

Commercial Remodel Permit

Zoning requirements—Staff recommends always verifying the zoning requirements for your project before deciding to build. Warrensburg has eleven separate zoning districts, each with minimum lot size, building height, setback, parking, landscaping, and other requirements. The Zoning Ordinance can be accessed online for free in Chapter 27 of the Code of City Ordinances at www.municode.com/library/mo/warrensburg/. The Zoning Map can be accessed online for free at www.warrensburg-mo.gov/541/Zoning-Map. For zoning questions please contact Kristin Dyer, City Planner, at 660-747-9135.

Adopted Code—The City has adopted the 2018 International Codes listed below. Multi-family dwellings, commercial and industrial buildings, and accessory structures must be designed according to these codes and all applicable local codes such as zoning, floodplain, and erosion control requirements.

- 2018 International Building Code
- 2018 International Existing Building Code
- 2018 International Fire Code
- 2018 International Plumbing Code
- 2018 International Mechanical Code
- 2018 International Fuel Gas Code
- 2018 International Energy Conservation Code
- 2017 National Electrical Code
- Local amendments to the codes are in Chapter 6 of the Code of City Ordinances

Submission Requirements—Plans submitted as part of a commercial construction permit application are required to be stamped by a Missouri registered architect and engineer or surveyor. Each page of a plan set is required to be wet-stamped and signed by the appropriate design professional. This also applies to all resubmittals. Electronic stamps and signatures are accepted.

- 1) Building permit application
- 2) Commercial Remodel Scope of Work form
- 3) 2 sets of plans wet stamped by a Missouri registered architect and/or engineer or surveyor as required by state law
 - a) Structural calculations or other substantiation of structural performance.
 - b) General specifications.
 - c) Fire resistance rated assembly specifications
 - d) Complete Mechanical plans and specifications
 - e) Complete Plumbing plans and specifications
 - f) Complete Electrical plans and specifications
 - g) Complete Sprinkler plans and specifications
- 4) Additions require additional plans to be submitted as follows:
 - a) Land Disturbance application
 - b) Soil boring and geotechnical recommendations report, including the description and bearing value.
 - c) Storm water pollution prevention plans (SWPP)
 - d) Foundation (footing size, steel size & placement, wall size)
 - e) Elevations of each of the four sides
- 5) Additions and a change in use require a Site plan to scale & stamped by a Missouri civil engineer or surveyor showing location and/or dimensions of:
 - a) Property lines
 - b) Existing and proposed structures
 - c) Driveways, Adjacent street(s), Sidewalks & Utility easements
 - d) Parking stalls & access aisles
 - e) Front, rear & side setbacks
 - f) Dumpster enclosure

- g) Signage, if applicable
- h) Site lighting
- i) Landscaping as required by Chap. 27, Article X
- j) Erosion controls & direction of flow
- k) Address, Subdivision & Lot number (if applicable)
- l) North arrow, scale bar & text

Fees—Permit fees are due at the time the building permit is issued. Fees for remodel, addition, or tenant finish construction are calculated by multiplying the cost of the construction times the permit fee modifier of: 0.00355. Additional fees might include the following:

Sidewalk Permit:	\$25.00
Driveway Permit:	\$50.00 (each)
Sign Permit:	\$40.00 per sign

Review time—After all applications and plans have been received, the Plan Review Team will begin the review process. This process generally takes 2 weeks. After the review, you will be contacted regarding the results of the review.

Contractor licensing—All general and sub-contractors are required to have a current Warrensburg Business License. To obtain a business license contact Carl Larkerbrink in the Collections Department at 660-747-9131. Contractors' licenses will be verified by City staff prior to issuing a building permit. Persons that maintain, install, or repair suppression and detection equipment or systems shall register with the Fire Department. Registration applications are available from the Fire Department at 102 S. Holden Street.

Inspections—Contact Sandi Anstine, Permit Clerk, at 660-747-9135 to schedule an inspection. Failure to request a required inspection could result in project modifications at the owner's expense. No inspections will be made until required permits have been obtained.

