

City of Independence



COMMERCIAL BUILDING PERMIT REQUIREMENTS FOR INTERIOR REMODEL AND TENANT FINISHES

The Building Inspection Division has compiled this packet to help our customers obtain a Building Permit. Enclosed we have listed all departments and inspection requirements to make this process as quick and easy as possible.

The current adopted codes are as follows:

The 2006 International Building Code
The 2006 International Mechanical Code
The 2006 Uniform Plumbing Code
The 2008 National Electrical Code
The 2006 ICC/ANSI A117.1 for Accessibility
Electric Service Policies, Standards & Requirements
Ordinance #16750 (7/16/07)
The 2006 International Fire Code &
The 101 Life Safety Codes of National Fire Codes
City Zoning Ordinance 14.01.030
Current Water Department Rules & Regulations

Questions, please call
325-7401
1.

NOTICE TO COMMERCIAL APPLICANTS

The City of Independence commercial permit plans review process includes some or all of the following departments.

4 sets of commercial remodel or tenant finish plans are required to be submitted and will be reviewed by:

Building Inspections, Water Department, Fire Prevention, and Current Planning.

5 sets of commercial remodel or tenant finish plans are required if food handling, a retail food facility, or a swimming pool are involved. These will also be reviewed by the Health Department and Water Pollution Control Department.

The plan review process will take approximately 20 working days for routing the first review to the agencies. If approved by all agencies, you will be notified to pick up the permit. If not approved, the Building Inspection plans examiner will send or fax you each department's comments. The applicant should bring all requested plan changes to the Building Inspection Department to be routed to the correct agencies.

Plans that are submitted by architects or engineers that are for structural changes must have **all sheets** stamped and signed with their State of Missouri seal. Blue line copies are accepted.

Anyone other than the applicant picking up permits and plans must provide the City with a letter of authorization from the applicant.

All contractors and their sub-contractors must be licensed with the City of Independence. Contractors must provide a typed list of all sub-contractors to the City License Department before the permit will be issued.

**ANY QUESTIONS REGARDING COMMERCIAL PERMIT
APPLICATIONS SHOULD BE DIRECTED TO:**

Cathy O'Hara, Plans Examiner at 325-7409



Permit Application

111 E Maple, P.O. Box 1019, Independence, Mo 64051
Phone: (816)325-7401 Fax: (816)325-7770

Permit # _____ Date: _____

Job Address _____ Issued: _____

Building _____ Electrical _____ Plumbing _____ Mechanical _____

Applicant Name _____ Fax # _____
Phone # _____

Applicant Address _____ Zip _____

Contractor Name _____ Phone # _____

Contractor Address _____ Zip _____

Elect. Sub Contr. _____ Total Electric Yes _____ No _____

Mech. Sub Contr _____ Aux Heating Yes _____ No _____

Plumb. Sub Contr _____ Elect Water Heater Yes _____ No _____

Construction Cost _____ Total Fee \$ _____

Size of Electrical Service _____

Description of Work: _____

NOTICE TO APPLICANT: Your signature is required to validate this form. Upon signing you assume all responsibilities and authorizations established by Code for work authorized there-in.

This building permit also serves as the license surcharge application for detached residential structures (\$1840.00) and duplexes (\$984.00 per dwelling unit or \$1968.00 total). If a project may be entitled to a license surcharge credit, the full license surcharge application must be completed.

X _____
Signature of Applicant Date

**CITY OF INDEPENDENCE, MISSOURI
CONSTRUCTION PERMIT AND DEVELOPMENT FEES**

PLUMBING, ELECTRICAL AND MECHANICAL:

| VALUE OF WORK | FEE | |
|------------------|----------|---|
| \$ 0 - 500 | \$ 18.00 | |
| \$ 501 - 1,000 | \$ 28.00 | |
| \$1,001 - 5,000 | \$ 40.00 | |
| \$5,001 and over | \$ 40.00 | first \$2,000, plus \$4.00 for each additional \$1,000 or fraction thereof. |

BUILDING PERMIT :

| VALUE OF WORK | | |
|---------------------|----------|--|
| \$ 1 - \$ 1,000 | \$ 25.00 | |
| \$1,001 - \$50,000 | \$ 25.00 | Plus \$7.00 per each \$1,000 valuation or fraction thereof of total valuation. |
| \$50,000 - 500,000 | \$100.00 | Plus \$5.50 per each \$1,000 valuation or fraction thereof of total valuation. |
| More than \$500,000 | \$600.00 | Plus \$4.50 per each \$1,000 valuation or fraction thereof of total valuation. |

