the end of each work day. This includes the removal of debris, dirt, mud, rock, and/or other foreign material from the Associations road right of ways and pavements.

All waste material and/or debris will be properly disposed of. Disposal of waste material and/or debris is to be in compliance with the Missouri Department of Natural Resources regulations, Terre Du Lac Association, Inc. Rules and/or Regulations, County, and/or local ordinances.

NOTICE: THE DISPOSAL OF DEMOLITION AND/OR CONSTRUCTION WASTE IS REGULATED BY THE DEPARTMENT OF NATURAL RESOURCES PURSUANT TO CHAPTER 260, RSMO. SUCH WASTE, IN TYPES AND QUANTITIES ESTABLISHED BY THE DEPARTMENT, SHALL BE TAKEN TO A DEMOLITION LANDFILL OR SANITARY LANDFILL FOR DISPOSAL.

INTERNATIONAL PROPERTY MAINTENANCE CODE IN ADDITION TO OTHER ASSOCIATION C&R'S, RULES, REGULATIONS, POLICIES

The International Property Maintenance code as referenced within the Terre Du Lac Rules and Regulations is used to determine planning and construction compliance. This code and the codes referenced within are also used to establish best building and/or construction practices, occupancy limits and restrictions, building plan and construction requirements. All structures shall be constructed as to comply with the International Building, Electrical, Plumbing, and Fire Code-2000.

CONSTRUCTION SITE AND/OR STRUCTURE INSPECTIONS

Currently the Association does not conduct "phase by phase" inspections of permitted construction within Terre Du Lac.

Construction site inspections will be conducted for pre-approval/review of the submitted plans, at random periods over the course of the construction activity, for complaints received in regard to the construction activity, and/or for the final inspection requirements of the type applicable to the construction activity.

Property owners and/or contractors must allow access to the property and/or structures for the Associations Permit coordinator and/or other designated representative for the purpose of these and other inspections as deemed necessary by the Association.

Inspections are generally unannounced, except when it may be necessary for the owner/applicant and/or contractor to be on site and/or to verify the installation of a facility and/or structure component.

Other conditions and/or provisions unique to each Building Permit and/or construction site may be listed on the permit card issued by Terre Du Lac Association and/or may be implemented by the Permit Coordinator on site.

If you have questions regarding these or other conditions, provisions, and/or regulations concerning construction activity, then please contact the Permit Coordinator for Public Works.

Terre Du Lac Association, Inc. requires a plot plan and or survey indicating existing and/or proposed structures and/or building set-back lines as determined by the Association at time of the permit application. Applications must include required construction drawings. All information **MUST** be provided. All deposits and fees must be paid when application is submitted. *The Terre Du Lac Association reserves the right for additional documents, as needed, for pending permit applications, and at any time during construction for which permit is issued.*

(1) Applicant agrees not to deviate from submitted plans and to abide by All Covenants & Restrictions.

(2) Applicant must abide by all Utilities Covenants - (T.D.L. Utilities Corp.)

(3) Applicant agrees to satisfy all deposits and fees required the Association, Inc. prior to construction.

(4) Applicant agrees to comply with all provisions, conditions, and/or directives in regard to their new construction project.

I have read, agree and will comply with the above.

DATE: _____ **PROPERTY OWNER:** _____
Signature

TERRE DU LAC ASSOCIATION, INC.

BUILDING / CONSTRUCTION PERMIT

**GENERAL INFORMATION AND GUIDELINES
FOR NEW HOME CONSTRUCTION AND
ONE YEAR PERMITS**

In accordance with “Permit Policies for Construction and All Activities” booklet

TERRE DU LAC ASSN., INC. BUILDING PERMIT INFORMATION

MISC. PLANS ASSOCIATED WITH NEW HOME CONSTRUCTION

DECKS (IF NOT INDICATED ON PLOT AND/OR STRUCTURE PLANS):

LOCATION ON THE RESIDENTIAL STRUCTURE, CONSTRUCTION DRAWINGS INDICATING DIMENSIONS AND ATTACHMENT TO STRUCTURE.

