

# GUIDELINES FOR OBTAINING A BUILDING PERMIT

Briarwood Action Association, Inc.

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1 Stone Gate Drive - De Soto, MO 63020 - [www.briarwoodstatescommunity.com](http://www.briarwoodstatescommunity.com)

THE FOLLOWING RULES AND GUIDELINES MUST BE FOLLOWED IN ORDER TO OBTAIN A BUILDING PERMIT FROM BRIARWOOD ACTION ASSOCIATION, INC.:

- One (1) digital copy of your home plans should be submitted to [briarwoodstatescommunity@yahoo.com](mailto:briarwoodstatescommunity@yahoo.com)
- One (1) copy of your home plans (to scale) and one (1) certified survey plat plan of the site with the proposed home location, with elevations, must be submitted for review and approval by the Briarwood Architectural Committee. Plans must include interior and exterior design, type of material and exterior colors that are being used. Plans must show the location of off-street parking including a paved driveway. The Briarwood Architectural Committee must approve the plans for road crossings for water and/or sewer connections. All road cuts must be scheduled at least twenty-four (24) hours in advance of making the cut. No blasting is permitted.
- All utilities must be installed by licensed and bonded installers. The Briarwood Architectural Committee or its **Operator must witness** the connections being made to Briarwood Action Association Main Lines. Water meters with yokes and lockable shutoff valves and sewer lines with lockable shutoff valves must be installed in appropriate pits and readily accessible.
- Owner/Builder shall show evidence that no leakage is occurring at the main water and sewer line connection points by excavating an area beneath the connection point to display that no drip or seepage is present to the Briarwood Architectural Committee or its designee before covering the connections.
- Water lines from the main line to the residence side of the meter and sewer lines from the main line to the residence side of the shut off valve must be conveyed to Briarwood Action Association, Inc. upon successful completion of the installation.
- Water lines shall contain an approved meter with a lockable ball valve and sewer lines shall contain a one-quarter turn valve with a locking mechanism in approved pits that are readily accessible from above the ground and located in the lot's front easement.
- Electric lines from the service pole to the residence must be run underground.
- All propane tanks must be approved by the Architectural Committee and must be concealed per Briarwood Architectural approval.
- It is recommended that utility road crossings utilize the boring method in lieu of cutting the road.
- No construction shall start before dawn, and all construction must end before dusk.

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- All lots in said subdivision shall be used for residence purposes only, and no business of any nature shall be permitted, maintained, or conducted thereon. Only one (1) residence shall be placed or kept on any lot, and such residence shall not be designed, converted or used for more than one (1) family. No clubs, fraternities or organization of any nature may own, use or operate from any building in said subdivision.
- The Briarwood Estates Building Permit will be issued after approval of your building plans and receipt of construction bond and fees. No construction may start until receipt of the Briarwood Estates Building Permit. When the plans are approved by the Briarwood Architectural Committee, you will be required to submit a fee in the amount of **seven thousand dollars (\$7000.00)** for the road/culvert/ditches/landscaping bond and utility fees. Briarwood Action Association will return **three thousand five hundred dollars (\$3500.00)** when the residence has passed final inspection by the Briarwood Architectural Committee, less any funds required by Briarwood Action Association to make necessary repairs not corrected by the Owner/Builder or for other reasons listed herein. Penalties listed in the Special Notice to Owners/Builders may be deducted from the final amount due the Homeowner/Builder.
- You are also required to secure a Jefferson County Building Permit before construction starts. Briarwood Action Association must be advised of the construction start date.
- During the time of construction Briarwood Architectural Committee and Jefferson County Authorities can or will inspect your building to ensure compliance with approved plans and Jefferson County as well as Briarwood Building Codes.
- **All construction vehicles must use the Construction Entrance located on Stonehouse Road. Violations will result in fines to the Owner/Builder. First Violation will result in a Warning. Second Violation will result in the loss of \$500 of deposit. Third Violation will result in loss of an additional \$1000 of deposit. Four or more Violation will result in loss of entire deposit.**
- All building and construction must comply with Section III of the Ninth Amended Covenants and Restrictions covering lots in Briarwood Estates Subdivision.