DEMOLITION OR RAZING BUILDING PERMIT:

| | |
|---------------------|----------|
| 0 - 500 s.f. | \$ 50.00 |
| 501 - 1,000 s.f. | \$200.00 |
| 1,001 - 5,000 s.f. | \$400.00 |
| 5,001 s.f. and over | \$600.00 |

BUILDING MOVING PERMIT \$425.00

SWIMMING POOL PERMIT

| | |
|--------------------------|----------|
| less than 15,000 gallons | \$50.00 |
| More than 15,000 gallons | \$150.00 |

SIGN PERMIT

| | |
|--------------------|----------|
| 0 - 50 s.f. | \$175.00 |
| 51 - 100 s.f. | \$500.00 |
| More than 100 s.f. | \$700.00 |

**CERTIFICATE OF USE
& OCCUPANCY**

\$20.00

STREET OPENING PERMIT \$25.00

REINSPECTION

| | |
|------------------------------|---------|
| 1 ST Reinspection | \$20.00 |
| 2 nd Reinspection | \$40.00 |

**CITY OF INDEPENDENCE, MISSOURI
CONSTRUCTION PERMIT AND DEVELOPMENT FEES**

| | |
|---|-----------------------|
| PUBLIC WORKS REVIEW: | |
| Residential | \$ 12.00 |
| Commercial | \$ 70.00 |
| | |
| HEALTH DEPARTMENT REVIEW | \$300.00 |
| | |
| SKETCH PLAT | \$100.00 |
| | |
| PRELIMINARY PLAT | \$200.00 + \$3.00/Lot |
| | |
| FINAL PLAT | \$200.00 + \$3.00/Lot |
| | |
| SURVEY DEVELOPMENT | \$200.00 + \$1.00/Lot |
| | |
| REZONING AND SPECIAL USE PERMIT | |
| Less than 5 acres | \$ 250.00 |
| 5 - 10 acres | \$ 500.00 |
| 11 - 15 acres | \$ 750.00 |
| 16 - 20 acres | \$1000.00 |
| More than 20 acres | \$1500.00 |
| | |
| FINAL SITE PLAN AND FINAL DEVELOPMENT PLAN | |
| Less than 5 acres | \$ 275.00 |
| 5 - 10 acres | \$ 600.00 |
| 11 - 15 acres | \$ 800.00 |
| 16 - 20 acres | \$1100.00 |
| More than 20 acres | \$1600.00 |
| | |
| BOARD OF ADJUSTMENT | \$ 150.00 |
| | |
| HOME OCCUPATION PERMIT | \$ 100.00 |
| | |
| STREET VACATION APPLICATION | \$ 150.00 |
| | |
| SPECIAL SIGN PERMIT | \$ 245.00 |
| | |
| ZONING VERIFICATION LETTER | \$ 60.00 |

CHECK LIST FOR BUILDING PERMITS BUILDING INSPECTION REQUIREMENTS

COMMERCIAL INTERIOR REMODEL OR TENANT FINISHES

| | |
|--|--|
| | Plans with structural changes must be sealed by a Missouri Registered Architect or Engineer (all sheets). Blue line copies are acceptable. |
| | Complete floor plan. |
| | Complete framing and wall section plan. |
| | Must show all electrical, plumbing and mechanical (HVAC) detail sheets. |

**For questions pertaining to Building Inspection requirements
please call :**

Cathy O'Hara, Plans Examiner at 325-7409

CHECKLIST FOR BUILDING PERMITS ZONING DEPARTMENT REQUIREMENTS

The following requirements shall be submitted along with a building application:

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|--|---|
| | Require a copy of the current Jackson County Market Valuation of the property. This can be obtained from the Jackson County Courthouse located at 308 W. Kansas on the Independence Square, or you may call (816) 881-3530 to obtain a copy. Additional landscaping may be required depending on that Valuation. |
| | If the “use” of the building is changing, please note the number of existing parking spaces for site or if the site is a strip center, require the square footage of the entire center as well as the existing parking spaces. |

NOTE: If any exterior work is done, an update of the trash enclosure will be required. A three sided, opaque, masonry, six foot, enclosure with gates is required.

