

Commercial Remodel Permit

Zoning requirements—Staff recommends always verifying the zoning requirements for your project before deciding to build. Warrensburg has eleven separate zoning districts, each with minimum lot size, building height, setback, parking, landscaping, and other requirements. The Zoning Ordinance can be accessed online for free in Chapter 27 of the Code of City Ordinances at www.municode.com/library/mo/warrensburg/. The Zoning Map can be accessed online for free at www.warrensburg-mo.gov/541/Zoning-Map. For zoning questions please contact Kristin Dyer, City Planner, at 660-747-9135.

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.

- 2018 International Building Code
- 2018 International Existing Building Code
- 2018 International Fire Code
- 2018 International Plumbing Code
- 2018 International Mechanical Code
- 2018 International Fuel Gas Code
- 2018 International Energy Conservation Code
- 2017 National Electrical Code
- Local amendments to the codes are in Chapter 6 of the Code of City Ordinances

Submission Requirements—Plans submitted as part of a commercial construction permit application are required to be stamped by a Missouri registered architect and engineer or surveyor. Each page of a plan set is required to be wet-stamped and signed by the appropriate design professional. This also applies to all resubmittals. Electronic stamps and signatures are accepted.

- 1) Building permit application
- 2) Commercial Remodel Scope of Work form
- 3) 2 sets of plans wet stamped by a Missouri registered architect and/or engineer or surveyor as required by state law
 - a) Structural calculations or other substantiation of structural performance.
 - b) General specifications.
 - c) Fire resistance rated assembly specifications
 - d) Complete Mechanical plans and specifications
 - e) Complete Plumbing plans and specifications
 - f) Complete Electrical plans and specifications
 - g) Complete Sprinkler plans and specifications
- 4) Additions require additional plans to be submitted as follows:
 - a) Land Disturbance application
 - b) Soil boring and geotechnical recommendations report, including the description and bearing value.
 - c) Storm water pollution prevention plans (SWPP)
 - d) Foundation (footing size, steel size & placement, wall size)
 - e) Elevations of each of the four sides
- 5) Additions and a change in use require a Site plan to scale & stamped by a Missouri civil engineer or surveyor showing location and/or dimensions of:
 - a) Property lines
 - b) Existing and proposed structures
 - c) Driveways, Adjacent street(s), Sidewalks & Utility easements
 - d) Parking stalls & access aisles
 - e) Front, rear & side setbacks
 - f) Dumpster enclosure

- g) Signage, if applicable
- h) Site lighting
- i) Landscaping as required by Chap. 27, Article X
- j) Erosion controls & direction of flow
- k) Address, Subdivision & Lot number (if applicable)
- l) North arrow, scale bar & text

Fees—Permit fees are due at the time the building permit is issued. Fees for remodel, addition, or tenant finish construction are calculated by multiplying the cost of the construction times the permit fee modifier of: 0.00355. Additional fees might include the following:

Sidewalk Permit:	\$25.00
Driveway Permit:	\$50.00 (each)
Sign Permit:	\$40.00 per sign

Review time—After all applications and plans have been received, the Plan Review Team will begin the review process. This process generally takes 2 weeks. 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.

Pre Development Meeting—If you are considering a new project and would like to discuss any of the above rules, regulations or requirements, our Plan Review Team would be happy to meet with you to discuss what infrastructure, building code or zoning requirements might apply, and to answer your questions regarding these requirements. To schedule a meeting with the Plan Review Team, please contact the Permit Clerk Sandi Anstine at 660-747-9135. This is an optional meeting that can help you develop the plans for your project.



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 _____



Scope of Work:

Commercial Remodel

Floor Plan

Plan Submittals: Depending on information submitted, plans may be required from a Missouri-certified architect. If architectural plans are not required, plans will be accepted from the owner, contractor or other person may design the floor plans and other drawings as required.

1. What type of business will occupy the building or area to be remodeled?

2. What is the square footage of the building or area to be remodeled? _____
3. How many persons will occupy the building or area to be remodeled? _____
4. How many exits currently exist in the building or area to be remodeled? _____
5. How many floors are in the building to be remodeled? One ___ Two ___ Three ___
6. How many floors of this building will be remodeled? One ___ Two ___ Three ___
7. What is the square footage of the building or area to be remodeled? _____ sq. feet

