

# *City of Independence*



## **RESIDENTIAL BUILDING PERMIT REQUIREMENTS**

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 codes as adopted by The City of Independence are as follows:

- The 2006 International Residential Code
- The 2006 International Mechanical Code
- The 2006 Uniform Plumbing Code
- The 2008 National Electrical Code
- The 2006 International Fire Code
- City Zoning Ordinance 14.01.029
- Current Water Department Rules & Regulations

If you have any questions please call  
325-7401

***Important Note:***

**Erosion Control Devices must be in place *before* any clearing or grubbing of site is started.**

# City of Independence

111 EAST MAPLE • P.O. BOX 1019 • INDEPENDENCE, MISSOURI 64051-0519

[www.ci.independence.mo.us](http://www.ci.independence.mo.us) • (816) 325-7000



**City Of Independence  
111 E. Maple  
Independence, Mo. 64050**

## **RE: EROSION CONTROL DEVICES**

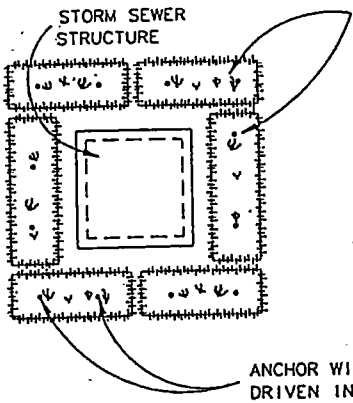
Applicant:

Proper erosion control procedures are required for all new construction and/or demolition in the City of Independence. Erosion allows sediment to be deposited down into our storm water system, next door neighbor, open drainage channel or onto the public right of way. The City of Independence requires that erosion control measures such as berms, swales, straw bales along with silt fences be installed in accordance with Chapter 20, Article 16 of the City Code to protect the above mentioned categories. The Erosion Control Device form can be pick up in Public Works for proper installation of the devices.

Please install the proper erosion control measures prior to construction or demolition of the property. Advise us of your plans to insure the integrity of these erosion control measures.

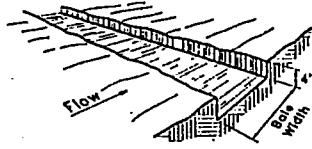
Thank you in advance for your cooperation in this matter.

CONSTRUCTION OF STRAW BALE BARRIER

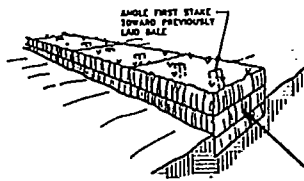


STRAW BALES

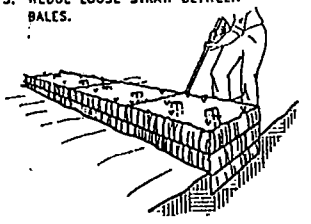
1. EXCAVATE THE TRENCH.



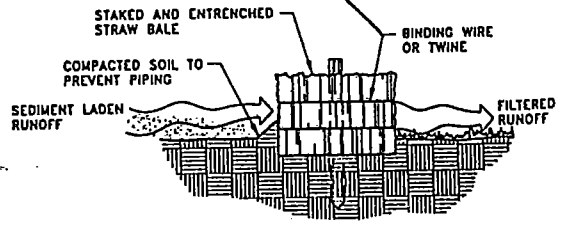
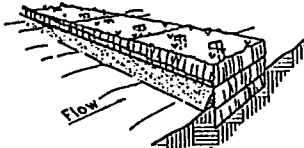
2. PLACE AND STAKE STRAW BALES.



3. WEDGE LOOSE STRAW BETWEEN BALES.



4. BACKFILL AND COMPACT THE EXCAVATED SOIL.

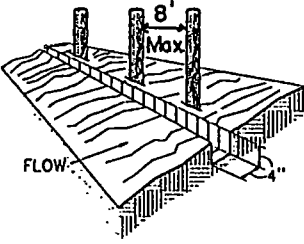


PROPERLY INSTALLED STRAW BALE (CROSS SECTION)

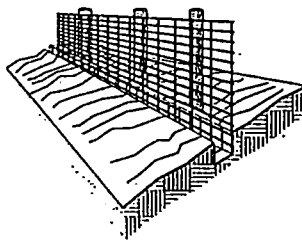
SILT CONTROL

NO SCALE

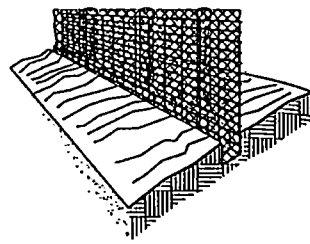
1. SET POSTS AND EXCAVATE A 4" x 4" TRENCH UPSLOPE ALONG THE LINE OF POSTS.