For questions pertaining to Zoning Plot Plan requirements, please call:
Zoning @ 325-7411

CHECKLIST FOR BUILDING PERMITS FIRE PREVENTION REQUIREMENTS

The following requirements shall be submitted along with a Building Application.

These are general requirements and are not all inclusive.

| | |
|--|---|
| | Describe work to be done. |
| | Show exit lights and emergency lighting. |
| | Provide a door hardware schedule. |
| | A kitchen area will require a detail of kitchen equipment. A separate permit is required for an automatic fire extinguishing system for the hood. Please note on the plans that an automatic fire extinguishing system for the hood will be provided. |
| | Smoke detectors may be required for the HVAC. Check with Building Inspection. |
| | Detail what each area will be used for. |
| | Show a detail sheet of the fire alarm system, if a fire alarm system is required or is being added to. |
| | When required, show fire walls, provide ratings and wall section details. |
| | Sprinkler systems that are being remodeled, upgraded, renovated, added to, or newly installed must be done under a separate permit. |

**For questions pertaining to Fire Prevention requirements
please call:
Cindy Culp, Fire Prevention Inspector at 325-7137**

CHECKLIST FOR BUILDING PERMITS WATER DEPARTMENT REQUIREMENTS

The following requirements shall be submitted along with a building application:

| | |
|--|--|
| | Floor and/or Plumbing Plan of proposed area. |
| | Water service entrance of proposed area. |
| | All commercial buildings are required to install a Reduced Pressure Backflow Preventer on the domestic water service line. A device must be installed unless a device has previously been installed. |
| | Plan must show when the backflow preventer will be installed. The Water Department required that the backflow preventer be installed at the point at which the water service line enters the proposed area and before any tees or wyes in the service line. |
| | City of Independence Water Department backflow detail sheets must be incorporated into the submitted plans. Detail sheets attached to the submitted plans will not be accepted. |
| | All water meter pits must be brought up to current code. Meter pits must be located in a non-traffic grassy area. |
| | In order for a final CO, all backflow test reports must be received by the Water Department. The City of Independence Water Department backflow forms must be used. These forms are available in the Engineering Department at the Water Department. The backflow devices must be tested by a state certified backflow tester. The company testing the devices must have a current occupational license with the City of Independence. |

For questions pertaining to Water Department requirements,
please call :

Engineering, at 325-7650

CHECKLIST FOR BUILDING PERMITS WATER POLLUTION CONTROL DEPARTMENT REQUIREMENTS

The following requirements shall be submitted along with a building application:

| | |
|--|---|
| | Food service facilities are required to provide grease interception, according to the specifications listed in the Uniform Plumbing Code. |
| | Automotive, maintenance and service facilities may be required to provide oil/water separators and grit removal for drains in garages, service bays, machine shops, carwashes, etc. |
| | Certain industries and businesses, and facilities covered by items 1 and/or 2 may also be required to install sampling structures on the sanitary sewer service lateral. |

For questions pertaining to Water Pollution Control Department requirements,
please call:

Christine Smith, Environmental Comp. Supervisor at 325-7711

CHECKLIST FOR BUILDING PERMITS HEALTH DEPARTMENT REQUIREMENTS

The following requirements shall be submitted along with a Building Application:

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|--|---|
| | Plan must show detailed location of all floor drains, sinks and kitchen equipment. Note: Kitchen equipment must be approved commercial grade. |
| | Floors, walls & ceiling of all food preparation or serving areas, dishwashing areas, stock rooms, and walk-in refrigeration units must be light colored, smooth and washable with approved covering for floor wall junctures. |
| | Walls behind dishwashing areas, hand sinks, grills or deep-fryer to be a durable surface i.e. stainless or RFP. |
| | Ceilings in all restrooms must be smooth, washable, non-absorbent tiles or painted sheetrock. |
| | No exposed studs, joists or rafters in food preparation area, stock area or restrooms. |
| | A sink is required for vegetable preparation. |
| | The three-compartment sink must show drain boards on each side and be large enough to immerse the largest utensil. |
| | A hand washing sink must be located in the food preparation area, the dishwashing area, the front counter area and the bar area. |
| | A curbed cleaning facility (mop sink) must be located adjacent to food service area. |
| | Thermometers are required in all refrigeration units. |
| | All light bulbs/fixtures must be shielded in all food preparation areas, serving counters, bar areas, stock areas and restrooms. |
| | Outside openings must be protected against rodent and insect entry i.e. air curtains, screening, etc. |
| | Exterior dumpster area, grease bin receptacle or recyclable bins must be enclosed and located on an approved surface. |