Electrical

1. Are you upgrading the existing electric panel? Yes ___ No ___ N/A ___
2. Are you replacing an old electric panel with a new electric panel? Yes ___ No ___ N/A ___
3. Are you installing a new meter? Yes ___ No ___ N/A ___
4. Are you installing new electrical circuits? Yes ___ No ___ N/A ___
5. If adding new electrical circuits, how many? _____
6. Are you adding new receptacles? Yes ___ No ___ N/A (Show locations of receptacles on floor plan.)
7. If adding new receptacles, how many? _____ (Show location of additional receptacles on floor plan.)
8. Are you adding additional lighting fixtures? Yes ___ No ___ N/A
(Show location of additional lighting and/or fixtures on floor plan.)
9. If adding new light fixtures, how many? _____

Plumbing

1. Will a bathroom be added? Yes ___ No ___ N/A ___
2. How many bathrooms will be added? One ___ Two ___ N/A ___
2. What other plumbing fixtures are to be added in the remodeled space? Sink ___ Toilet ___ Shower ___ Mop Sink ___ Clothes Washer ___
3. Is a new water heater to be installed? Yes ___ No ___ N/A ___
4. Will drain, waste or vent pipe be added? Yes ___ No ___ N/A ___
5. If adding drain, waste or vent pipe, what is the amount (in linear feet) to be added? _____
6. In what location will the new drain, waste or vent pipe be added?
_____ (Show location of new piping on floor plan.)
7. Will gas piping and/or a gas appliance be installed? Yes ___ No ___ N/A ___

Mechanical

1. Is a new heating and cooling system to be added? Yes ___ No ___ N/A ___
(Show location of furnace and water heater on floor plan.)
2. Will new duct work be added? Yes ___ No ___ N/A ___

Structural

1. Are you installing a new ceiling grid? Yes ___ No ___ N/A ___
2. If installing a new ceiling grid, over which rooms are you installing the grid?

3. If demolishing interior walls, are they load-bearing? Yes ___ No ___ N/A ___
4. Are you constructing new, permanent walls? Yes ___ No ___ N/A ___
(Show location of new walls on floor plan.)
5. What type of frame will you use in construction of new walls? Wood ___ Metal ___ Other ___ N/A ___
6. Are you installing new, non-permanent (partition) walls? Yes ___ No ___ N/A ___
7. Will any of the walls within the remodel area be a party wall (separating one area of the building with another)? Yes ___ No ___ N/A ___
8. If there is currently a party wall separating two separate occupancies or uses, does the party wall extend from the floor up to the roof? Yes ___ No ___ N/A ___
9. If new doors are to be installed, how many? _____ N/A ___
(Show location of new doors on floor plan)
10. If new windows are to be installed, how many: _____ N/A ___
(Show location of new windows on floor plan.)



LAND DISTURBANCE PERMIT APPLICATION

I. Location of Structure		PERMIT NO.: _____ PERMIT FEE: _____	
1. Address of Project: _____			
II. Proposed Work			
2. Date Land Disturbance Activity is to Begin: ____ / ____ / ____		3. Total Land Area to be Disturbed (sq. ft.): _____	
A. Residential: 4. <input type="checkbox"/> Site Grading 5. <input type="checkbox"/> Multi-Family Structure 6. <input type="checkbox"/> Detached Accessory Structure 7. <input type="checkbox"/> Demolition 8. <input type="checkbox"/> Other _____	B. Commercial: 9. <input type="checkbox"/> Site Grading 10. <input type="checkbox"/> Site Development 11. <input type="checkbox"/> Multi-Family Structure 12. <input type="checkbox"/> Commercial Structure 13. <input type="checkbox"/> Detached Accessory Structure 14. <input type="checkbox"/> Demolition 15. <input type="checkbox"/> Other _____	C. Subdivision: 16. <input type="checkbox"/> Site Grading 17. <input type="checkbox"/> Site Development 18. <input type="checkbox"/> Other _____	
19. Briefly Describe the Nature of the Work: _____ _____ _____ _____			
20. Is project within a FLOOD PLAIN? <input type="checkbox"/> YES <input type="checkbox"/> NO If project is within a flood plain area, the Federal Emergency Management Agency (FEMA) requires a Letter of Map Revision (LOMR).			
III. Identification			
21. Owner of Property			
Name: _____		E-Mail: _____	
Home Phone: ()	Work Phone: ()	Cell Phone: ()	Fax: ()
Street Address	City	State	Zip Code
22. Contractor:			
Company Name: _____		Contact Name: _____	
Work Phone ()	Cell Phone ()	Email: _____	Fax ():
Street Address	City	State	Zip Code
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 this application as his/her authorized agent and we agree to conform to all applicable codes and ordinances of the City of Warrensburg.			
SIGNATURE OF APPLICANT: _____		APPLICATION DATE: _____	