

## Commercial Electric Service/Upgrade Permit

**Adopted Code**—The City has adopted the 2018 International Codes listed below. Multi-family dwellings, commercial and industrial buildings, and accessory structures must be designed according to these codes and all applicable local codes such as zoning, floodplain, and erosion control requirements.

- 2017 National Electrical Code
- Local amendments to the codes are in Chapter 6 of the Code of City Ordinances

### **Submission Requirements**—

- 1) Building permit application
- 2) Electric Service Scope of Work form

**Fees**—Permit fees are due at the time the building permit is issued. Fees for electric service/upgrade are calculated by multiplying the cost of the construction times the permit fee modifier of: 0.00355.

**Review time**—After all applications, plans have been received, the Plan Review Team will begin the review process. This process generally takes 2 business days. After the review, you will be contacted regarding the results of the review.

**Contractor licensing**—All general and sub-contractors are required to have a current Warrensburg Business License. To obtain a business license contact Carl Larkerbrink in the Collections Department at 660-747-9131. Contractors' licenses will be verified by City staff prior to issuing a building permit. Persons that maintain, install, or repair suppression and detection equipment or systems shall register with the Fire Department. Registration applications are available from the Fire Department at 102 S. Holden Street.

**Inspections**—Contact Sandi Anstine, Permit Clerk, at 660-747-9135 to schedule an inspection. Failure to request a required inspection could result in project modifications at the owner's expense. No inspections will be made until required permits have been obtained.



## Scope of Work:

### Electric Service

**Exterior**

1. **Is this for a residential or commercial service upgrade?** Residential \_\_\_ Commercial \_\_\_
2. **Is the meter to be replaced?** Yes \_\_\_ No \_\_\_  
Meter Can Height Requirement: 42 inches (min.) and 60 inches (max.) measured from center of meter to ground level.
3. **Is a disconnect to be installed?** Yes \_\_\_ No \_\_\_  
Where Required: For residential, a disconnect is required if the electric panel is more than 10 feet (length of wire) from the outside meter; For commercial and 3-plexes and larger, disconnects are required on all buildings.)
4. **What is the amperage of the existing service?** \_\_\_\_\_ amps
5. **What is the amperage of the new service?** \_\_\_\_\_ amps

**Note:** For entrance wire size and grounding conductors, the following are required:

Service Rating (Amps)	Service Entrance Conductor Required		Min. Grounding Electrode Size	
	Copper	Aluminum or Copper-clad Aluminum	Copper	Alum.
<b>100</b>	4	2	8	6
	2/0	4/0 or 2 sets of 1/0	4	2

6. **Will a new service riser and mast be installed?** Yes \_\_\_ No \_\_\_  
Through-the-Roof Risers: The top of the mast must be no lower than 12 feet to ground level.  
Side-of-the-Building Risers: A 3-foot clearance must be maintained between service entrance wires and all doors and openable windows.  
Deck Clearance: Overhead service wires that cross over decks must maintain a clearance height of 10 feet.
7. **Will new service wire conduit be installed?** Yes \_\_\_ No \_\_\_  
Conduit Specifications: Conduit must be metal or Sch. 80 PVC and a min. 3 inches in diameter.

**Interior**

1. **Is the panel to be replaced?** Yes \_\_\_ No \_\_\_  
Grounding Conductor: If a new panel is installed, the grounding conductor is required to be attached inside the panel and terminate outside with attachment to the ground rod (grounding conductors are prohibited to be connected inside the meter can per KCPL). The grounding conductor is required to be protected with Sch. 80 conduit from the termination point outside the house to the point of connection to the ground rod (or to the lowest point of the house siding).

2. **Is the panel in an accessible location?** Yes \_\_\_\_\_ No \_\_\_\_\_

Prohibited Locations: Electric panels are prohibited in clothes closets and bathrooms.

Clearance Requirements: A 30-inch (min.) clear width and a 36-inch space projecting forward from the panel must be maintained for access at all times.