For questions pertaining to Health Department requirements,
please call :

Janice Fleming, Public Health Investigator: 325-7180

COMMERCIAL INSPECTIONS

FOR REMODELS OR TENANT FINISHES

ALL INSPECTIONS ARE NEXT **WORKING DAY**

**CITY APPROVED PLANS ARE REQUIRED ON JOB SITE
WITH ALL PERMITS**

1. FRAMING
2. DRYWALL
3. CEILINGS
4. FINALS (SEE FOLLOWING SHEETS)

**LIST OF DEPARTMENTS TO CONTACT FOR FINAL INSPECTIONS
CALL DEPARTMENT PERSONNEL CIRCLED BELOW**

BE SURE TO GIVE THEM THE PERMIT NUMBER WHEN YOU CALL

**ALL TRADES (ELECTRICAL, PLUMBING, HVAC, FIRE SPRINKLER,
FIRE SUPPRESSION, ETC.) MUST BE FINALED ON THEIR PERMITS
PRIOR TO CALLING THE FOLLOWING BUILDING PERMIT FINALS.**

| | | |
|--|---------------------------------|----------------------|
| 1. HEALTH DEPARTMENT - (Food Service, for Building Finals) | Janice Fleming Lynn Denton | 325-7180 325-7197 |
| 2. FIRE DEPARTMENT - (Fire Sprinklers, Ansul Systems & Building Finals) | Cindy Culp George Turvill | 325-7137 325-7132 |
| 3.. WATER POLLUTION CONTROL DEPARTMENT - (Special Sewage Treatment for Building Finals) | Christine Smith Doris Bender | 325-7711 325-7711 |
| 4. WATER DEPARTMENT - (Back Flow Preventers) | Chuck Jones Scott Howell | 325-7652 325-7650 |
| 5. BUILDING INSPECTIONS DEPARTMENT - (Certificate of Use & Occupancy) | Cathy O'Hara David Lehman | 325-7409 325-7424 |

ITEMS 1 THRU 4 MUST BE COMPLETED BEFORE CALLING FOR A C.O. FINAL

COMMERCIAL BUILDING INSPECTIONS

BUILDING

Pete Larsen, Commercial Building Inspector

Footing – same day inspection by 2:00 call in
Foundation Walls - same day inspection by 2:00 call in
Slabs - next day inspection
Framing - next day inspection
Drywall - next day inspection
Ceiling - next day inspection
Final - next day inspection

ELECTRICAL

Pete Larsen, Electrical Inspector

Permits can be issued to licensed electrician only.

Ground Rough - next day inspection
Top Rough - next day inspection
Ceiling - next day inspection
Service - next day inspection
Final - next day inspection

PLUMBING

Russ McMurray, Plumbing Inspector

Permits can be issued to licensed plumber only.

Sewer - same day inspection
Ground Rough - next day inspection
Top Rough - next day inspection
Gas - next day inspection
Final - next day inspection

HEATING & COOLING

Russ McMurray, Commercial Building Inspector

Permits can be issued to licensed heating contractor only.

Rough In - next day inspection
Roof Top - next day inspection
Ceiling - next day inspection
Hood/Chase - next day inspection
Final - next day inspection

To schedule an inspection for your project, please call 325-7401

COMMERCIAL BUILDING INSPECTIONS

FIRE PREVENTION

Cindy Culp - 325-7137

Final - Next Day Inspection

Will inspect the following items:

- Sprinkler Systems
- Fire Alarm Systems
- Hood Suppression Systems
- Duct Smoke Detection Systems
- Final Building Inspections

WATER DEPARTMENT

Engineering Department - 325-7650

Tom Lancaster, Service Department - 325-7667

Will inspect the following items:

- Backflow preventer location
- Attach identification tag to backflow preventer
- Inspection of water service line
- Inspection of meter vault