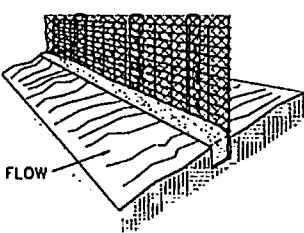
2. ATTACH WIRE FENCING TO THE POSTS.



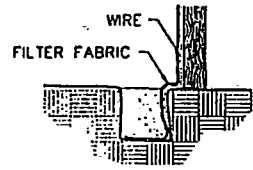
3. ATTACH THE FILTER FABRIC TO THE WIRE FENCE AND EXTEND IT INTO THE TRENCH.



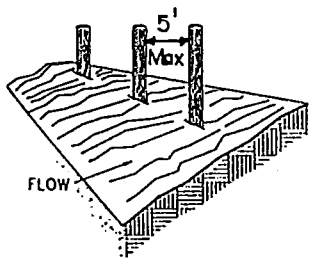
4. BACKFILL AND COMPACT THE EXCAVATED SOIL.



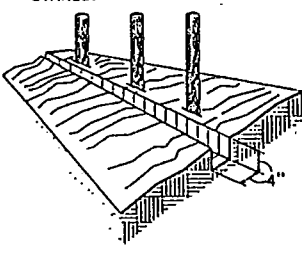
EXTENSION OF FABRIC AND WIRE INTO THE TRENCH



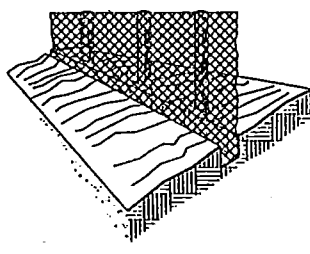
SET THE STAKES.



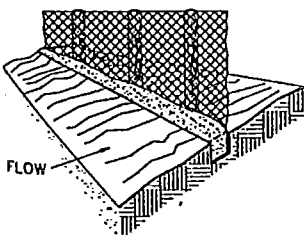
2. EXCAVATE A 4" x 4" TRENCH UPSLOPE ALONG THE LINE OF STAKES.



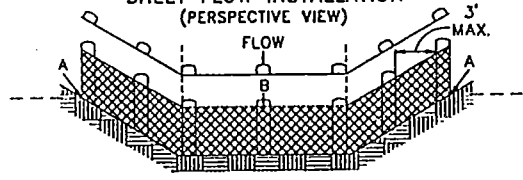
3. ATTACH FILTER MATERIAL TO STAKES AND EXTEND IT INTO THE TRENCH.



4. BACKFILL AND COMPACT THE EXCAVATED SOIL.



SHEET FLOW INSTALLATION (PERSPECTIVE VIEW)



POINTS A SHOULD BE HIGHER THAN POINT B  
DRAINAGEWAY INSTALLATION (FRONT ELEVATION)

EROSION CONTROL DEVICES

## **NOTICE TO RESIDENTIAL APPLICANTS**

THE CITY OF INDEPENDENCE RESIDENTIAL PERMIT PROCESS WILL INCLUDE THE FOLLOWING REQUIREMENTS:

EROSION CONTROL MUST BE ON SITE BEFORE EQUIPMENT

PLEASE SUBMIT 2 COMPLETE SETS OF CONSTRUCTION PLANS, ALONG WITH 3 PLOT PLANS SEALED BY MISSOURI REGISTERED ENGINEER OR LAND SURVEYOR WHICH WILL BE REVIEWED BY THE FOLLOWING DEPARTMENTS.

BUILDING INSPECTIONS, PUBLIC WORKS, ZONING, AND WATER DEPARTMENTS REVIEW ALL SUBMITTED PLANS. THE WATER POLLUTION CONTROL DEPARTMENT MAY REVIEW PLANS AS NEEDED.