3. **Is a sub-panel to be installed?** Yes \_\_\_\_\_ No \_\_\_\_\_

4. **Is new wiring to be added as part of the electric upgrade?** Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

5. **Are new fixtures, receptacles or switches to be added as part of the electric upgrade?**  
Yes \_\_\_\_\_ No \_\_\_\_\_



# BUILDING PERMIT APPLICATION

## Multi-Family—Commercial--Industrial

City of Warrensburg, 102 S. Holden St., Warrensburg, MO 64093  
Phone: 660-747-9135 Fax: 660-747-2349 www.warrensburg-mo.com

PERMIT # \_\_\_\_\_

DATE \_\_\_\_\_

OWNER \_\_\_\_\_

### CONTACT PERSON

NAME \_\_\_\_\_

OWNER                      CONTRACTOR                      TENANT

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

CELL # \_\_\_\_\_

FAX # \_\_\_\_\_

EMAIL \_\_\_\_\_

click here if you would like to receive code updates and information via email from the department

### LOCATION OF PROJECT

ADDRESS \_\_\_\_\_

SUBDIVISION \_\_\_\_\_

LOT(S) \_\_\_\_\_ ZONING \_\_\_\_\_

### TYPE OF PROJECT

Please click one of the following:

MULTI-FAMILY (3 or more units)

\_\_\_\_\_ # of units

\_\_\_\_\_ # of bedrooms/unit

COMMERCIAL

INDUSTRIAL

Please click one of the following:

NEW CONSTRUCTION

ADDITION

REMODEL

CONVERSION

OTHER \_\_\_\_\_

### PROJECT INFORMATION

CONSTRUCTION VALUE \$ \_\_\_\_\_

NAME OF BUSINESS LOCATING IN BUILDING

\_\_\_\_\_

TOTAL LOT AREA IN SQ. FT. \_\_\_\_\_

(All floors based on exterior dimensions)

BUILDING TO BE: \_\_\_\_\_ FT. WIDE

\_\_\_\_\_ FT. LONG

\_\_\_\_\_ FT. HIGH

TOTAL SQ. FEET OF FINISHED FLOOR

NUMBER OF STORIES \_\_\_\_\_

### CONTRACTORS

The following firms have been engaged to do the work and will be licensed contractors in the City.

GENERAL CONTRACTOR

\_\_\_\_\_ **Merchant License #** \_\_\_\_\_

ELECTRICAL CONTRACTOR

\_\_\_\_\_ **Merchant License #** \_\_\_\_\_

PLUMBING CONTRACTOR

\_\_\_\_\_ **Merchant License #** \_\_\_\_\_

MECHANICAL CONTRACTOR

\_\_\_\_\_ **Merchant License #** \_\_\_\_\_

CONCRETE CONTRACTOR

\_\_\_\_\_ **Merchant License #** \_\_\_\_\_

FIRE SYSTEMS CONTRACTOR(S)

\_\_\_\_\_ **Merchant License #** \_\_\_\_\_

**LAND DISTURBANCE PERMIT**

When soil is disturbed on a construction site, a land disturbance permit is required to be issued along with the building permit. If your project will disturb the soils on the site, please complete and return the attached Land Disturbance Permit Application with the building permit application.

**PERMIT FEES FOR NOT FOR PROFIT CORPORATIONS**

In October 2012, City Council approved the waiving of building permit, zoning, and public works fees for construction projects on property owned by any political subdivision or organization that has obtained an exemption from the payment of federal income taxes as provided in certain sections of the US Internal Revenue Code. If you are a tax exempt entity, please provide a copy of your tax exempt letter to see if you qualify to have your permit fees waived.

**BUILDING PLANS**

Please submit two sets of the site/civil plans and building plans. One set will be returned to you at the time the permit is issued. Plans should be wet stamped by a Missouri registered architect and/or engineer as required by state law. To find out if your remodel/alteration project requires wet stamped plans, contact Brett Penrose at 660-262-4634.

**RIGHT OF ENTRY:**

In the discharge of his/her duties, the Code Official or his/her designated representative shall have the authority to enter at any reasonable hour any building, structure or premise in this jurisdiction to enforce the provisions of the building codes adopted by the city of Warrensburg.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make the application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction.

\_\_\_\_\_  
APPLICANT NAME (PLEASE PRINT) ADDRESS OF APPLICANT \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT \_\_\_\_\_

**FOR OFFICE USE ONLY**

NEW CONSTRUCTION FEES WILL BE CALCULATED AS FOLLOWS:

	Finished Floor Area Above Grade	Garage Area	Basement
Gross Area	_____	_____	_____
X Cost per Sq. Ft.	\$ _____	\$ _____	\$ _____
X Permit Fee Modifier	_____	_____	_____
=	\$ _____	\$ _____	\$ _____

BUILDING PERMIT FEE	\$ _____
LAND DISTURBANCE PERMIT FEE	\$ 0.00
SIDEWALK PERMIT	\$ _____
SEWER TAP	\$ _____
DRIVEWAY PERMIT	\$ _____
OTHER FEE	\$ _____

TOTAL \$ \_\_\_\_\_

APPROVED \_\_\_\_\_  
DATE \_\_\_\_\_

BY \_\_\_\_\_