

New Commercial Construction 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 the 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) Land Disturbance application
- 3) 2 sets of plans wet stamped by a Missouri registered architect and/or engineer or surveyor as required by state law
 - a) Soil boring and geotechnical recommendations report, including the description and bearing value.
 - b) Storm water pollution prevention plans (SWPP)
 - c) Structural calculations or other substantiation of structural performance.
 - d) General specifications.
 - e) Fire resistance rated assembly specifications
 - f) Complete Mechanical plans and specifications
 - g) Complete Plumbing plans and specifications
 - h) Complete Electrical plans and specifications
 - i) Complete Sprinkler plans and specifications
- 4) Site plan drawn to scale & stamped by a Missouri registered civil engineer or surveyor showing:
 - a) Lot dimensions
 - b) Existing and proposed structures
 - c) Driveways, Adjacent street(s), Sidewalks & Utility easements
 - d) Parking stalls & access aisles
 - e) Front, rear & side setbacks
 - f) Landscaping as required by Chap. 27, Article X
 - g) Address, Subdivision & Lot number (if applicable)
 - h) North arrow, scale bar & text
 - i) Dumpster enclosure
 - j) Signage, if applicable
 - k) Site lighting

Fees—Permit fees are due at the time the building permit is issued. Building permit fees for new commercial construction are calculated using the *International Code Council's Permit Fee Schedule, times the gross square footage of the building, times the permit fee modifier of: 0.00355. Additional fees might include the following:

Sidewalk Permit:	\$25.00
Sewer Tap:	varies by type of structure
Driveway Permit:	\$50.00 (each)
Excavation Permit:	varies by project
Sign Permit:	\$40.00 per sign

*For the current ICC Permit Fee amounts, please contact Brett Penrose, Building Official, at 660-747-9135.

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 _____



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: _____	