



Building Permit Application

903 W. Main Street, Blue Springs, MO 64015

Ph: 816-228-0118 | Fax: 816-228-0225

OFFICE USE ONLY

PERMIT # _____

PLAN CASE # _____

PROJECT LOCATION INFORMATION

Project Address _____ Legal Description or Parcel ID _____

Property Owner _____ Phone Number _____ Email _____

Property Owner Mailing Address _____ City _____ State _____ ZIP Code _____

Applicant Name _____ Phone Number _____ Email _____

Applicant Mailing Address _____ City _____ State _____ ZIP Code _____

CONTRACTOR INFORMATION - ATTACH ADDITIONAL CONTRACTORS IF NECESSARY

General Contractor _____ Contact Name _____ Phone Number _____ Email Address _____

General Contractor Mailing Address _____ City _____ State _____ ZIP Code _____

Mechanical Contractor _____ Contact Name _____ Phone Number _____ Email Address _____

Electrical Contractor _____ Contact Name _____ Phone Number _____ Email Address _____

Plumbing Contractor _____ Contact Name _____ Phone Number _____ Email Address _____

TYPE OF PERMIT

- | TYPE | CATEGORY (CIRCLE) |
|---|--------------------------|
| <input type="checkbox"/> Electrical | Commercial / Residential |
| <input type="checkbox"/> HVAC | Commercial / Residential |
| <input type="checkbox"/> Plumbing | Commercial / Residential |
| <input type="checkbox"/> Sewer | Commercial / Residential |
| <input type="checkbox"/> New Structure | Commercial / Residential |
| <input type="checkbox"/> Addition/Alter. | Commercial / Residential |
| <input type="checkbox"/> Solar Panels | Commercial / Residential |
| <input type="checkbox"/> Demolition | Commercial / Residential |
| <input type="checkbox"/> Other | Commercial / Residential |
| <input type="checkbox"/> Deck | Commercial / Residential |
| <input type="checkbox"/> Attached Carport | Commercial / Residential |
| <input type="checkbox"/> Irrigation | Commercial / Residential |

Backflow Make & Model _____

PREFABRICATED?

- | | | |
|---|------------------------------|-----------------------------|
| <input type="checkbox"/> Detached Carport | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Shed | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

- Fence
- Linear Ft. of Fencing _____
- Fence Height _____
- Fence Material _____

- Is this permit request due to a violation notice? Yes No
- Is this a pool or spa enclosure? Yes No
- Is there a retaining wall? Yes No
- Retaining Wall Height _____

- Standard Plan
- Is this the first submittal of a Standard Plan? Yes No
- Standard Plan Name _____

Builder Name _____

Square Footage

Living _____

Garage _____

Unfinished _____

Total _____

Construction Costs

Total Construction Cost _____

Description of Work

Water Meters

SIZE QUANTITY

- 3/4" _____
- 1" _____
- 1 1/2" _____
- 2" _____
- 3" _____
- 4" _____
- 6" _____

Sewer System Development

NUMBER OF UNITS/ TENANT SPACES

- 1 to 2
- 3 to 5
- 6 to 10
- 11 to 15
- 16 to 30

Water Taps

SIZE QUANTITY

- 3/4" _____
- 1" _____

PSI

I hereby certify that I am an authorized agent of the owner, and have the owner's consent to enter onto the property to complete the work. After close review of this application, I further certify that the information provided is true and correct to the best of my knowledge, the work shall comply with all provisions of laws and ordinances, whether specified or not. The grant of permit does not presume to give authority to violate or cancel the provisions of any federal, state or local law regulating construction or the performance of construction.

An issued permit becomes invalid if the work on the site authorized by the permit does not commence within 180 days of issuance, or if the work on the site is incomplete due to suspension or abandonment 180 days after the work commenced. ALL PERMITS REQUIRE FINAL INSPECTION.

Signature of Applicant _____ Printed Name _____ Date _____

Email _____ Date _____

- Property Owner Applicant Contractor Agent

OFFICE USE ONLY

Codes Administrator Approval _____ Date _____

Plans Examiner Approval _____ Date _____

Planning Approval _____ Date _____

Comments _____

Sign off sheet required Yes No Special inspection form required Yes No

MCRC District Yes No NID District Yes No (if yes, please send to Finance)

Finance Approval _____ Date _____

COMMERCIAL PERMIT INFORMATION

The following information and attachments are provided to help expedite the plan review process for your project. This packet is not intended to include all the requirements for obtaining a building permit, but to list those items that will be needed and that are commonly overlooked when submitting for a commercial building permit.

Any questions concerning this information or your submittal may be directed to the Plans Examiner, Robert Green (816) 220-2691 or the Permit Secretaries at (816) 228-0117 / (816) 228-0118.

