



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

Last Updated December 28, 2009

These Items will be in Effect January 1, 2010

Information Required on Building Permit Applications and Building Plans for New Single Family Dwellings, Modular Homes and Single Family Room Additions

In order to process your application for a building permit the following information, is required to be submitted at the time of application. All plans will be reviewed under the 2006 International Codes 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.

Before making application, please check with the Building Codes 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 and Building Codes Department staff are unable to assist in obtaining the information.
 - Fire District
 - Water District
 - School District
 - Electrical or Gas Utilities

Note: The name of the electrical utility company is essential at the time of making application for a permit. The Building Codes Department is required to inform the electrical utility when a service has been inspected and is approved prior to the utility energizing the service. If an applicant incorrectly identifies the utility provider obtaining electrical power may be delayed.

2. The complete legal description of the property on which the building is to be constructed.
3. A sewage disposal system permit as issued by the Cass County, Missouri Health Department.
4. A Plot plan showing all information required by item #2 below.
5. One set of building plans containing all information required by item # 3 a, b and c and any engineering plans required in item # 4.
6. A letter from the 911 coordinator for the new address.
7. 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 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 building 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 \$50.00 Application Fee is due upon making application for a building permit and applications will not be accepted without the application fee being paid. Refunds of the application fee will not be granted after any plan review has been completed. A refund of 80 percent of the application fee, may be granted upon application in writing by the permit applicant before any plan review has been started.

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.

BUILDING PLAN REQUIREMENTS:

1. All plans shall be prepared on 18x24 inch or 24x36 inch sheets and scale to which plans are prepared shall be shown on each sheet as needed. Plans prepared on 8 1/2 X 11 inch paper or cloth sheets will **NOT** be accepted. 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;
 - a) North arrow
 - b) Any easements shall be shown with their established dimensions.
 - c) Show all existing buildings already present on parcel of property on which proposed building is to be erected.
 - d) 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.

Note: Site Plan is not required to be prepared by a registered surveyor but the plot plan should be clear and detailed enough so that the plan reviewer can determine that all zoning, floodplain, and the building code and other ordinances are to be in compliance with all requirements.

3. Building plans shall include the following information;
 - a) Floor plan of all floors including basement.
 - i) Show overall dimensions of building and room dimensions
 - ii) Show location of furnace(s) and water heater(s).
 - iii) Name the use of each room
 - iv) Delineate all bearing walls on each floor
 - v) By note or detail specify size of windows for emergency egress from all bedrooms and basement
 - vi) Show square footage area for finished space on each floor, garage, etc.

- b) Framing details shall to include;
 - i) By notes, details or cut elevations on building plans specify the following;
 - a) The size of all framing components, give grade and species or Fb and E values and show the direction in which the members will be run.
 - b) Specify center-to-center spacing of members.
 - c) Show details of any special architectural features e.g. vaulted ceilings, cantilevers, beams, etc.
 - d) Show clear load transfer path to carry all floor, ceiling and roof loads through structure to foundation.
- c) Foundation plan shall include the following;
 - i) Footings
 - a) Width and thickness
 - b) Reinforcing
 - c) By note or detail, 36 inch depth for frost protection
 - ii) Foundation walls
 - a) Height and thickness

Note: Foundation walls, which will support nine feet or more of unbalanced fill, will be required to be designed and sealed by a Missouri professional engineer.

- b) Reinforcing
- c) Elevation drawings showing proposed finished grade elevations in relation to foundation walls.

4. The following are special features of structure and shall require plans to be designed and bear an original seal from a Missouri Registered Engineer;

- A. Vaulted roof / ceiling structures.
- B. Framed walls with studs over ten feet in length.
- C. Load bearing cantilevers with two feet or more of cantilever.
- D. Foundation Walls supporting nine feet or more of unbalanced fill.
- E. Suspended concrete slabs with a clear span dimension of greater than 4 feet.
- F. Bearing walls, which are offset more than the depth of floor joists below from bearing element of structure.
- G. Excessive point loading.
- H. Roof / ceiling truss systems shall have design and layout.
- I. Manufactured I-joist systems shall have a designed layout shall be prepared by a representative of the manufacturer and be submitted on manufacturers plan page or layout and specifications shall be prepared and be sealed by an engineer.

This information may or may not be all that is required for each individual building 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 Inspections Office.

**TABLE 1-A-1 a
BUILDING PERMIT FEES
ONE AND TWO FAMILY DWELLINGS Including Modular Homes**

Building Size	Permit Fee Per Sq. Ft.
For Habitable Space	\$1.17 per sq. ft.
Deck permits when included in the scope of work for which a building permit for a new dwelling or room addition is issued	Included
Deck permits for existing dwellings and for supplemental permits	As per valuation table 1-A-2 plus \$50.00 issuance fee
Finished Habitable space in basements when included in scope of work for which a building permit for a new dwelling or room addition is issued	\$0.36 per sq. ft.
Finished habitable space in basements for existing dwellings and for supplemental permits	\$0.61* per sq. ft. plus \$50.00 permit issuance fee.
Attached Garages and other attached accessory use buildings.	\$0.27 per sq. ft.

*When an application for a permit is made to add finished basement space in an existing dwelling and not in connection with construction for which a permit has been issued, a permit issuance fee of \$ 50.00 shall be added to the per square foot permit fee.

**The total permit fees from the above table shall be reduced by 25 percent for Earth Contact or slab on grade buildings used for dwellings.



CASS COUNTY BUILDING CODES DEPARTMENT

NEW SINGLE FAMILY DWELLINGS,
MODULAR HOMES AND
SINGLE FAMILY ROOM ADDITIONS
BUILDING PERMIT
APPLICATION QUESTIONNAIRE

Log No. _____
OFFICE USE ONLY

Date 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

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 _____