



CASS COUNTY, MISSOURI

Building Codes, Environmental Health, And Zoning Department

30508 S. West Outer Road, Harrisonville, MO 64701
P- (816) 380-8134 F- (816) 380-8130

Last Updated October 1, 2011

PERMIT APPLICATIONS AND PLAN REQUIREMENTS FOR COMMERCIAL OR INDUSTRIAL BUILDINGS AND FACILITIES:

Please check with the Building Codes office for any changes or revisions to this application packet.

A completed permit application questionnaire provided as a part of this packet for buildings with a proposed use other than one or two family dwellings and their accessory uses shall be accompanied by plans and specifications that contain detail and are of sufficient clarity to perform a detailed plan review for the proposed project. All information requested on the application questionnaire is required to be answered. It is the applicants' responsibility to provide the following information. The Building Codes Department staff is unable to assist in obtaining the information. All plans will be reviewed under the 2006 International Codes and 2005 NEC as adopted by Cass County. If you have any questions please feel free to ask. Applications cannot and will not be accepted electronically or by machine. Completed application and all associated information must be made at the Cass County building codes department by the applicant t/ permit Holder

- Two Original sets of all plans and accompanying information shall be submitted with application. Plans will **NOT** be accepted by electronic means.
- Structural plans for new buildings or additions onto existing buildings shall bear an original seal from a Missouri Registered Structural Engineer.
 - Engineered plans shall be accompanied by all calculations that have been used in the preparation of the plans.
 - Plans shall be prepared on 18 X 24 inch or 24 X 36 inch paper (poster board or cardboard will not be accepted). Plans shall be drawn to scale and the scale to which plans are prepared shall be indicated on each sheet of the plans or each detail, as needed. Plans prepared on 8 1/2 X 11 inch paper or cloth sheets will **NOT** be accepted. All plans for the project shall be of the same size and shall be submitted as a complete set.
- Non-Structural plans for interior finish shall bear an original seal from a Missouri Registered Architect.
- Plans shall include a site plan that has been prepared by a Missouri Registered Surveyor.
 - Site plan shall include the location of all off street parking required by the Cass County Zoning Ordinance.
 - The location of any existing or proposed easements.
 - A general statement that the site preparations will provide features that will make the site and buildings comply with the ADA, Chapter 11 out of the International Building Code, 2006 Edition.
 - Indicate Fire Hydrant Locations.
 - Storm Water Prevention Plan shall be provided with Storm water runoff study and detention plan shall be included with the submitted application.
- A storm water runoff study and detention plan may be required as determined by the Zoning Office.
- Plans shall indicate the use of each separate area of the proposed or existing buildings
- General notes on plans shall specify the Occupancy Group and Division as defined by Chapter 3 of the International Building Code, 2006 Edition.
- Indicate the Type of Building Construction as defined by Chapter 6 of the International Building Code, 2006 Edition.
- Show the total area of a proposed building and any existing buildings if applicable and the allowed area in accordance with Chapter 5 of the International Building Code, 2006 Edition. If any area increases allowed by Chapter 5 are taken the calculations for the total allowed area shall be shown.
- Provide the results of a flow test from the water district for water as per the 2006 International Fire Code.
- If the total area of a proposed building is greater than 5,000 square feet or if a proposed addition onto an existing building would result in the total building area being greater than 5,000 square feet a special inspection program complying with Chapter 17 of the International Building Code, 2006 Edition shall be included.
- Exiting plans as required by Chapter 10 of the International Building Code, 2006 Edition.
- Location of Mechanical Equipment and Electrical Service including size or rating of equipment shall be shown on required plans.

