



Jason Banken, Mayor  
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**Attention Contractors, Builders, and Construction Owners:**

The City of Dexter would like to make all of you aware of the policy involved for **building permits applications.**

- 1 Please flag the location of your project to speed up the process for the following departments. **It is the property owner's responsibility for locating property lines and locating the structure on his/her property with the correct setbacks.** You cannot begin work on the project until the Zoning Inspector has furnished you with the orange permit to post at the site.
- 2 You will need to furnish us with the legal description of the property involved, the size of your lot, and how far off each property line the project will be located.
- 3 Missouri Law (RSMO 319) requires that any person excavating in the state to call the Missouri One Call System @ 1-800-DIG-RITE (1-800-344-7483) to have all lines located at your building site before you do any digging. Mark the area of your project with WHITE spray paint. After calling, write down ticket # and report it to City Hall at (573) 624-5959.
- 4 If you are not required to call Dig Rite, then you must call the Dexter City Water Department at (573) 624-5527 to locate water and sewer lines and easements. (Jim Overall Superintendent)
- 5 You must also call Dexter City Street Department at (573) 624-6158 for alley and street easements, driveway drainage pipe requirements and storm water drainage requirements. (Jeremiah Robinson Superintendent)
- 6 In addition to the above instructions, the Missouri Department of Natural Resources should be contacted for information on state regulations regarding proper handling of asbestos, storm water, and demolition or construction waste - including open burning. Information is available at [www.dnr.mo.gov](http://www.dnr.mo.gov) or you can call the Southeast Regional Office in Poplar Bluff at (573) 840-9750.
- 7 Please be aware that this permit application applies only to city regulations. It is your responsibility to check any subdivision regulations that might be applicable to your location.
- 8 The permit is usually issued from two to seven business days after your application is completed, although City Code allows up to 30 days to act on the application should the situation warrant. If you need to contact someone regarding the permit, please call City Hall at (573) 624-5959 or stop by 301 East Stoddard St and ask for Gary Williams or City Clerk Crystal Bishop.