



Building Permit Submittal Checklist

Multi-Family (3 or more units), Commercial, and Industrial Permits

Please make sure that your application for a building permit includes all of the following information. Builders who submit incomplete applications will be required to provide the necessary information before the building permit application will be reviewed. Providing all required information with your application will expedite the building permit approval process.

We appreciate your assistance in this.

1. **Completed Application** on a form provided by the City.
2. **Two complete sets of plans.** At least one set must be provided with all appropriate seals of the Missouri registered architect and/or engineer(s) as required by the adopted code, Missouri Board of Architects, Professional Engineers and Land Surveyors and the Missouri Revised Statutes.

Plans will be reviewed for compliance with the following codes, which have been adopted by the City Council:

- 2006 International Building Code
 - 2006 International Residential Code
 - 2006 International Existing Building Code
 - 2006 International Fire Code
 - 2006 International Plumbing Code
 - 2006 International Mechanical Code
 - 2006 International Fuel Gas Code
 - 2006 ICC Electric Code – Administrative Provisions which Adopts the 2005 National Electric Code
3. **Two copies of a site plan** showing existing and / or new structures drawn to scale with accurate dimensions. Must be engineered and wet stamped.

Notes:

1. **ANY INCOMPLETE PLAN SETS WILL BE RETURNED WITHOUT A REVIEW.**
2. **If you need partial review or wish to submit preliminary drawings you must make an appointment with the City Planner at 660-747-9135.**