



**CASS COUNTY, MISSOURI  
BUILDING CODES DEPARTMENT  
102 East Wall Street Harrisonville, MO 64701  
Phone: (816) 380-8134 Fax: (816) 380-8130**

**REQUIRED INSPECTIONS, INSPECTION REQUEST PROCEDURES  
REINSPECTION FEE REQUIREMENTS, CODE INTERPRETATIONS,  
CODE MODIFICATIONS AND APPEAL PROCEDURES**

Last Updated December 15, 2010.

**PERMIT HOLDERS RESPONSIBILITIES:**

- **To request all required inspections when work is ready for inspection.**
- **To provide access for inspection, we can not use any type of lock boxes, key codes or alarm codes to gain access to structure. Structure must be accessible with out the use of any type of “key” for inspection.**
- **To cause the work requiring inspection from being concealed until the inspection has been approved.**
- **To cause the building or structure to remain unused or unoccupied until a final inspection has been performed and a Certificate of Occupancy has been issued.**

**INSPECTION REQUESTS:**

Inspections are required to be performed at various stages of a construction project for verification of compliance with the applicable codes that have been adopted by Cass County.

You will be given a list of inspections that are required to be performed with your permit. Any work requiring an inspection shall not be concealed prior to obtaining approval from the building codes department.

If work has been concealed, it may be required to have the construction that is concealing the work requiring inspection to be removed, so that the inspection may be performed. Removal of any concealing construction shall be the responsibility of the permit holder, Cass County, Missouri and the Building Codes Department accepts no responsibility or liability for any costs incurred for the removal or replacement of any construction required to perform any inspection which is required by Cass County, Missouri and the Building Codes Department

It is the permit holder’s responsibility to request an inspection when work is ready for inspection. When it is determined that a project is ready for a required inspection you may request an inspection by calling (816) 380-8134 between 8:00 a.m. and 4:30 p.m. Monday through Friday. The following information will be required in order for your inspection request to be accepted so that an inspection may be scheduled:

1. The Building Permit Number.
2. The assigned address for the project.
3. The type of inspection that is being requested.
4. The requested date of inspection to be performed.
5. Indicate if the request is for a re-inspection.

**CASS COUNTY, MISSOURI  
TRAINING DAYS & HOLIDAYS OBSERVED**

The County of Cass County will observe the following training days and holidays during 2010. The building codes department will be closed on these dates and no inspections will be performed unless prior arrangements have been made and building codes department personnel are available to perform inspections. Inspections will only be performed by department personnel on a voluntary basis and inspection fees will be assessed at the rate of \$72.00 per hour with a minimum of two (2) hours.

New Years	Friday	December 31, 2010
Martin Luther King, Jr.	Monday	January 17, 2011
President's Day	Monday	February 21, 2011
Training	Wednesday	April 6, 2011
Training	Thursday	April 7, 2011
Training	Friday	April 8, 2011
Truman Day	Friday	May 9, 2011
Memorial Day	Monday	May 30, 2011
Independence Day	Monday	July 4, 2011
Labor Day	Monday	September 5, 2011
Columbus Day	Monday	October 10, 2011
Training	Wednesday	October 12, 2011
Training	Thursday	October 13, 2011
Training	Friday	October 14, 2011
Veterans Day	Friday	November 11, 2011
Thanksgiving	Thursday	November 24, 2011
Day After Thanksgiving	Friday	November 25, 2011
Christmas	Friday	December 26, 2011

**ANY ADDITIONAL TRAINING DAYS WILL BE POSTED IN THE OFFICE.  
PLEASE CALL (816) 380-8134 TO CONFIRM.**

## **INSPECTION SCHEDULING BY THE BUILDING CODES DEPARTMENT:**

Most inspections will be performed on the workday following the inspection request being received unless the person making the request specifically requests that the inspection be scheduled for a later date. The only exception to this rule is for Footings, Engineered Walls and Structural Suspended Slabs, which may be performed on the same day of the inspection request being made. **In order for these types of inspections to be performed on the same day the request must be received by our office no later than 2:00 pm and must be ready not later than 3:00 pm.** We will make these types of inspections high priority. When footings, foundation wall or structural slab inspections are needed on the same day that the request is being made, the request should be called in as early in the day as possible to assist with the routing of the inspectors, however enough time must be allowed for the work requiring inspection to be completed to avoid having the inspection rejected and or re-inspection fee issued for not being ready.

