

Commercial Solar Photovoltaic System 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
- 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) Plans – 2 sets of professional plans as delineated on the Scope of Work form
- 3) Ground mounted systems require additional plans to be submitted as follows:
 - a) Land Disturbance application
 - b) Site plan to scale & stamped by a Missouri civil engineer or surveyor showing location and/or dimensions of:
 - i. Property lines
 - ii. Existing and proposed structures
 - iii. Driveways, Adjacent street(s), Sidewalks & Utility easements
 - iv. Front, rear & side setbacks
 - v. Erosion controls & direction of flow
 - vi. Address, Subdivision & Lot number (if applicable)
 - vii. North arrow, scale bar & text

Fees—Permit fees are due at the time the building permit is issued. Fees for solar photovoltaic system construction are calculated by multiplying the cost of the system & installation times the permit fee modifier of: 0.00355.

Review time—After all applications and 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.

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:

Commercial Solar Photovoltaic System

Plans Required

Installation of a commercial photovoltaic system requires 2 sets of construction plans stamped and sealed by a Missouri-registered engineer. If the system involves ground-mounted panels or other equipment, 2 sets of a site plan stamped and sealed by a Missouri-registered engineer or surveyor will also be required.

All plans for a solar photovoltaic system installation must be in accordance with the requirements of Article 690 of the 2011 National Electric Code and must include, at a minimum, the following information:

1. **Equipment Diagram:** A basic site plan diagram identifying the location of major components of the system and identification of all equipment;
2. **Electric Diagram:** A diagram showing all major field-installed electrical components, wire identification and sizing, and grounding;
3. **Wire Specifications:** Details for wire types and sizes, number of conductors, and conduit type and size;
4. **Inverter Information:** Provide model number, manufacturer's specifications and listing for the specific model;
5. **Module Information:** Provide complete manufacturer's specifications of module and listing, show series/parallel configuration of modules and wire type and size of module wiring;
6. **Grounding Information:** Provide details for the equipment grounding of the PV array and system grounding of the inverter;
7. **Utility Disconnect:** Provide type and show location of utility disconnect and means of connection to the building electrical system;
8. **Battery Information (if used):** Provide manufacturer's specifications for the specific model. Include nominal battery voltage for the system and storage and venting requirements;
9. **Array Information:** Include the number of modules in a series, the number of parallel source circuits, the total number of modules, operating voltage, operating current, maximum system voltage and the short-circuit current rating. For ground and pole-mounted arrays, show array supports, connection details, framing members, and foundation posts and footings. For roof-mounted arrays, show anchorage to the roof and framing structure and schematic elevations. Identify methods of sealing all roof penetrations.



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.

	ADDRESS OF APPLICANT	

APPLICANT NAME (PLEASE PRINT)

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 _____



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: _____	