- Location of all sanitary facilities.
- All Piping sizes, location of piping, including a riser diagram, shall be shown on plumbing drawing and shall bear an original seal from a Missouri Registered Plumbing Engineer.
- All electrical drawings shall include wire sizes, wiring methods to be used and shall bear the original seal of a Missouri Registered Electrical Engineer.
- Mechanical drawings shall show size of all ductwork, smoke dampers, fire dampers, etc. and shall bear the original seal of a Missouri Registered Mechanical Engineer.
- On-Site sewage disposal system permit as issued by the Cass County, Missouri Health Department. (If applicable)
- A completed Building Permit Application Questionnaire. (See Attached)
- The complete legal description of the property on which the building is to be constructed.
- A letter from the 911 coordinator for the new address.
- \$50.00 Application fee due at time application is made.
- Work shall not be started until a permit has been issued!
- By being the permit applicant/ permit holder you are taking full responsibility for the building project. The permit applicant/ permit holder will be the point of contact for all issues regarding the project from start to finish.

CASS COUNTY ON-SITE SEWAGE DISPOSAL SYSTEM CONSTRUCTION PERMIT APPLICATION

In order to process your application for a building permit the following information, is required to be submitted at the time of application. Applications cannot and will not be accepted electronically or by machine. Completed application and all associated information must be made at the Cass County building codes department by the applicant t/ permit Holder.

Before making application, please check with the Building Codes, Environmental Health, and Zoning office for any changes or revisions to this application packet.

1. A completed permit application questionnaire provided as a part of this packet. All information requested on the application questionnaire is required to be answered. It is the applicant's responsibility to provide the following information our staff are unable to assist in obtaining the information.
 - Fire District
 - Water District
 - School District
2. The complete legal description of the property on which the building is to be constructed.
3. A Plot plan showing all information required by item #2 below.
4. Site Evaluation form and results of soil test as performed by a licensed percolation tester or a soil scientist.
5. Details showing the typical cross section dimensions of the absorption trench including but not limited to: depth, width, size, type, and depth of gravel; size, type and depth of pipe or chamber; depth of fill; type of restrictive layer (landscaping fabric, fiberglass, paper, etc.)
6. Flood Plain Determination Form
7. Completed Application
8. Soil Data at site location, either percolation test or soil morphology evaluations. Percolation tests must be preformed by a certified percolation tester, Soil Morphology must be provided by a soil scientist.
9. A letter from the 911 coordinator for the new address.
10. If construction is taking place in any subdivisions a Road Impact Fee may due. You will need to contact the Planning and Zoning Department about this issue.

NOTE: All plans, specifications and other information which is required to be submitted will be retained by the Cass County, Missouri Building Codes, Environmental Health, and Zoning Department as a part of the public record concerning a building permit or building permit application and **will not be returned** to an applicant. If any of the documents, which are submitted, are needed for an applicants use, copies should be made before submitting the documents to the building codes office.

Work shall not be started until a permit has been issued!

By being the permit applicant/ permit holder you are taking full responsibility for the Onsite Sewage project. You being the permit applicant/ permit holder will be the point of contact for all issues regarding the project from start to finish.

A \$300.00 Onsite Sewage fee for new systems is due upon making application. A \$75.00 Fee for Exemption permits.

Plans are required to be reviewed for compliance with various county ordinances and codes and you should allow up to 10 working days for your plans to be reviewed although depending on the work load your plan review should be completed within 5 to 7 working days. Incomplete plans and specifications may not be accepted or if plans are incomplete and require more than one hour of review time additional fees may be assessed at the rate of \$97.00 per hour with a minimum of one-half hour charge being assessed. The information which is being requested in this letter is a part of the building codes department plan review check list and plans which do not contain all requested information may be rejected and a delay in issuance of your building permit may result.

PLAN REQUIREMENTS:

