PROCEDURE FOR INSTALLING
IRRIGATION SYSTEM

IRRIGATION SYSTEM NOT IN RIGHT-OF-WAY
1. Contractors must obtain an occupation license in the City of Liberty.
2. Apply for a building permit. A fee will be charged for the permit.
3. Call for inspection of backflow device after installation is complete.
4. Backflow inspection report due June 1st annually.

IRRIGATION SYSTEM IN THE RIGHT-OF-WAY
1. Landowner completes an Application for Lawn Sprinkler System Permit. A separate Release For Lawn Sprinkler System waiver needs to be signed and notarized by each person on the deed.
2. A right-of-way permit is required from the Engineering Department. A fee is charged for this permit.
3. Contractors must obtain an occupation license in the City of Liberty.
4. Call for inspection of backflow device.
5. Attached Backflow Report must be filled out and forwarded to the City of Liberty.
6. Backflow inspection report due on June 1st annually.

This information is based on Ordinance #10013 passed January 28, 2013
RELEASE FOR LAWN SPRINKLER SYSTEM
IN THE CITY OF LIBERTY RIGHT OF WAY

In consideration for permission by the City of Liberty, Missouri to extend a Lawn Irrigation System into the City's right of way at (legal description of the property):

Plat Title: ________________________________ Lot No: __________

Address: ___________________________ City: __________ State: __________

I, __________________________________________, the lawful property owner, undersigned, successors, and assigns do hereby release and forever discharge the City of Liberty Missouri, it's employees and /or agents from and against any and all liability, claims and demands for any use arising out of, relating to, or being in any way connected with work or service by the City, it's employees, agents, licensees and permittees within the City's right of way for any purpose whatsoever.

NOW THEREFORE, the Undersigned hereby declares that said property described above shall be held, sold and conveyed subject to the release herein and said release shall run with the real property and be binding on all parties having any part thereof, their heirs, successors and assigns.

IN WITNESS WHEREOF, this release has been read, signed and sealed this __________ Day of __________, 20 __.

By: ___________________________ Printed or Typed Name ___________________________

By: ___________________________ Printed or Typed Name ___________________________

INDIVIDUAL ACKNOWLEDGMENT

STATE OF MISSOURI
COUNTY OF ____________

ON THIS, The _____ day of ____________, 20 __, before me, a Notary Public, personally appeared:

________________________________________________________________________

Proved to me on this basis of satisfactory evidence to be the person(s) whose name(s) subscribed to the within instrument, and acknowledged that he/she they executed the same for the purposes stated there in and no other.

WITNESS my hand and official seal in the County and State aforesaid, the day and year first above written.

/s/ __________________________
Notary Public Signature

My Commission Expires: __________________________
The City of Liberty, Missouri

BUILDING PERMIT APPLICATION
Type of Permit

___ Single Family*  ___ Plumbing only
___ Commercial**  ___ Electrical only
___ Sewer Tap  ___ Mechanical only
___ Water Tap  ___ Other

Construction Information

Job Address: ______________________________________________________

Project Name: ___________________________________________________

Subdivision: __________________________________ Lot #: ___________ Block #: ___________ Occupancy Group: ________ Occupant Load: ________ Type Construction: ______ Property Zoning: ______

Applicant: __________________________________ Phone #: ______________________

Address: __________________________________ City: ___________ State: ________ Zip Code: ___________

Square Footage of Structure: ___________ Number of Stories: ___________ Water Meter Size: ___________

Description of work: _____________________________________________

General Contractor: _____________________________________________

Sub-Contractors

Plumber: ____________________________ Electrician: ____________________________

Mechanical: _________________________ Fire Sprinkler: ________________________

Cost Breakdown

Owner of Property: _______________________________________________

Electrical Cost: _________________________________________________

Plumbing Cost: _________________________________________________

Mechanical Cost: _______________________________________________

Construction Cost: _____________________________________________

Total Project Cost: _____________________________________________

NOTICE: DO NOT OCCUPY THIS BUILDING UNTIL FINAL INSPECTION HAS BEEN COMPLETED.

Having submitted the plans and specifications, if this permit is granted, I will comply with all the City Ordinances relating to the permit and pay all fees required. I will submit this work to the required inspections and prohibit the occupancy of any space until a Certificate of Occupancy has been obtained from the Chief Building Official.

If an applicant disagrees with any decision of the building official in the enforcement of the codes of Liberty, Missouri, the applicant has the right to submit an appeal. Procedures for submitting an appeal to the Board of Appeals are set forth in the City Code under Article VIII. Board of Appeals, Section 6-38 through 6-44. Article VIII. Board of Appeals is available upon the request from the Building Inspection Division, 3rd Floor, City Hall and is on the City's web-site at www.ci.liberty.mo.us.

__________________________________________  __________________________________________
APPLICANT'S SIGNATURE  PRINT NAME

__________________________________________  __________________________________________
AUTHORIZED BY  DATE

Liberty City Hall * 101 E. Kansas * Liberty MO 64069 * 816-439-4534 * FAX 816-439-4513
PERMIT FOR WORK ON RIGHT OF WAY
EASEMENT OR CITY PROPERTY

☐ FAX ☐ WALK-IN DATE OF APPLICATION

PERMIT LOCATION / OR STREET ADDRESS:

TYPE OF WORK – ALL APPLICATIONS SHALL INCLUDE A DRAWING DEPICTING THE WORK
☐ WATER ☐ SANITARY SEWER ☐ COMMUNICATION/CATV ☐ GAS ☐ DRIVEWAY/SIDEWALK ☐ ELECTRICAL ☐ OTHER