- Four complete sets of construction plans are required to be submitted when applying for a commercial building permit.
- All sheets must be sealed, signed and dated by a licensed architect or engineer registered in the State of Missouri. The seals and signatures may be copies, but “cut and paste” is not acceptable.
- The plans need to include a code analysis, i.e. code years, to include all disciplines, actual, and allowable floor area, occupancy group, type of construction, height and number of stories, occupancy load, and fire sprinklers used, etc.
- Tenant finish projects need to show a plan including a small locator map showing the building outline and the tenant space shaded in.
- The plans need to include design criteria, i.e. code year, wind speed and exposure, seismic zone, allowable soil bearing pressure, concrete strength, snow load, etc. (except tenant finish).
- The average 1st turn around on plan review is 12 working days. Most plan reviews take less time, but occasionally some reviews will take a little longer. Please be assured that expediency of the plan review process is priority of this office.
- A plan review fee is required to be paid at the time of application for a building permit. The permit secretaries calculate this fee at the time of application and payment is due at that time.
- The following is attached for your information:
 - Information sheet for contact person
 - Commercial plans check sheet
 - Sign information
 - Commercial building permit information sheet
- Various department phone numbers that may be useful are:

○ Robert Green, Plans Examiner	816-220-2691
○ Public Works Receptionist	816-228-0195
○ Planning Department	816-220-4538
○ Engineering Department	816-228-0121
○ Permit Secretaries	816-228-0117 or 0118
○ Central Jackson County Fire Protection District	816-229-2522
○ Prairie Township Fire Protection District	816-525-4200

Applications will not be accepted for review unless all items on this check sheet have been submitted.

Type of Construction:

- New Construction
- Addition
- Alteration
- Revisions / Addendums – 4 Sets with written narrative.
- Completed building permit application.
- Plan review fees.
- All plans must have seals and signatures on each page.
- 4-Complete sets of construction plans including but not limited to:
 - Site Plan
 - Tenant Finish – Suite Location
 - Landscape Plan
 - Landscape Sprinklers
 - Retaining Wall (s)
 - Civils
 - Architectural
 - Details/Sections
 - Structural
 - Plumbing

- Mechanical

_____ Number of Gas Services

_____ Addresses of Gas Services

Electrical

_____ Number of Electrical Services

_____ Addresses of Electrical Services

Completed Contact Information Sheet.

All signature must be permitted and is a separate submittal. For information on sign permits contact (816) 220-4538.

Rev. 2/29/2016

COMMERCIAL CONTACT INFORMATION

In an effort to expedite the issuance of commercial building permits please provide the following information and return to the City of Blue Springs.

Return to: City of Blue Springs
Codes Administration
903 Main Street
Blue Springs, MO 64015

Fax: (816) 220-2691
E-mail: bgreen@bluespringsgov.com

Project Name: _____

Contact Person – Please Type or Print

Name: _____

Company Name: _____

Street: _____

City, State, & Zip: _____

Phone#: _____ Fax#: _____

Email: _____

Alternate Contact – Please Type or Print

Name: _____

Company Name: _____

Street: _____

City, State & Zip: _____

Phone#: _____ Fax#: _____

Email: _____

Signature: _____

Print Name: _____

Commercial Building Permit Informational Sheet

Building inspection requests should be called in to **(816) 228-0104** with the following information:

- Building Permit #:
- Address permit is for:
- Type of inspection needed:
- Individuals name and company requesting inspection:
- Phone # of individual requesting inspection:
- Exact time inspection will be ready:

Contractors should allow a minimum response time of 24 hours for inspections from the time the inspection is ready. Response time for inspection may vary depending on the inspectors' workload.

Special Inspection form Block 3 has to be submitted and approved prior to the Final Inspection.

Back flow device certifications must be provided. Contact Pubic Works with questions at (816) 228-0195.

Occupancy Requirements Approval form must be kept on the job site and signed by all applicable departments.

Above ceiling inspections are required for:

- Electrical
- Mechanical
- Plumbing
- Grid Ceiling Supports

Penetrations in fire rated areas require separate inspection.

All building pads with fill and/or questionable conditions have to have approval with a Geo Tech firm with a seal on it.

The approved set of construction plans must be kept on the job site and available at all times for the building inspector.

Reinspection fees may be charged for inspections called for and not ready or corrections not made.

MEMORANDUM

DATE: August 17, 2010
TO: Building Permit Applicants
FROM: Community Development Department
SUBJECT: Sign Information (Unified Development Code, Chapter 501)

All temporary and permanent signage, unless specifically exempt, must have a validly issued sign permit prior to installation. A completed sign permit application and application fee must be submitted to the City's Community Development Department for review. Approval of construction plans does not constitute approval of a sign permit. Separate applications must be submitted for each proposed sign.