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- A signed copy of the Checklist for Obtaining a Building Permit, Guidelines for Obtaining a Building Permit, Application for Building Permit, and the Special Notice to Owners/Builders must be submitted with the home plans and site survey.

By signing this Agreement, you are accepting all conditions contained herein.

The Briarwood Architectural Committee will make every attempt possible to approve your permit request within thirty (30) days after receipt of all documentation and fees.

Plat \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Applicant \_\_\_\_\_  
Name Printed Signature

Date \_\_\_\_\_

Approved by: \_\_\_\_\_

# CHECKLIST FOR OBTAINING A BUILDING PERMIT

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The following Checklist is provided to help avoid any unexpected delays or problems:

- The home must be completed in nine (9) months from construction start date. Plans must be resubmitted if construction does not begin within three (3) months from the approval date.
- Any home not completed within the nine (9) month construction time, may request in writing, an extension of the construction completion time and lot owner must be in good standing in their annual assessments. At no time will an extension of more than three (3) additional months for completion be permitted. If not extension is requested, the owner will lose their entire deposit.
- Any home not completed within twelve (12) consecutive months (with approved extensions) will forfeit all funds paid to Briarwood.
- Any home not completed within twelve (12) consecutive months (with approved extensions) shall be required to reapply for a Briarwood Action Association Building Permit and submit all appropriate fees again.
- All single-family homes must have a minimum of **Sixteen Hundred (1,600) square feet** of inside heated main floor living space, excluding porches, garages and basements. All residences must have a basement. Basement of a single-story residence must have a minimum of twelve hundred (1,200) square feet. **The front exterior of the residence must be covered with a minimum of 35% brick or stone materials.**
- Multi-level homes must have a minimum of eleven hundred (1,100) square feet of inside heated main floor living space, excluding porches, garages and basements, with a minimum total of **Sixteen Hundred (1,600) square feet** of living area, excluding porches, garages and basements. All residences must have a basement. Basements of multi-level residences must have a minimum of eleven hundred (1,100) square feet. **The front exterior of the residence must be covered with a minimum of 35% brick or stone materials.**
- Owner/Builder must provide sufficient attached garage space of a minimum of two (2) automobiles.
- All driveways must be paved **with asphalt or concrete.** ○ Home shall front toward the front end of the lot.
- Home shall not be closer than twenty-five (25) feet from the front of the lot, ten (10) feet from the side lines of the lot and must maintain the Jefferson County set back requirement of forty (40) feet from the rear of the lot.

## **CHECKLIST FOR OBTAINING A BUILDING PERMIT**

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- Owners with adjoining lots may consider all of the property as one (1) lot when resurveyed, combined and recorded in the Jefferson County Assessor's Office.
- Owner/Builder is responsible to remove all construction debris **on the outside of the home daily during construction. First Violation will result in a Warning. Second Violation will result in the loss of \$500 of deposit. Third Violation will result in loss of an additional \$1000 of deposit. Four or more Violation will result in loss of entire deposit.**
- Lots must have all construction debris removed and must have final grade with basic landscaping (sod or seed & straw) prior to occupancy permit being issued. Lot and adjoining lots must be kept clear of trash and debris. Failure to place dumpster in place within seven (7) days, after notification, will result in forfeiture of construction deposit. Downed trees and brush must be removed prior to starting basement excavating.
- Trees and brush removed as part of the site preparation will not be permitted to be burned on site.
- Owner/Builder shall insure that necessary action is taken to prevent erosion in compliance with DNR Regulations (Erosion and Sediment Control Specifications). The preferred methods of erosion would be in accordance with Missouri Department of Natural Resources Erosion and Sediment Control Specifications – Section 10.03.7.3 Sediment Silt Fence. **First Violation will result in a Warning. Second Violation will result in the loss of \$500 of deposit. Third Violation will result in loss of an additional \$1000 of deposit. Four or more Violation will result in loss of entire deposit.**
- All original grades of adjoining lots must be maintained.
- Briarwood Architectural Committee must approve all driveway culverts and installation of same.
- Briarwood Architectural Committee may post the building site with a "STOP WORK ORDER", for failure of the Owner/Builder to adhere to Briarwood Rules. Failure of the Owner/Builder to stop work when the site is posted will result in forfeiture of the building deposit as well as responsibility for all Briarwood action Association, Inc. legal fees relating to the "STOP WORK ORDER".
- Rear exterior walls with walk out basements must be finished to within eight (8) inches of grade.
- Homes with the same exterior design must be separated by a minimum of three (2) lots on the same or opposite side of the street.