### **Request for final inspection will not be accepted without a final approval of the septic system**

**Appointment times for inspections will not be made**, however if an individual requires an approximate time that the inspector will arrive at a job site, they should call the building codes office on the morning that the inspection is scheduled to discuss the inspectors schedule for the day.

### **RE-INSPECTIONS:**

After the initial inspection has been performed on requested inspections, if deficiencies are found to exist as a result of the inspection, a correction list will either be left at the job site or given to the contractor if present. All items on a correction notice are required to be corrected before a request for a re-inspection is made. Re-inspection requests shall be made in the same manner as other inspections and will be responded to as previously outlined.

### **RE-INSPECTION FEES:**

When all items that detailed on an inspection report requiring corrections to be made for inspection approval are not corrected before a re-inspection is requested, and additional re-inspections are required to inspect remaining deficiencies, a \$100.00 re-inspection fee will be assessed for each and every re-inspection required after the first re-inspection. Any deficiency item noted on an inspection report, which requires approval, shall not be concealed until approval has been received on an inspection report.

If the structure is inaccessible for any requested inspection a \$100.00 fee will be assessed.

**If a requested inspection is found to not be ready, when the inspector arrives the at job site, the inspector may stop the inspection and a re-inspection fee of \$100.00 maybe assessed.**

Note: Inspectors will only inspect items noted on the original inspection correction list when performing re-inspections, unless additional work was performed after the initial inspection was performed or a major deficiency is found which could adversely affect the integrity of the structure or the life-safety or sanitation of its occupants. It will not be the policy of the Building Codes Department to cause a new list of deficiencies to be prepared on re-inspections that would require the payment of re-inspection fees.

### **CERTIFICATE OF OCCUPANCY REQUIRED:**

No building or structure shall be used or occupied until the permit holder has requested a final inspection and the final inspection has been performed by the building codes department and a Certificate of Occupancy has been issued. A Temporary Certificate of Occupancy may be granted if it is found that no significant hazard will result from occupancy of a building or portion of a building or structure after a final inspection has been performed.

If a Temporary Certificate of Occupancy is granted it will allow a reasonable amount of time to correct any remaining deficiencies, all deficiencies should be corrected and a re-inspection scheduled before the expiration date of the Temporary Certificate of Occupancy. If a Temporary Certificate of Occupancy is required to be extended a fee of \$200.00 will be assessed before such extension is granted. No extension of a Temporary Certificate of Occupancy will be granted unless a re-inspection has been performed to document the progress of the corrections being made to bring the building or structure into full compliance with the codes and ordinances adopted by Cass County, Missouri.

## **MINIMUM REQUIREMENTS FOR A TEMPORARY CERTIFICATE OF OCCUPANCY:**

1. Required smoke detectors shall be installed and functioning.
2. Required ground fault circuit interrupter protected receptacles and outlets shall be installed and functioning.
3. Electrical conductors shall be terminated in boxes and cover plates shall be installed over boxes.
4. Handrails shall be installed on stairways with two or more risers.
5. Guardrails shall be installed on decks, landings, stairs, platforms, ect. When the walking surface is 30 inches or more above the adjacent grade levels.
6. The required one-hour fire-resistive separation of the garage and dwelling shall be completed.
7. Sewage disposal systems shall have been inspection and final approval obtained from the Cass County Health Department.
8. All plumbing fixtures shall be installed and operational.
9. All gas appliance vent systems shall be complete.
10. Electrical Service shall have final approval (including labeling of panel box).
11. Gas piping test shall have been performed and approved.
12. Any outstanding fees that have been assessed shall be paid.
13. **All inside items shall be completed and approved prior to a temporary occupancy being issued.**
14. **All electrical items shall be completed and approved prior to a temporary occupancy being issued.**
15. **The only remaining outside deficiencies to be allowed for a temporary occupancy shall be gutters, downspouts, splash blocks and finish grade.**

### **NOTICE:**

The disposal of demolition and constructions waste is regulated by the Missouri Department of Natural Resources under Chapter 260, RSMo. Such wastes in types and quantities established by the department shall be taken to a demolition landfill or a sanitary landfill for disposal. Any person who engages in building construction, modification or demolition that produces demolition waste, in types and quantities established by the department, shall maintain records of sites used for demolition waste disposal for a period of one year. These records shall be made available to the department upon request.