THE PLAN REVIEW PROCESS WILL TAKE APPROXIMATELY 5 TO 9 WORKING DAYS FOR THE FIRST REVIEW ROUTING. IF APPROVED BY ALL DEPARTMENTS, YOU WILL BE NOTIFIED TO PICK UP THE PERMIT. IF NOT APPROVED, YOU WILL BE NOTIFIED OF ANY ADDITIONAL DEPARTMENT COMMENTS. THE APPLICANT SHOULD BRING ALL REQUESTED PLAN CHANGES TO THE BUILDING INSPECTIONS DEPARTMENT TO BE RE-ROUTED TO THE CORRECT DEPARTMENTS. THE RE-ROUTING MAY TAKE AN ADDITIONAL 3 DAYS TO PROCESS.

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 RESIDENTIAL PERMIT APPLICATIONS SHOULD BE DIRECTED TO:

David Lehman, Plans Examiner at 325-7424

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

Job Address \_\_\_\_\_

Building \_\_\_ Electrical\_\_\_ Plumbing\_\_ Mechanical\_\_\_ Sign\_\_\_ Pool\_\_\_ Fire Sprinkler\_\_\_ Fire Alarm\_\_\_ Demo\_\_\_

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 \_\_\_\_\_ Square Footage of Structure \_\_\_\_\_

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 (\$1414.00) and duplexes (\$756.00 per dwelling unit or \$1512.00 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

<b>SIGN PERMIT</b>	\$125.00
Banner Sign	\$ 50.00
Sign Face Replacement	\$ 50.00

**CERTIFICATE OF USE  
& OCCUPANCY** \$20.00

**STREET OPENING PERMIT** \$25.00

**REINSPECTION**

1 <sup>ST</sup> Reinspection	\$20.00
2 <sup>nd</sup> Reinspection	\$40.00

CITY OF INDEPENDENCE, MISSOURI

CONSTRUCTION PERMIT AND DEVELOPMENT FEES

MAY 1, 2000 - 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 + \$100.00/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 DEPARTMENT REQUIREMENTS  
NEW HOMES & DUPLEXES  
(Single - Two Family)**

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

	Plot Plan or Survey sealed by a Missouri Registered Engineer or Land Surveyor
	Legal description
	Lot dimensions
	Location and dimensions of structure
	Flow of lot drainage on new subdivision lots
	Foundation plan
	Floor plan
	Show all home elevations
	Complete construction details

**RESIDENTIAL  
ADDITIONS, ALTERATIONS, DECKS OR ACCESSORY  
BUILDINGS  
(Single - Two Family)**

	Plot Plan or Survey
	Legal description
	Lot dimensions
	Location and dimensions of the existing and proposed structures or additions including decks, sun rooms, or patio enclosures must be shown on Plot Plan.
	Complete construction details

For questions pertaining to Building Department requirements, call David Lehman, 325-7424 Monday through Friday 7:00-4:00

# CHECKLIST FOR BUILDING PERMITS ZONING DEPARTMENT REQUIREMENTS

(Single Family Residential Building Permit)

Other requirements exist but are listed on other department checklists. This is the checklist of items for Zoning that must be on the Plot Plan when submitted for a Building Permit.

	All decks must be drawn on the Plot Plan.
	Building setbacks from property lines: front-yard, rear-yard, and side-yard setbacks.
	Street location, include <b>Sidewalks (if required for that lot.)</b>
	A minimum of two street trees are required per residential lot (2" caliper). One located in the first 25 feet of the front property line. The second tree may be placed at the owner's choice. <b>A Tree Preservation Plan</b> is required to be shown on the Plot Plan for subdivisions platted after 6/1/97. Trees shall not be located over any City utilities.
	Is proposed residence located in a <b>Planned Unit Development</b> or Heritage District. ?

**Two sets** of house plans and 3 plot plans will need to be submitted at the time of applications. **Only one** set of house plans will be returned when the Building Permit is issued, one is kept for City files for two years.

For questions pertaining to Zoning Plot Plan requirements, call Zoning 325-7823 Monday through Friday 8:00-5:00.