DRIVEWAYS (IF NOT INDICATED ON PLOT AND/OR STRUCTURE PLANS):

DRAWING INDICATING THE SURFACE MATERIAL, THE WIDTH OF THE DRIVEWAY. DISTANCE TO NEAREST SIDE PROPERTY LINE, CULVERT TYPE AND DIAMETER WHEN REQUIRED. All driveways must be of a similar surface material to that of the roadway they connect to. (i.e. Asphalt roadway connection requires a concrete or asphalt driveway)

RETAINING WALLS (OVER 3 FEET IN HEIGHT AS MEASURED FROM THE BOTTOM OF THE FOOTING):

COMPLETE ENGINEERING PLAN, PLACEMENT ON PROPERTY.

NEW HOME CONSTRUCTION REQUIRED INSPECTIONS.

- 1.) PLANNING: Review all building and site plans for submittal to the Board of Directors for approval.
- 2.) PLACEMENT INSPECTION: Inspection of the footing forms for proper placement before the concrete is poured.
- 3.) FINAL/FINISH: Inspection of the site for grading and cleanup and the residence interior and exterior for compliance with submitted plans and that home is ready to be occupied.

FINAL/FINISH INSPECTIONS

Final/finish inspections are required prior to the issuance of a deposit refund.

To pass a final/finish inspection all planned construction must be completed. In general, the grounds are to be at final grade, seeded and/or have grass sod in place, all trash, waste material and/or debris is to have been removed and properly disposed of, the exterior of the structure must be completed. If any item is incomplete at first inspection, then a notice to complete will be given and the inspection will be noted as failed due to the incomplete item(s). Upon passing a final/finish inspection a refund request will be forwarded to the Association administrative office for processing, please allow from 1 to 2 weeks for the refund check to be issued.

NEW CONSTRUCTION PLAN AND INSPECTION REQUIREMENTS

In response to damages from under-ground utility installations and/or the placement of new services, the following apply to water, sewer and electric services for all new home and/or commercial construction, that is planned and/or currently under construction.

UTILITY PLACEMENT PLANS:

WATER AND/OR SEWER SERVICE

Plans are required to show, either on the plot plan submitted and/or on a separate drawing, the planned placement of water meter pits, the service line from the pit to the home and the service line from the pit to the water main, sewer holding tanks, the lateral line from the structure to the sewer main on gravity systems or the lateral line from the home to the holding tank on pressure systems, the lateral pressure line from the holding tank to the sewer pressure main line and/or drain field lines where main line sewer service is not available.

ELECTRIC SERVICE:

Where electric service is to be provided via an underground cable to the home.

The planned location of the meter/service box on the structure, line location from the home to the pole and/or transformer/secondary pedestal must be provided.

TELEPHONE / CATV / OTHER MISC. SERVICES

No plan or inspection requirement for these types of service.

UTILITY PLACEMENT INSPECTIONS:

Utility placements will now be inspected prior to the covering of any tank, pit, lines, and/or conduit servicing the structure to ensure compliance with placement and construction standards of utility services. **Call the Association's Permit Coordinator at 573-358-5111 to arrange for an inspection of the facility after it is installed and ready for back filling. Permit holders, General contractor and/or the installer should arrange for the inspection in advance so that the trench will not be open any more than is necessary.**

Plans are to be submitted with the permit application and other construction documents as currently required by Terre Du Lac Assis, Inc. For those instances where the location of utility mains and services are not known at the time of planning the utility placement plan must be submitted no later than Forty-Five (45) days from the permit application date. Failure to submit the required plan or plans may result in delays to your project.

TITLE IX-- PUBLIC WORKS.

CHAPTER 1. DEPOSIT AND ROAD USAGE FEES BY CONSTRUCTION TYPE.