1. Plans will **NOT** be accepted by electronic means. All plans for the project shall be of the same size.
2. Site Plan of the property shall include the following information and must be prepared by the installer or engineer showing the following minimum information:
 - a) Lot lines, dimensions and total lot area or acres
 - b) North arrow
 - c) Any easements shall be shown with their established dimensions.
 - d) Show all existing buildings already present on parcel of property on which proposed building is to be erected.
 - e) Shows planned location of new building and provide setback dimensions between proposed building and all property lines and any existing buildings. For setback requirements please contact the Cass County Zoning Department.
 - f) Indicate location of: Absorption Field Serial Dist (land Block) Flat lot Layout
Total Absorption Area Easements No. of Trenches Trench Width
Trench Depth Tank Geological Features Soil Morphology Pits or Percolation Holes
Indicate direction of surface drainage Springs, sinkholes and caves
Proposed and/or existing wells (in use or abandoned)
Flowing or intermittent streams or watercourses, ponds, lakes and floodplain boundaries
Any other conditions which may affect the design or performance of the system
 - g) Location of proposed septic tank and absorption field or other proposed system.
 - h) Slope of ground surface across absorption field area. Spot elevations or topographic contours may be used. Show Grade to nearest ½ percent.
 - i) Existing utility lines and easements.
 - j) Existing or proposed swimming pools.
 - k) Existing or proposed drives, parking lots or other paved or gravel surfaced areas.

If a lagoon or evaporation pond is being installed, the distance of neighboring residence(s) must be indicated

This information may or may not be all that is required for each individual Onsite Sewage design. If additional information is required during the review process the permit applicant or designated design professional will be contacted.

If you have any questions regarding the required information please feel free to contact the Cass County Building Codes, Environmental Health, and Zoning Office.



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Log No. _____
OFFICE USE ONLY

Last Updated May 10, 2011

**COMMERCIAL BUILDING PERMIT
APPLICATION QUESTIONNAIRE**

Applications cannot and will not be accepted electronically or by machine. Completed application and all associated information must be made at the Cass County building codes department by the applicant / permit Holder

Date of Application: _____

Property Information

All information must be complete before making application.

Project 9-1-1 Address: _____ Post Office _____

Sec/Twn/Rng ____/____/____

Lot: _____ Block: _____ Subdivision: _____

Note: If Other Than Subdivision Lot, A Complete Description Of Property Shall Be Included With Permit Application.

Property Owner: _____

Owner Address: _____

Owner City/State/Zip: _____

Fire District: _____

Water District: _____

School District: _____

Fuel Gas Supplier: _____ Type: _____ (LPG, Natural)

Electrical Utility Supplier: _____

Electrical Service Rating: _____ (Amps)

Property Area: _____ (Acres)

Health Department Permit #: _____

Permit Applicant Information

By filling out the following information you are taking FULL responsibility for this project from Start to Finish!

Applicant Social Security or TIN #: _____

Applicant Name: _____

Applicant Address: _____

Applicant City/State/Zip: _____

E-Mail Address: _____

Phone: _____ Mobile #: _____

Alternate Phone: _____ Fax #: _____

Applicants Position (Owner or Builder): _____

Type of Construction: _____

Valuation Cost (Total Cost of Project): _____

CONTRACTORS LIST

All information must be complete before making application.

General Contractor _____
Contact Person _____
Address _____

Phone _____
Alternate Number _____
E-mail _____

Foundation Company _____
Contact Person _____
Address _____

Phone _____
Alternate Number _____
E-mail _____

Flat Work Company _____
Contact Person _____
Address _____

Phone _____
Alternate Number _____
E-mail _____

Framing Contractor _____
Contact Person _____
Address _____

Phone _____
Alternate Number _____
E-mail _____

Electrical Contractor _____
Contact Person _____
Address _____

Phone _____
Alternate Number _____
E-mail _____

Plumbing Contractor _____
Contact Person _____
Address _____

Phone _____
Alternate Number _____
E-mail _____

CONTRACTORS LIST CONTINUED

Mechanical Contractor

Contact Person

Address

Phone

Alternate Number

E-mail

Insulation Company

Contact Person

Address

Phone

Alternate Number

E-mail

DESIGN PROFESSIONALS LIST IF REQUIRED (Engineers and or Architects)

Design Professional/ Discipline

Contact Person

Address

Phone

Alternate Number

E-mail

Design Professional/ Discipline

Contact Person

Address

Phone

Alternate Number

E-mail

Design Professional/ Discipline

Contact Person

Address

Phone

Alternate Number

E-mail

Design Professional/ Discipline

Contact Person

Address

Phone

Alternate Number

E-mail