



**PROCEDURE FOR INSTALLING IRRIGATION SYSTEM**

**NOT IN RIGHT OF WAY**

1. Contractors must obtain an occupation license in the City of Liberty.
2. Apply for a building permit. A fee will be charged for the permit.
3. Call for inspection of back-flow device after installation is complete.

**IRRIGATION SYSTEM IN THE RIGHT OF WAY**

1. Landowner completes an Application for Lawn Sprinkler System Permit. A separate **Release for Lawn Sprinkler System** waiver needs to be signed by each property owner specified on the deed and notarized.
2. After the City Engineer reviews and approves the paperwork, application can be made for a building permit. A fee is charged for this permit.
3. A right-of-way permit is required from the Engineering Department. A fee is charged for this permit.
4. Contractors must obtain an occupation license in the City of Liberty.
5. Call for inspection of back-flow device.

This information is based on Ordinance #10013 passed January 28, 2013.

**RELEASE FOR LAWN SPRINKLER SYSTEM  
IN THE CITY OF LIBERTY RIGHT OF WAY**

In consideration for permission by the City of Liberty, Missouri to extend a Lawn Irrigation System into the City's right of way at (legal description of the property):

Plat Title: \_\_\_\_\_ Lot No: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

I, \_\_\_\_\_, the lawful property owner, undersigned, successors, and assigns do hereby release and forever discharge the City of Liberty Missouri, it's employees and /or agents from and against any and all liability, claims and demands for any use arising out of, relating to, or being in any way connected with work or service by the City, it's employees, agents, licensees and permittees within the City's right of way for any purpose whatsoever.

NOW THEREFORE, the Undersigned hereby declares that said property described above shall be held, sold and conveyed subject to the release herein and said release shall run with the real property and be binding on all parties having any part thereof, their heirs, successors and assigns.

IN WITNESS WHEREOF, this release has been read, signed and sealed this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_ Printed or Typed Name \_\_\_\_\_

**INDIVIDUAL ACKNOWLEDGMENT**

STATE OF MISSOURI  
COUNTY OF \_\_\_\_\_

ON THIS, The \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, a Notary Public, personally appeared:

\_\_\_\_\_

Proved to me on this basis of satisfactory evidence to be the person(s) whose name(s) subscribed to the within instrument, and acknowledged that he/she they executed the same for the purposes stated there in and no other.

WITNESS my hand and official seal in the County and State aforesaid, the day and year fist above written.

/s/ \_\_\_\_\_  
Notary Public Signature

My Commission Expires: \_\_\_\_\_



PERMIT FOR WORK ON RIGHT OF WAY
EASEMENT OR CITY PROPERTY

[ ] FAX [ ] WALK-IN

DATE OF APPLICATION \_\_\_\_\_

PERMIT LOCATION / OR STREET ADDRESS: \_\_\_\_\_

TYPE OF WORK - ALL APPLICATIONS SHALL INCLUDE A DRAWING DEPICTING THE WORK

[ ] WATER [ ] SANITARY SEWER [ ] COMMUNICATION/CATV [ ] GAS [ ] DRIVEWAY/SIDEWALK [ ] ELECTRICAL [ ] OTHER \_\_\_\_\_

PURPOSE

[ ] NEW [ ] REPAIR [ ] REPLACEMENT [ ] OTHER \_\_\_\_\_

AFFECTED AREA

[ ] STREET SURFACE AND/OR CURB [ ] STREET PLATE BRIDGING PERMIT [ ] OTHER \_\_\_\_\_

METHOD

[ ] OPEN CUT [ ] TUNNELING OR BORING [ ] BOTH

MO ONE TICKET # \_\_\_\_\_

ESTIMATED START DATE \_\_\_\_\_

ESTIMATED COMPLETION DATE \_\_\_\_\_

TRAFFIC CONTROL PLAN [ ] YES [ ] NO

OWNER/CONTACT INFORMATION (PLEASE PRINT)

APPLICANT \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

CELL # \_\_\_\_\_

ADDRESS \_\_\_\_\_

FAX # \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

CONTRACTOR (IF DIFFERENT THAN APPLICANT)

