

Building Records

GS 052 Building Applications and Permits

Also Called: Building Permit Log; Roofing Permit; Sign and Banner Permit; Street Opening and Sewer Permit;

Missouri 1 Call*; Missouri Dig Right*

Function: Records documenting requests and authorizations for property owners to erect new structures,

including signs, or make structural modifications to existing ones. Serves as official authorization for construction including installation of plumbing, electrical and mechanical equipment and other related work.

Content: Information usually includes name, address, phone number, and signature of applicant,

permit number, type and location of building, name of builder or contractor, legal description, description of work, and value of construction.

Minimum Retention: **Retain permanently records documenting changes to or demolition of historical structures.**

Retain permits for completed structures for the life of the structure; Retain demolition permits

10 years after demolition; Retain other permits (including but not limited to: plumbing, electrical, mechanical, and excavation) 5 years after expiration.

Disposition: Permanent records: Archive. Other records: Destroy.

Note: This entry refers to the official record copy of applications and permits. See: office specific

schedules e.g. Assessor, Fire Department for retentions of reference copies. *Per RSMo 319.026

(4) A record of each notice of intent to excavate shall be maintained by the notification center.

Approval Date: August 24, 2004; Revised August 28, 2012; Revised August 20, 2013

GS 080 Buildings and Grounds Maintenance Records

Also Called:

Function: Documents all maintenance and repairs to buildings and grounds owned or leased by the

local government entity. Used to verify that repairs were made.

Content: May include, but is not limited to: location, narrative of work completed, materials used,

personnel completing work, authorization, dates of activities, and related data.

Minimum Retention: 3 years

Disposition: Destroy

Note: See also: Capital Improvement Projects Files.

Approval Date: August 24, 2005

GS 099 Building Plans and Drawings

Also Called: Blueprint and Specification File

Function: Construction designs presented to local government for zoning/building approval
Content: Drawings and designs of proposed structures, may include specifications and construction documents

Minimum Retention: **Commercial structures, 10 years after certificate of occupancy; Residential structures, 5 years after certificate of occupancy; Other structures, 1 Year**

Disposition: Destroy

Note: Local jurisdictions are encouraged to review plans for historical, legal, or administrative significance before destroying. "Other" plans include sheds, outbuildings, decks or other structures that do not fall under the categories of "Commercial" or "Residential." Please note, for

government building plans and specification, see GS 023 Capital Improvement Projects File
Approval Date: August 20, 2013

Planning and Zoning Records

GS 112 Development and Zoning Requests

Also Called: Development Applications; Rezoning Requests; Application for Zoning Determination; Variance

Request; Building Variance Request; Development Applications

Function: Records documenting zoning, rezoning, variance, or similar requests

Content: May include surveys, correspondence, petitions

Minimum Retention: **Accepted requests--Permanent; denied requests - 5 Years; withdrawn requests that have been publicized, placed on an agenda, or heard - 5 Years***

Disposition: Permanent records-archive, microfilm recommended; denied records-destroy

Note: *If withdrawn before being publicized, scheduled, or heard, may be treated as nonrecords and

destroyed. These records were formerly listed on the Municipal Retention Schedule as—1201

Development (Land) and Applications, 1203 Rezoning Requests, 1204 Variance Requests:

Building and Zoning Requirements

Approval Date: August 25, 2020

GS 113 Zoning Violations

Also Called: Citations

Function:

Content: May include petitions, notices of violation to the zoning board, and correspondence

Minimum Retention: **5 Years after correction of violation**

Disposition: Destroy

Note: This series was formerly listed on the Municipal Retention Schedule as 1205 Zoning Violations:

Written Notice (Citation)

Approval Date: August 25, 2020