Construction/Future Tenant Signs:

- Must be installed at least twenty (20) feet from the right-of-way
- Can be installed for no more than 90 days before construction commences
- Must be removed when a certificate of occupancy is issued
- 1 per street frontage
- No larger than thirty-two (32) square feet, and no taller than eight (8) feet

Freestanding Monument Signs (non-residential):

- Must be mounted on an enclosed, structural base which base length is equal to or greater than the length of the sign face and which base depth is not narrower than the structure containing the sign face or twelve (12) inches, whichever is greater
- The bottom edge of the sign face must be a minimum of twelve (12) inches above the ground
- Maximum area seventy-five (75) square feet per sign face, maximum height eight (8) feet
- Setback ten (10) feet from property line, provided there are no sight restrictions
- One (1) monument sign per frontage from a public right-of-way
- No monument sign shall be located within fifty (50) feet of any other freestanding sign (e.g. monument, pole or billboard) on the same lot, except at primary entrances to developments.

Wall

- A non-projecting sign that is attached parallel to a wall or building.
- May not exceed coverage of ten (10) percent of façade upon where sign is located, which may be further limited by Table 3 in the Sign Ordinance.
- May not project more than twelve (12) inches from wall to which attached.
- Wall signs may not be painted directly onto any building surface
- For further information regarding signage please contact the Community Development Department located in the Blue Springs City Hall Annex building or at (816) 220-4538. Thank you for your cooperation and for helping to improve the appearance of our City's commercial areas.

Notification – Effective October 5, 2015

Right-of-Way/Traffic Control Permitting

Information regarding the City's right-of-way/traffic control permitting program can be found online at

<http://www.bluespringsgov.com/1796/Right-of-way-Permitting>

For questions please contact the Engineering Division of Public Works at

816 – 228 - 0121

The City of Blue Springs has enacted a new right-of-way/traffic control permit program. Through this program, construction and inspection procedures regarding driveways and sidewalks have been adopted. For construction activities located within the City's right-of-way, these procedures will impact the construction of new homes and maintenance activities for existing homes.

Associated with the new right-of-way/traffic control permitting program, the City's design and construction specifications and the Missouri Department of Transportation's (MoDOT) American's with Disability Act (ADA) checklist can be viewed in their entirety at the following websites:

- Design and Construction Specifications
 - <http://www.bluespringsgov.com/1349/Design-Construction-Manual>
- MoDOT's ADA Checklist
 - <http://www.bluespringsgov.com/DocumentCenter/View/9352>

Notable updates to previous City of Blue Springs requirements include:

- MoDOT's ADA Checklist will be strictly enforced during the placement of sidewalks, driveways and curb ramps within the City's right of way.
- Please take into consideration that due to flat ADA sidewalk cross slope requirements, the driveway elevation at the right-of-way line will only be a few inches higher than the back of curb. Therefore, the remaining driveway slope from the right-of-way line control point to the garage will be dictated by this elevation.
- Requiring Kansas City Metro Materials Board (KCMMB) concrete mixes within the City's right-of-way.
- Sidewalk cross slope requirements shall be 1 percent, or 1/8 inch per foot. This cross slope must be carried across the driveway when there is a sidewalk present. Please see the attachment on the back of this flyer for a visual depiction of the cross slope requirement. Any cross slope greater than 2 percent, or 1/4 inch per foot, does not comply with ADA requirements and will warrant removal and replacement. **There is absolutely no room for error.**

Any contractor doing work within the City of Blue Springs right-of-way needs to exercise a high level of care when constructing sidewalks in order to meet these requirements.

American's with Disability Act Compliance at Driveway Locations





Blue Springs, Missouri

Public Works Department

WATER AND SANITARY SEWER CONNECTION FEES



Water and sanitary sewer meter and connection fees cover the cost of meters and inspections provided by the City at the time of installation. These fees are collected as properties are developed, based upon the expected use and capital investment needed to pay for additional treatment, distribution, and collection.

The schedule was adopted at the August 2, 2004 City Council meeting with a recommendation from the Development Advisory Commission.

Comprehensive Fee Schedule: <http://www.bluespringsgov.com/DocumentCenter/View/8058>

Water Meter Fee

¾"	\$6,000	3"	\$96,000
1"	\$11,000	4"	\$171,000
1.5"	\$24,000	6"	\$384,000
2"	\$43,000		

Water Tap Fee

¾"	\$300
1"	\$300

Sanitary Sewer Tap Fee

\$1,500

For more information regarding these fees call 816-228-0121.