CONTRACTOR \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

CELL # \_\_\_\_\_

ADDRESS \_\_\_\_\_

FAX # \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

APPLICANT SIGNATURE REQUIRED \_\_\_\_\_

INFORMATION BY CITY ENGINEER OR AUTHORIZED REPRESENTATIVE

PERMIT FEE \_\_\_\_\_

CITY OCCUPATIONAL LICENSE UP-TO-DATE [ ] YES [ ] NO

STREET PLATE BRIDGING FEE \_\_\_\_\_

LIABILITY INSURANCE CERTIFICATE UP-TO-DATE [ ] YES [ ] NO

ADDITIONAL FEE (IF REQUIRED) \_\_\_\_\_

2-YEAR MAINTENANCE BOND POSTED [ ] YES [ ] NO

[ ] PAID [ ] BILL TOTAL \_\_\_\_\_

DRAWING INCLUDED [ ] YES [ ] NO

CITY ENGINEER OR AUTHORIZED AGENT \_\_\_\_\_

EXCAVATE AND/OR CONSTRUCT WITHIN PUBLIC RIGHT-OF-WAY CITY OF LIBERTY, MISSOURI - DEPARTMENT OF ENGINEERING SERVICES

Application is made under the terms of the Ordinances and Specifications of the City of Liberty, Missouri, governing excavation and/or construction within the public right-of-way, to accomplish the work herein below described. Applicant hereby agrees to perform said work and restoration of right-of-way in strict accordance with the provisions of said City Ordinances and Specifications and further agrees to satisfactorily repair any failure or damage within the right-of-way resulting from the excavation or construction covered under this application within four years thereafter.

AT THE COMPLETION OF CONSTRUCTION ALL UTILITY LOCATION MARKERS MUST BE REMOVED THIS PERMIT EXPIRES IN 60 DAYS UTILITY LOCATES

MISSOURI ONE CALL 1-800-344-7483 www.mo1call.com

CITY OF LIBERTY WATER/SANITARY (816) 439-4517 TRAFFIC SIGNALS (816) 439-4504

The City of



**BUILDING PERMIT APPLICATION**

**Type of Permit**

\_\_\_\_\_ Single Family\*  
\_\_\_\_\_ Commercial\*\*  
\_\_\_\_\_ Sewer Tap  
\_\_\_\_\_ Water Tap

\_\_\_\_\_ Plumbing only  
\_\_\_\_\_ Electrical only  
\_\_\_\_\_ Mechanical only  
\_\_\_\_\_ Other

\_\_\_\_\_ Sign  
\_\_\_\_\_ Roofing  
\_\_\_\_\_ Mobile Home  
\_\_\_\_\_ Fire Sprinkler

**Construction Information**

Job Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_ Block #: \_\_\_\_\_

Occupancy Group: \_\_\_\_\_ Occupant Load: \_\_\_\_\_ Type Construction: \_\_\_\_\_ Property Zoning: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Square Footage of Structure: \_\_\_\_\_ Number of Stories: \_\_\_\_\_ Water Meter Size: \_\_\_\_\_

Description of work: \_\_\_\_\_

General Contractor: \_\_\_\_\_

**Sub-Contractors**

Plumber: \_\_\_\_\_ Electrician: \_\_\_\_\_

Mechanical: \_\_\_\_\_ Fire Sprinkler: \_\_\_\_\_

**Cost Breakdown**

Electrical Cost: \_\_\_\_\_

Plumbing Cost: \_\_\_\_\_

Mechanical Cost: \_\_\_\_\_

Construction Cost: \_\_\_\_\_

**Total Project Cost:** \_\_\_\_\_

Owner of Property: \_\_\_\_\_

**NOTICE: DO NOT OCCUPY THIS BUILDING UNTIL FINAL INSPECTION HAS BEEN COMPLETED.**

Having submitted the plans and specifications, if this permit is granted, I will comply with all the City Ordinances relating to the permit and pay all fees required. I will submit this work to the required inspections and prohibit the occupancy of any space until a Certificate of Occupancy has been obtained from the Chief Building Official.

If an applicant disagrees with any decision of the building official in the enforcement of the codes of Liberty, Missouri, the applicant has the right to submit an appeal. Procedures for submitting an appeal to the Board of Appeals are set forth in the City Code under Article VIII. Board of Appeals, Section 6-38 through 6-44. Article VIII. Board of Appeals is available upon the request from the Building Inspection Division, 3<sup>rd</sup> Floor, City Hall and is on the City's web-site at [www.ci.liberty.mo.us](http://www.ci.liberty.mo.us).

\_\_\_\_\_  
\_\_\_\_\_  
AUTHORIZED BY

\_\_\_\_\_  
APPLICANT'S SIGNATURE

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_