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A signed copy of the Checklist for Obtaining a Building Permit, Guidelines for Obtaining a Building Permit, Application for Building Permit, and the Special Notice to Owners/Builders must be submitted with the home plans and site survey.

By signing this Agreement, you are accepting all conditions contained herein.

The Briarwood Architectural Committee will make every attempt possible to approve your permit request within thirty (30) days after receipt of all documentation and fees.

Plat \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Applicant		
	Name Printed	Signature

Date \_\_\_\_\_

Approved by: \_\_\_\_\_

**APPLICATION FOR A BUILDING PERMIT**  
**Briarwood Action Association, Inc.**

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1 Stone Gate Drive - De Soto, MO 63020 - [www.briarwoodstatescommunity.com](http://www.briarwoodstatescommunity.com)

Owner: \_\_\_\_\_ General Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Plat: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Street Address: \_\_\_\_\_

A signed copy of the Checklist for Obtaining a Building Permit, Guidelines for Obtaining a Building Permit, Application for Building Permit and the Special Notice to Owners/Builders must be submitted with the home plans and site survey, one (1) set of to scale construction plans including the final grade indications, interior design, exterior design, type of materials and exterior colors, plan for basic landscaping, one (1) certified survey plot plan and all required fees must be provided prior to review of this application.

All road repair work must be accomplished prior to final inspection by Briarwood Architectural Committee. Lot owner will remain responsible for any backfill defects for a period of two (2) years.

The applicant is responsible to secure electric service and to install a Briarwood architectural Committee approved grinder pump and tank for the sewer system.

All docks must be approved by the Briarwood Architectural Committee and must be of the approved type and design listed in the Briarwood Dock Rules and Regulations.

All construction must comply with Jefferson County Building Codes.

I certify that the above representations are true and that I am familiar with all restrictions, building lines and utilities requirements and have read and agree with everything on the Application for a Building Permit, Guidelines for Obtaining a Building Permit, Checklist for a Building Permit and Special Notice to Owners/Builders.

Applicant \_\_\_\_\_  
Name Printed Signature

Date \_\_\_\_\_

Approved by: \_\_\_\_\_

Rev. 08/2024

## **SPECIAL NOTICE TO OWNERS/BUILDERS**

### **Briarwood Action Association, Inc.**

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Owners/Builders must comply with all guidelines contained in the Guidelines for Obtaining a Building Permit, Checklist for Obtaining a Building Permit and Application for a Building Permit. Penalties for violations of these rules could result in:

1. Forfeiture of deposit paid to Briarwood Action Association, Inc.
2. A "STOP WORK ORDER" issued. If work does not stop when issued, Owner/Builder is responsible for all legal fees that Briarwood Action Association, Inc. incurs while enforcing this "STOP WORK ORDER".
3. Owner/Builder responsible for any cost that Briarwood Action Association, Inc. incurs while enforcing the clean-up of construction and lot debris after giving notice to comply.
4. Owner/Builder is responsible for repairs of road due to utilities connection or heavy equipment usage during construction. Owner/Builder is responsible for all legal fees that Briarwood Action Association, Inc. incurs while enforcing this penalty.

I certify that the above representations are true and that I am familiar with all restrictions, building lines and utilities requirements and have read and agree with everything on the Application for a Building Permit, Guidelines for Obtaining a Building Permit, Checklist for a Building Permit and Special Notice to Owners/Builders.

Applicant

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Signature

Date

\_\_\_\_\_

Approved by:

\_\_\_\_\_