



## Planning and Development Department Single Family Residential Checklist

The City of Branson Planning & Development Department would like to assist you with your building project. We are available to answer any questions that you may have in relation to building codes and local ordinances.

### Checklist for Single Family Residential Application and Plans

- Building Permit Application with all applicable fields completed and signed with original signature.
- Landscaping Permit Application with all applicable fields completed and signed with original signature.
- All Utility Connection Applications completed.
- A Floodplain Development Application and Elevation Certificate, (if applicable).
- Plan Review Fee.
- Four (4) complete sets of plans for review including:
  - Site Plan:
    - The location of the home on the lot.
    - Location of any existing structures on the lot including setbacks.
    - Location of driveway, sidewalk, retaining walls, & storm water runoff.
    - Setbacks from the structure to property line.
    - Amount of street frontage.
    - Landscaping/Planting plan.
  - Floor Plan of the Home:
    - Window sizes and locations.
    - Details of all stairways including deck stairs.
    - Details for any attached/non-attached decks.
    - Details for smoke alarms & the electrical service location.
    - Attic and crawl space access locations.
  - Footing and Foundation Detail.
  - All detail for any retaining wall(s) over four feet in height from the bottom of the footing to the top of the wall.

Your project will need to meet all minimum IRC and City of Branson building code requirements. For a list of requirements, visit our website at [www.bransonmo.gov](http://www.bransonmo.gov).

**If you have questions or need assistance, please contact our department at 417-337-8549.**