

We want to make your move to the City of Nixa as easy as possible. If there are questions that have not been addressed in this brochure, please give us a call. We would be happy to help you in any way that we can.



INFILL PERMIT INFORMATION

## INFILL PERMITS WITH NO CHANGES

### City of Nixa

PO Box 395  
715 W. Mt. Vernon  
417-725-5850

**TEL: 417-725-5850**

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### What is an Infill?

When you move a business into an existing structure or building, that is called an Infill.

**I am just using the space for storage, do I still need a permit?** Yes.

**I am not making any changes, Why do I need an Infill Permit?**

There are several reasons we require a permit.

1. We need to check the zoning for this address to make sure you are putting in a business that is approved for that particular zoning classification.
2. We need to see If there were Code Violations made by the prior tenant that could be a safety hazard.
3. We need the current tenant information for that space

**I am only making “some” changes, Do I need a Permit?** Yes

1. If there is any work that needs to be done to put your business in to the structure we want to make sure it is up to code.
2. If there are any changes being made at all, (i.e. new walls, demo of any kind, new plug ins etc.) we will need engineered drawings submitted with the permit.

### What is the cost of the permit?

An infill permit with no changes is \$60.00

### What is the permitting process?

1. Fill out the Infill permit and pay for it at the time of submission with plans if needed.
2. If you haven't already filled out a business license application, you will need to do this at this time. Please note, if you delay in applying for a business license it WILL delay the issuance of the infill permit.
3. The review time will vary depending on the time of year and number of permits being submitted at that time.
4. Once your permit has been approved you will receive a call stating that you can pick it up.
5. You can pick up your permit at the Building Regulations Dept.. When you pick up your permit you will be given a form signed by the Chief Building Inspector. **Please take this form to the Utility Office to sign up for utilities prior to a Certificate of Occupancy being issued. However, if said business opens prior to a Certificate of Occupancy the city has the authority to disconnect the utilities until a CofO has been issued.**

### When can I get Utilities in my name?

When your permit is ready to be picked up you will receive a form signed by the Chief Building Inspector. **This form can be taken to Utilities immediately to set up an account.**

### When do I call for an inspection?

This depends on the amount of work being done. If no changes are being made, then call when you are completely move in and ready to open your doors for business.

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