Pre Development Meeting—If you are considering a new project and would like to discuss any of the above rules, regulations or requirements, our Plan Review Team would be happy to meet with you to discuss what infrastructure, building code or zoning requirements might apply, and to answer your questions regarding these requirements. To schedule a meeting with the Plan Review Team, please contact the Permit Clerk Sandi Anstine at 660-747-9135. This is an optional meeting that can help you develop the plans for your project.



BUILDING PERMIT APPLICATION

Multi-Family—Commercial--Industrial

City of Warrensburg, 102 S. Holden St., Warrensburg, MO 64093
Phone: 660-747-9135 Fax: 660-747-2349 www.warrensburg-mo.gov

PERMIT # _____
DATE _____
OWNER _____

CONTACT PERSON

NAME _____
OWNER CONTRACTOR TENANT
ADDRESS _____
PHONE # _____
CELL # _____
FAX # _____
EMAIL _____

click here if you would like to receive code updates and information via email from the department

LOCATION OF PROJECT

ADDRESS _____
NAME OF BUSINESS LOCATING IN BUILDING _____

TYPE OF PROJECT

Please click one of the following:

MULTI-FAMILY (*3 or more units*)

_____ # of units

_____ # of bedrooms/unit

COMMERCIAL

INDUSTRIAL

Please click one of the following:

NEW CONSTRUCTION

ADDITION

REMODEL

CONVERSION

OTHER _____

PROJECT INFORMATION

CONSTRUCTION VALUE \$ _____
TOTAL LOT AREA IN SQ. FT. _____
(All floors based on exterior dimensions)
BUILDING TO BE: _____ FT. WIDE
_____ FT. LONG
_____ FT. HIGH
TOTAL SQ. FEET OF FINISHED FLOOR _____
NUMBER OF STORIES _____

CONTRACTORS

The following firms have been engaged to do the work and will be licensed contractors in the City.

GENERAL CONTRACTOR _____
ELECTRICAL _____
PLUMBING _____
MECHANICAL _____
CONCRETE (foundation) _____
CONCRETE (flat work) _____
FRAMING CONTRACTOR _____
STRUCTURAL STEEL _____
MASONRY _____
ROOFING CONTRACTOR _____
FIRE ALARM SYSTEMS _____
SPRINKLER SYSTEMS _____

LAND DISTURBANCE PERMIT

When soil is disturbed on a construction site, a land disturbance permit is required to be issued along with the building permit. If your project will disturb the soils on the site, please complete and return the attached Land Disturbance Permit Application with the building permit application.

PERMIT FEES FOR NOT FOR PROFIT CORPORATIONS

In October 2012, City Council approved the waiving of building permit, zoning, and public works fees for construction projects on property owned by any political subdivision or organization that has obtained an exemption from the payment of federal income taxes as provided in certain sections of the US Internal Revenue Code. If you are a tax exempt entity, please provide a copy of your tax exempt letter to see if you qualify to have your permit fees waived.

BUILDING PLANS

Please submit two sets of the site/civil plans and building plans. One set will be returned to you at the time the permit is issued. Plans should be wet stamped by a Missouri registered architect and/or engineer as required by state law. To find out if your remodel/alteration project requires wet stamped plans, contact Brett Penrose at 660-262-4634.

RIGHT OF ENTRY:

In the discharge of his/her duties, the Code Official or his/her designated representative shall have the authority to enter at any reasonable hour any building, structure or premise in this jurisdiction to enforce the provisions of the building codes adopted by the city of Warrensburg.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make the application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction.

APPLICANT NAME (PLEASE PRINT) ADDRESS OF APPLICANT _____

SIGNATURE OF APPLICANT _____

FOR OFFICE USE ONLY

NEW CONSTRUCTION FEES WILL BE CALCULATED AS FOLLOWS:

	Finished Floor Area Above Grade	Garage Area	Basement
Gross Area	_____	_____	_____
X Cost per Sq. Ft.	\$ _____	\$ _____	\$ _____
X Permit Fee Modifier	_____	_____	_____
=	\$ _____	\$ _____	\$ _____

BUILDING PERMIT FEE	\$ _____
LAND DISTURBANCE PERMIT FEE	\$ 0.00
SIDEWALK PERMIT	\$ _____
SEWER TAP	\$ _____
DRIVEWAY PERMIT	\$ _____
OTHER FEE	\$ _____

