



**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

**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 / 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- Check with your fire district to see if any additional permits/fees are required from them.
  - Water District- Check with your Water district to see if any additional permits/fees are required from them.
  - School District- Check with your School district to see if any additional permits/fees are required from them.
  - Electrical or Gas Utilities- Check with your Electrical or Gas Utilities to see if any additional permits/fees are required from them. (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 must have application made for at time of or prior to building permit application being made.
4. A Plot/ Site 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 be due. You will need to contact the Planning 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 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.
- j. Manufactured Truss 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.
- k. Pole and/or Post Type Construction with the intent of containing living quarters.

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**

<b>Building Size</b>	<b>Permit Fee Per Sq. Ft.</b>
For Habitable Space	\$1.47 per sq. ft.
Deck permits	\$0.12
Porch/Deck Roof	\$0.10
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	\$0.45 per sq. ft.
Finished habitable space in basements for existing dwellings and for supplemental permits	\$0.77* per sq. ft. plus \$50.00 permit issuance fee.
Attached Garages and other attached accessory use buildings.	\$0.34 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 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. Completed Application
7. 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.
8. A letter from the 911 coordinator for the new address.
9. 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.
10. A \$300.00 Onsite Sewage fee for new systems is due upon making application. A \$75.00 Fee for Exemption permits.

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.

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.

### On-Site Sewage Disposal System Information

System is		New Construction			Repair Existing System			Exemption		
System Serves		# of Bedrooms			# of Bathrooms			Full		Half
Percolation Rate		(min/inch)								
Soil Morphology		Soil Type		Soil Texture		% Clay		Application Rate		
System to be used										
Sewage Tank Type		Liquid Capacity			(gal/GPD)		Square Footage of Lateral Field			
Septic	Aerated	NSF Class I	Yes	No	Distance From	House	Well			
Waste Stabilization Pond		Dimensions						( length x width or Diameter)		
Total water surface Area Square ft		Working Depth			Pond Seal		Equip Used			

### Permit Applicant Information

Applicant Social Security # / Tax ID # / Drivers License #				
Applicant Name				
Applicant Address				
City / State / Zip				
Phone			Mobile	
Fax			Alternate Phone	
Applicant's Position		Installer	Owner	Authorized Agent

By signing this form you are taking FULL Responsibility for On-Site Swage System Installation as well as the Property owner confirms and agrees that the Locations of proposed system components and any conditions described may not be altered without prior written approval of the Flood Plain Administrator, and that the county is hereby granted authorization to enter upon the subject property, following reasonable notification to the Owner and/or agent, to confirm the conditions of this permit.

Signature of Installer or Authorized Agent

Signature: \_\_\_\_\_ Print: \_\_\_\_\_

### OFFICE USE ONLY BELOW

This property has been reviewed by the County Flood Plain Administrator to evaluate the relationship of the project to any potential flood issues as indicated in the current NFIP mapping system. The results are:

The  Residence  septic system appears to be located in the area designated as subject to a 1% Annual Chance of Flooding.

The  Residence  septic system DOES NOT appear to be located in the area designated as subject to a 1% Annual Chance of Flooding.

Conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Lee Morris, Cass County Flood Plain Administrator

\_\_\_\_\_  
 Date

Construction Inspection Approval		Pump Tank Inspection		Lagoon Fence Inspection	
Date	EPHS Initial	Date	EPHS Initial	Date	EPHS Initial



**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

Percolation Tester / Soil Scientist

Contact Person

Address

Phone

Alternate Number

E-mail

On-Site Sewage System Installer

Contact Person

Address

Phone

Alternate Number

E-mail

Registered \_\_\_ Yes \_\_\_ No