PURPOSE
☐ NEW ☐ REPAIR ☐ REPLACEMENT ☐ OTHER

AFFECTED AREA
☐ STREET SURFACE AND/OR CURB ☐ STREET PLATE BRIDGING PERMIT ☐ OTHER

METHOD
☐ OPEN CUT ☐ TUNNELING OR BORING ☐ BOTH

MO ONE TICKET #

ESTIMATED START DATE ________________________ ESTIMATED COMPLETION DATE

TRAFFIC CONTROL PLAN ☐ YES ☐ NO

OWNER CONTACT INFORMATION (PLEASE PRINT)

APPLICANT ________________________________ TELEPHONE # __________________

CONTACT NAME ____________________________ CELL # __________________

ADDRESS _________________________________ FAX # __________________

CITY, STATE, ZIP ____________________________

CONTRACTOR (IF DIFFERENT THAN APPLICANT)

CONTRACTOR ________________________________ TELEPHONE # __________________

CONTACT NAME ____________________________ CELL # __________________

ADDRESS _________________________________ FAX # __________________

CITY, STATE, ZIP ____________________________

APPLICANT SIGNATURE REQUIRED ____________________________

<table>
<thead>
<tr>
<th>INFORMATION BY CITY ENGINEER OR AUTHORIZED REPRESENTATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERMIT FEE CITY OCCUPATIONAL LICENSE UP-TO-DATE ☐ YES ☐ NO</td>
</tr>
<tr>
<td>STREET PLATE BRIDGING FEE LIABILITY INSURANCE CERTIFICATE UP-TO-DATE ☐ YES ☐ NO</td>
</tr>
<tr>
<td>ADDITIONAL FEE (IF REQUIRED) 4-YEAR MAINTENANCE BOND OR DEPOSIT POSTED ☐ YES ☐ NO</td>
</tr>
<tr>
<td>☐ PAID ☐ BILL TOTAL ________________________ DRAWING INCLUDED ☐ YES ☐ NO</td>
</tr>
</tbody>
</table>

CITY ENGINEER OR AUTHORIZED AGENT ____________________________

EXCAVATE AND/OR CONSTRUCT WITHIN PUBLIC RIGHT-OF-WAY CITY 
OF LIBERTY, MISSOURI - DEPARTMENT OF ENGINEERING SERVICES

Application is made under the terms of the Ordinances and Specifications of the City of Liberty, Missouri, governing excavation and/or construction within the public right-of-way, to accomplish the work herein below described. Applicant hereby agrees to perform said work and restoration of 
right-of-way in strict accordance with the provisions of said City Ordinances and Specifications and further agrees to satisfactorily repair any failure 
or damage within the right-of-way resulting from the excavation or construction covered under this application within four years thereafter.

AT THE COMPLETION OF CONSTRUCTION ALL UTILITY LOCATION MARKERS MUST BE REMOVED
THIS PERMIT EXPIRES IN 60 DAYS
UTILITY LOCATES

MISSOURI ONE CALL
1-800-344-7483
www.mo1call.com

CITY OF LIBERTY
WATER/SANITARY (816) 439-4517
TRAFFIC SIGNALS (816) 439-4594
**STATE OF MISSOURI**  
**MISSOURI DEPARTMENT OF NATURAL RESOURCES**  
**WATER PROTECTION PROGRAM – PUBLIC DRINKING WATER BRANCH**  
**BACKFLOW PREVENTION ASSEMBLY TEST DATA AND MAINTENANCE REPORT**

<table>
<thead>
<tr>
<th>CUSTOMER</th>
<th>CUSTOMER NUMBER</th>
<th>FILE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Test</td>
<td>Time</td>
<td>A.M.</td>
</tr>
<tr>
<td>Type of Assembly</td>
<td>Manufacturer</td>
<td>Model</td>
</tr>
<tr>
<td>Height Off Floor</td>
<td>Protection From:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>INITIAL TEST</strong></th>
<th>Passed</th>
<th>Failed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reduced Pressure Principle Assembly</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relief Valve</td>
<td>Opened at</td>
<td>*PSID (2 PSID or more)</td>
</tr>
<tr>
<td>2nd Check</td>
<td>held backpressure</td>
<td></td>
</tr>
<tr>
<td>No. 2 Shutoff Valve</td>
<td>leak tight</td>
<td></td>
</tr>
<tr>
<td>1st Check held in direction of flow</td>
<td>*PSID (5 PSID or more)</td>
<td></td>
</tr>
<tr>
<td>Difference</td>
<td>(1st check - relief)</td>
<td>*PSID (3 PSID or more)</td>
</tr>
</tbody>
</table>

**NOTE:** Failure of any of the above items, requires repair.

<table>
<thead>
<tr>
<th><strong>FINAL TEST AFTER REPAIR</strong></th>
<th>Passed</th>
<th>Failed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reduced Pressure Principle Assembly:</strong></td>
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**NOTE:** Failure of any of the above items, requires repair.

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<th>COMMENTS</th>
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<tbody>
<tr>
<td>Commercial</td>
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</tr>
<tr>
<td>Fire Line</td>
<td></td>
</tr>
<tr>
<td>Irrigation</td>
<td></td>
</tr>
<tr>
<td>Other (Explain)</td>
<td></td>
</tr>
</tbody>
</table>

**THE ABOVE REPORT IS CERTIFIED TO BE TRUE, ACCURATE AND COMPLETE**

Tested by (Print) (Signature)  
Prepared by (Print) (Signature)  
Company  
Final Test by (Print) (Signature)  
Certification Number and Expiration Date  
Owner or Owner's Representative  
Date

Missouri State regulation 10 CSR 60-11.010(6) (E) requires testers to report results of tests and inspections to the customer and the water supplier.

No. 780-0904 (1-06)