

# BLUE SPRINGS DEVELOPMENT PROCESS

Entitlement Process

Site Development

## Project Evaluation

- 1 Pre-Application Meeting**  
Free, mandatory meeting to discuss project with Staff
- 2 Submit Planning Application**  
Required completed applications submitted for the entitlement process
- 3 Public Meeting**  
Required public meetings are held (e.g. Planning Commission and City Council)

- 4 Infrastructure**  
Installation of the required public infrastructure

- 5 Platting**  
Final Plats must be recorded with Jackson County

- 6 Building Permitting**  
Building and sign permits must be approved before construction starts

- 7 Construction**  
Construction may begin after building permitting with required inspections throughout

- 8 Inspection**  
Required inspections must be scheduled, work must be inspected before further work may begin

- 9 Occupancy**  
Certificate of Occupancy granted upon all applicable departments signing off

- 10 Business Licensing**  
Businesses must be licensed to conduct business in Blue Springs

## Occupancy

After all approved Building Permit construction is complete and all applicable departments have signed-off, the business or resident may occupy the structure. Departments that sign-off may include the Building, Planning, Engineering, Fire, Health, Public Works, and Tax (Business Licensing) Departments.

## Inspection

Required inspections must be requested at each stage of construction. City staff must inspect and approve each stage of construction before further work may continue.

## Construction

After building permit approval, the developer may begin construction. Required inspections must be requested at each stage of construction. City staff must inspect and approve each stage of construction before further work may continue

## Business Licensing

Future businesses should begin the business license approval process. This helps reduce the amount of time between occupancy and the grand opening for a business.

## Pre-Application Meeting

This free meeting with City Staff is available to discuss the general concept and layout of the proposal. Staff will outline the required entitlement process and any infrastructure improvements, as well as relevant regulations for the proposed development.

## Submit Planning Application

The developer must submit the required Planning Applications for the entitlement process. This may include land use approvals (Rezoning & Conditional Use), land subdivision (Preliminary & Final Plats), master plans (Planned Development Concept & Final Plans), and/or site & development approvals (Site Plan/Design Review).

## Public Meeting

A public meeting will be held as required for each Planning Application in the entitlement process. The final decision for most Planning Applications rests with the Planning Commission or City Council. In some instances, additional public meetings may be required (Board of Adjustment, Historic Preservation, Downtown Review, etc.)

## Infrastructure

The developer may be required to install public infrastructure prior to approval for some of the Planning Applications in the entitlement process. Public infrastructure may include road, sidewalk, sewer, water, and storm sewer improvements.

## Platting

If applicable, the developer must record the Final Plat with the Recorder of Deeds at the County. A recorded copy of the Final Plat must be returned to City staff before building permitting may be approved

## Building Permitting

The developer must apply and obtain building permit approval prior to construction. City staff reviews the applicable building plans and either approves or requests revisions. Signage is not approved with the building permit; a separate sign permit is required.



For More Information: [Contact Us](#)