

Building Permit and Development Submittal Instructions

City of Blue Springs building permits and land use applications may now be submitted electronically, via mail, or dropped off at City Hall. Please follow the steps below to assist you in submitting your proposal or for resubmitting documents.

By Email:

- If your attachments are **less** than 35MB: Email your application and supporting PDF documentation to the emails below:

For Building permits: buildingpermits@bluespringsgov.com

For Development submittals: developmentsubmittals@bluespringsgov.com

- 1) You will be contacted by city staff once the documents have been received, accepted as complete, and to confirm payment for new and applicable submittals.
- 2) Applicants will be given a written summary and verbal explanation of any deficiencies that need to be corrected.

- If your attachments are **larger** than 35MB: Please contact Community Development Staff directly at (816) 228-0207 for instructions on how to apply via other methods.

By Mail or Drop-off at City Hall:

- Applications can be mailed to City Hall (903 W. Main St., Blue Springs, MO 64015).
- If you need to drop off hardcopies of your application, there is a **white** Community Development Drop Box at the main entrance to City Hall (to the left of the main doors). For oversized plans, please use the **red** drop box.
 - Please contact Community Development staff if you plan to drop off hardcopies to coordinate further.
 - Please ensure that all drop-off application materials are sealed in plastic bags or envelopes to ensure the contents do not get lost or mixed with other applications.

Payment

- Checks for payment should be made out to the “City of Blue Springs” and placed in an envelope. Please include the project name, contact person, and phone number so that payment can be applied to the appropriate project.
- Payments can be mailed to City of Blue Springs or you can drop off payment in the “Water Bill” drop box located on the north side of the customer parking lot to the right of the main building entrance.
- We are now accepting credit/debit cards! Visa, Discover, and MasterCard accepted with a service fee, please call (816) 228-0207.
- There will be no cash payments accepted at this time.



City of Blue Springs

Community
Development
903 W. Main Street
Blue Springs, MO
64015
816-228-0207