



OBTAINING A BUILDING PERMIT

MULTI-FAMILY, COMMERCIAL, & INDUSTRIAL CONSTRUCTION

Zoning Requirements City zoning requirements can significantly impact the suitability of individual lots for your business' needs. Warrensburg has eleven separate zoning districts and each district has its own minimum lot size, building height, setback, parking, landscaping and other requirements. Copies of the Zoning Map and the Zoning Ordinance can be purchased at the Municipal Building at 102 S. Holden Street.

BUILDING CODES: The following codes have been adopted by the City of Warrensburg for multi-family, commercial and industrial construction:

- 2000 International Building Code
- 2000 International Energy Conservation Code
- 2000 International Mechanical Code
- 2000 International Plumbing Code
- 1999 National Electrical Code
- 2000 International Fire Code
- 2000 International Fuel Gas Code

If you are considering building a multi-family, commercial or industrial project within the City of Warrensburg, our Plan Review Team would be happy to meet with you to discuss what infrastructure, building code or zoning requirements might apply to your project, and to answer your questions regarding these requirements. To schedule a meeting with the Plan Review Team, please contact the Building Official at 660-747-9135. The Plan Review Team consists of the City Planner, Building Official, Director of Public Works, Fire Chief, and Assistant City Manager.

APPLICATIONS: Building permit applications must be submitted on forms provided by the City. These forms are available at the Municipal Building at 102 S. Holden St. **Incomplete applications will be returned without review.**

- The Contact Person listed on the application will receive all correspondence, including plan review letters, building permits, and Certificates of Occupancies, unless otherwise specified by the owner.
- 2 sets of plans, stamped by a registered architect and/or engineer as required by state law, are required for Multi-Family, Commercial, and Industrial Permits. For new construction, a complete set of plans includes both a site plan and all appropriate building plans.

It is a violation of city code to begin construction without having obtained all required permits. Failure to obtain a building permit may result in assessment of a double permit fee and requiring the contractor to remove construction for which required inspections have not been obtained. No inspections will be made until required permits have been obtained.

REVIEW TIME: After a completed application and the correct number of plans have been submitted to the City, the Plan Review Team will review the application. The following **approximate** review times generally apply:

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| ➤ Sign Permits/Demolition Permits/Structure Moving Permits | 2 days |
| ➤ Multi-Family/Commercial/Industrial Permits | 2 weeks |

After the plans have been reviewed, either (1) the plans will be approved and a permit issued, or (2) a review letter requesting changes will be sent to the Contact Person and revised plans will need to be submitted to the City.

If revised plans are required to be submitted, additional review time will be required in order for the City to consider the changes. If you have any questions regarding the changes requested by the Plan Review Team, please contact the City Planner to discuss your concerns. The City Planner will be able to assist you in working with the appropriate Plan Review Team member to resolve the item satisfactorily.

"FOOTING & FOUNDATION" and "SHELL" PERMITS: It is possible to be issued a "Footing & Foundation" or a "Shell" Permit once application has been made and the necessary review items have been satisfied for those portions of the project. If, to accommodate construction phasing and timing concerns, a "Footing & Foundation" or a "Shell" Permit is desired, please have the Contact Person notify the City Planner.

FEES: All required permit fees must be paid at the time the building permit is issued.

- Permit fees for new construction are calculated using the BOCA Permit Fee Schedule.
- Fees for remodel, rehabilitation, sign, or tenant finish construction are calculated according to the cost of the construction being completed.
- Sewer Tap Permit: varies
- Driveway Permit: \$ 35.00
- Sidewalk Permit: \$ 7.50
- Excavation Permit: varies
- Demolition Permit: \$ 75.00
- Structure Moving Permit: \$150.00

CONTRACTOR'S LICENSING: All general contractors and sub-contractors working in the City of Warrensburg are required to have a current, City Merchant's License. A Merchant's License can be acquired by contacting the City Collector at 660-747-9131, or by visiting the Collection's Office located in the upper level of the Municipal Building at 102 S. Holden St. **Building permits will not be approved for construction using unlicensed contractors.**

INSPECTIONS: Please contact the Community Development Permit Clerk at 660-747-9135 to schedule the required inspections. If a required inspection is not requested when needed, you will be required to make any structural or other changes, as necessary to allow the inspection to be completed, at your own expense.

- Building permits must be available to present to the Inspector upon initial inspection, and posted at the job-site thereafter.
- Approved plans relevant to a scheduled inspection are required to be on the jobsite, and available for review by the Inspector.

You can not use or occupy the premises until a Certificate of Occupancy has been issued. A Certificate of Occupancy cannot be issued until all required inspections have been passed.