ARTICLE F. Construction Liability Insurance Requirements

- Section 1.** All property owner or contractor performing work which, if negligently performed, has a reasonable potential for damaging Terre Du Lac Association, Inc., property including, but not limited to, lakes located within the Terre Du Lac development, shall be required to show proof of insurance of \$ 500,000.00 in liability coverage or such lesser sum at the discretion of the Board of Directors or their representative is proper before any work can be undertaken.
- Section 2.** Furthermore, proof of insurance from the property owner or contractor will be required prior to the issuance of a permit when it has been determined by the Board of Directors or their representative that the work contemplated pursuant to said permit has a realistic potential for substantial damage to Terre Du Lac Association, Inc., property.
- Section 3.** Terre Du Lac Association, Inc., retains the right to issue permits without requiring proof of liability insurance in a specific amount in cases where it is determined by the Board of Directors or their representative that Terre Du Lac Association, Inc., property is not threatened by the contemplated work.

TITLE IX-- PUBLIC WORKS.

CHAPTER 2. ROADS General

ARTICLE G. Speed Limits.

Speed limit on Terre Du Lac roads for trucks shall be 25 m.p.h. All other vehicles are limited 25 m.p.h. unless otherwise posted.

ARTICLE H. Limitation on Trucks.

Section 1. Road Restrictions.

Trucks of a capacity greater than 1 ton must use St. Francois Road.

Section 2. Limitations on Concrete Trucks.

Concrete trucks are limited to a maximum of an eight (8) yard load.

Section 3. Load Limits.

Maximum allowable weights for trucks as follows:

- a. Front axle load - 6,000 lbs.
- b. Single rear axle load - 18,000 lbs.
- c. Double rear axle load - 36,000 lbs.
- d. Double rear axle load - 44,000 lbs.

CONSTRUCTION PERMIT TIME LIMITS

ALL NEW HOME, ADDITIONS, AND FREE-STANDING STRUCTURES 501SQ FT AND OVER, AND SEAWALL PERMITS EXPIRE ONE (1) YEAR FROM THE DATE OF ISSUE OR THE DATE CONSTRUCTION COMMENCES, WHICHEVER IS THE LATER DATE. ALL OTHER PERMITS EXPIRE 4 MONTHS FROM ISSUE DATE. ALL EXPIRATION DATES WILL BE ON PERMIT CARD.

EXTENSIONS OF PERMIT EXPIRATION DATES WILL NOT BE GRANTED.

IF YOU ARE NOT STARTING CONSTRUCTION WITHIN THIRTY (30) DAYS OF THE PERMIT ISSUE DATE, THEN NOTIFY THE ADMINISTRATIVE OR PUBLIC WORKS DEPARTMENTS SO THAT THE ISSUED AND/OR EXPIRATION DATES MAY BE ADJUSTED.

FAILURE TO COMPLETE CONSTRUCTION WITHIN THE ONE (1) YEAR TIME LIMIT WILL RESULT IN A REVOCATION OF THE PERMIT AND/OR FORFEITURE OF YOUR DEPOSIT.

IN THE EVENT OF A PERMIT REVOCATION, CONSTRUCTION MAY CONTINUE UPON APPROVAL BY THE ASSOCIATION OF A COMPLETED NEW PERMIT APPLICATION ALONG WITH PAYMENT OF THE FEE AND DEPOSIT APPLICABLE TO THE TYPE OF CONSTRUCTION.

TERRE DU LAC ASSN., INC. BUILDING PERMIT INFORMATION

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- (2) Applicant must abide by all Utilities Covenants - (T.D.L. Utilities Corp.)
- (3) Applicant agrees to satisfy all deposits and fees required the Association, Inc. prior to construction.
- (4) Applicant agrees to comply with all provisions, conditions, and/or directives in regard to their new construction project.

TERRE DU LAC ASSN., INC. BUILDING PERMIT INFORMATION

CONTRACTOR: _____ TDL VENDOR#: _____
BUSINESS AND/OR INDIVIDUAL NAME

HIRED FOR: _____

TELEPHONE: _____

ADDRESS: _____

CONTRACTOR: _____ TDL VENDOR#: _____
BUSINESS AND/OR INDIVIDUAL NAME

HIRED FOR: _____

TELEPHONE: _____

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