# CHECKLIST FOR BUILDING PERMITS PUBLIC WORKS/ENGINEERING DEPARTMENT REQUIREMENTS

(Single - Two Family)

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

	<b>All construction sites are required to install and maintain erosion control measures, in accordance with City Code Chapter 7, Article 8 and Chapter 20, Article 16.</b>
	Dimension platted property lines, right-of-way and easements. Indicate lot number(s) and show boundary dimensions.
	Show building setback lines.
	Prepare scale drawing with north arrow.
	Mark and label berm and swale construction only along side and rear lot lines per subdivision ordinance and grading plan. Indicate direction of flow.
	Indicate location of sidewalk according to construction plans approved for the subdivision and ordinances.
	Existing or proposed street pavement, curbs, driveways and driveway culverts shall be shown. Curbed streets must have concrete approaches. City codes allow asphalt approaches if no curbs exists.
	Show dimensions of all side and rear yards.
	Show basement or lowest floor elevation in relation to sanitary sewer and 100-year flood plain.
	Show elevation of lot grading in reference to building. Grading shall comply with Engineering Grading Plan.
	Plot plan shall be prepared by Engineer or Land Surveyor.
	An extra set of site sewer plans (septic system) an calculations are to be given to Public Works Engineering.
	Show the sewer lateral and main locations and the station and elevation of the lateral connection to the main, if saddled a saddle permit must be obtained.
	Show benchmark location and elevation.
	Three sealed copies of the Percolation Test for properties requiring Septic Systems.

For questions pertaining to Public Works/Engineering Plot Plan requirements,  
call Anne Verhulst 325-7616 Monday through Friday 8:00-5:00.

# CHECKLIST FOR BUILDING PERMITS WATER DEPARTMENT REQUIREMENTS

(Single - Two Family)

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

	Subdivision name or legal description if irregular tract.
	Lot number, street name, address of property.
	Name of property owner.
	Service line size and location.
	Indicate on plot plan location of: tap, stop cock & meter pit. Meter pit must be located in a non traffic grassy area.
	Indicate on plot plan location of: house and driveway.
	Indicate on plot plan location of: house sewer location or septic system.
	Indicate on plot plan location of: water main that service line will connect to.
	If a lawn sprinkler system is going to be installed, please indicate on plot plan: All lawn sprinkler systems must have a state approved double check backflow preventer installed. After installation the device must be tested by a state certified backflow tester. The company testing the device must have a current occupational license with the City of Independence.
	Any modifications made in the field must be approved by the Engineering Division of the Water Department.

For questions pertaining to Water Site Plan requirements,  
call Scott Howell 325-7650 Monday through Friday 8:00-5:00.

# **RESIDENTIAL BUILDING INSPECTIONS**

## **BUILDING**

**Eric Olson, Residential Building Inspectors**

**Permits can be issued to a contractor/owner occupant of a single family dwelling only.**

Footing - same day inspection

Framing - next day inspection

Final - next day inspection (includes building, electrical, plumbing & heating)

## **ELECTRICAL**

**Pete Larsen, Electrical Inspector**

**Permits can be issued to an electrician/owner occupant of a single family dwelling only.**

Ground Rough - next day inspection

Top Rough - next day inspection

Service - next day inspection

Mobile Home - next day inspection

Swimming Pool - next day inspection

## **PLUMBING**

**Russ McMurray, Plumbing Inspector**

**Permits can be issued to a plumber/owner occupant of a single family dwelling only.**

Sewer - same day inspection

Ground Rough - next day inspection

Top Rough - next day inspection

Gas - next day inspection

Water Heater - next day inspection

## **HEATING & COOLING**

**Russ McMurray, Residential Building Inspector**

**Permits can be issued to a heating contractor/owner occupant of a single family dwelling only.**

Rough In - next day inspection

Final - next day inspection

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

# **RESIDENTIAL FINAL INSPECTIONS**

## **PUBLIC WORKS DEPARTMENT SHAR DILMAGHANI 325-7611**

Final - next day inspection.  
(will check final grade, berms, swales, sidewalks, and driveways).

## **ZONING DEPARTMENT Brian Harker - 325-7823**

Final - next day inspection  
(If you do not have your sod down and trees planted, you must post bond.)  
Call Mary for information.

## **BUILDING INSPECTION DEPARTMENT Eric Olson, Residential Building Inspectors - 325-7401**

Final - next day inspection (includes building, electrical, plumbing & heating)  
(Public Works and Zoning requirements must be met before calling for a  
final C.O.)