TOTAL \$ _____

APPROVED _____
DATE _____

BY _____

Scope of Work Sheet:

Commercial Alteration/Remodel/Repair

General

1. Plan Submittals: Depending on information submitted, plans may be required from a Missouri-certified architect. If architectural plans are not required, plans will be accepted from the owner, contractor or other person. Dimensioned floor plans are required for each floor of the building and must include labels for each room or area, and show all exits, stairs, windows, emergency lights, new light fixtures, new receptacles, electric panel, furnace, water heater, etc.
2. What type of business will occupy the building or area to be remodeled? Office Retail Sales
 Nail/Hair Salon Restaurant Nightclub Daycare/Education Storage
Other: _____
3. The square footage of the building to be occupied (include all floors): _____ sq. feet
4. Number of floors in the building: _____
5. How many floors of this building will be remodeled? _____
6. Is there a basement in the building to be remodeled? Yes No (Provide floor plan)
7. The basement will be part of the remodel: Yes No
8. Is there a window or door in the basement? Yes No (Show windows and doors on floor plan)
9. How many employees will occupy the building? _____
10. How many exits currently exist in the building? _____ (Show exits on floor plan for each floor)
11. If part of a multi-tenant mall, what are the types of businesses on either side of the tenant space to be remodeled?
Business #1: _____ Business #2: _____ N/A _____
12. Will the remodel of this building include a party wall (a wall on a property line) separating it into two buildings? Yes No

Electrical

1. Amperage of the existing electric panel: ___100 ___200
2. Remodel work will require increasing the amperage: ___Yes ___No
3. A new electric panel will replace an existing one: ___Yes ___No
4. An electric subpanel will be added: ___Yes ___No
5. New circuits (wires) to be added: ___1 ___2 ___3 ___4 ___5 ___N/A
(New circuits require arc-fault circuit interrupter protection breakers in the electric panel)
6. Lighting fixtures to be added: ___Yes ___No (Show on plans)
7. Receptacles to be added: ___Yes ___No (Show on plans)
8. Appliances added: ___Range/oven ___Clothes dryer ___Refrigerator ___N/A
9. Replacing existing electric meter with a new one: ___Yes ___No
10. If replacing electric meter, will it be moved to a new location? ___Yes ___No ___N/A

Plumbing

1. Bathrooms currently in the building: ___0 ___1 ___2 ___3
2. How many bathrooms will be added? ___0 ___1 ___2 ___3
3. What other plumbing fixtures are to be added in the remodeled space? ___Sink ___Toilet
___Mop Sink ___Clothes Washer ___N/A
4. A new water heater is to be installed: ___Yes ___No
5. New drain, waste or vent pipe to be added: ___Yes ___No
6. Drain, waste and vent pipe to be added: ___Yes ___No (Show location of new pipe on floor plan)
7. Will gas piping and/or a gas appliance be installed? ___Yes ___No ___N/A

Mechanical

1. The existing HVAC system is: ___Gas ___Electric
2. New HVAC system to be installed: ___Natural gas ___Electric ___Propane ___N/A
3. HVAC components to be added: ___Control unit ___Supply air duct ___Return air duct ___N/A
4. Type of HVAC duct(s) to be added: ___Flexible ___Metal ___Flex & Metal ___N/A
5. Bathroom ventilation: ___Mechanical fan ___Window ___N/A
6. Bathroom ventilation will terminate through: ___Exterior wall ___Roof ___N/A
7. Kitchen exhaust hood(s) to be installed above commercial cooking appliances: ___Yes ___No

Framing/Structural

1. New drop ceiling grid will be installed: ___Yes ___No
2. If demolishing interior walls, are they load-bearing? ___Yes ___No ___N/A
3. Are you constructing new, permanent walls? ___Yes ___No ___N/A (Show location of new walls on floor plan.)
4. Type of framing to be used in new walls? ___Wood ___Metal ___N/A
5. Are you installing new, non-permanent (partition) walls? ___Yes ___No ___N/A
6. If new doors are to be installed, how many? _____ N/A_____ (Show location of new doors on floor plan)
7. If new windows are to be installed, how many: _____ N/A _____ (Show location of new windows on floor plan.)