



The City of
Blue Springs
Missouri

Codes Administration 816-228-0118
 903 Main Street, Blue Springs, MO 64015
 Fax 816-228-0225

COMMERCIAL BUILDING PERMIT APPLICATION
 Permit # _____
 Plan Case# _____

Application Date: _____	Construction Cost: _____
Project Address _____ _____	Applicant Information Name: _____ Company: _____ Address: _____ _____ _____
Legal Description: _____ _____ _____	Phone: _____ Email: _____

Property Owner Information			
Name: _____	Company: _____		
Address: _____			
Phone: _____	Cell: _____	Email: _____	

General Contractor Information			
Name: _____	Company: _____		
Address: _____			
City License # _____	Phone: _____	Cell: _____	
Email: _____			

Subcontractor Information – List mechanical, electrical and plumbing contractors. Note: If no subcontractors then mark Not Applicable.			
Company Name	Contractor Type	City License #	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Description of Work _____ _____ _____
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Type of Construction:

_____ Steel _____ # & Size –Water Meters
 _____ Masonry _____ # & Size – Water Taps
 _____ Frame _____ # of Sewer Taps
 _____ Pre-Fabricated _____ PSI
 _____ # of Floors

Construction Information:

_____ Living Area
 _____ Garage Area
 _____ Unfinished Area
 _____ Total Square Feet

Sidewalks for this project are required on: _____

ATTENTION: All contractors on this project must have a current Occupational License with the City of Blue Springs prior to issuance of this building permit.

Signed: _____

Property Owner___ Applicant___ Contractor___ Agent___

CITY USE ONLY

Sign Off sheet required? _____

Special Inspection form required? _____

Approved By: _____ Title: _____

Codes Administrator: _____ Date: _____

COMMERCIAL PREAPPLICATION INFORMATION

The following information and attachments are provided to help expedite the plan review process for your project. This packet is not intended to include all the requirements for obtaining a building permit, but to list those items that will be needed and that are commonly overlooked when submitting for a commercial building permit.

Any questions concerning this information or your submittal may be directed to the Plans Examiner, Allen Carey at 816-228-0123 or the permit Secretaries at 816-228-0117 or 816-228-0118.

- Four complete sets of construction plans are required to be submitted when applying for a commercial building permit.
- All sheets must be sealed, signed and dated by a licensed architect or engineer registered in the State of Missouri. The seals and signatures may be copies, but “cut and paste” is not acceptable.
- The plans need to include a code analysis, i.e. code years, to include all disciplines, actual and allowable floor area, occupancy group, type of construction, height and number of stories, occupancy load, and fire sprinklers used, etc..
- Tenant finish projects need to show a plan including a small locator map showing the building outline and the tenant space shaded in.
- The plans need to include design criteria, i.e. code year, wind speed and exposure, seismic zone, allowable soil bearing pressure, concrete strength, snow load, etc. (except tenant finish).
- The average 1st turn around on plan review is 12 working days. Most plan reviews take less time, but occasionally some reviews will take a little longer. Please be assured that expediency of the plan review process is a priority of this office.
- A plan review fee is required to be paid at the time of application for a building permit. The permit secretaries calculate this fee at the time of application and payment is due at that time.
- The following is attached for your information:
 - Information sheet for contact person
 - Commercial plans check sheet
 - Sign information
 - Commercial building permit information sheet
- Various department phone numbers that may be useful are:
 - Allen Carey, Plans Examiner 816-228-0123
 - Public Works Receptionist 816-228-0195
 - Planning Department Secretary 816-228-0207
 - Engineering Department Secretary 816-228-0121
 - Permit Secretaries 816-228-0118 or 816-228-0117
 - Central Jackson County Fire Protection District 816-229-2522
 - Prairie Township Fire Protection District 816-525-4200

COMMERCIAL BUILDING PERMIT APPLICATION SUBMITTAL CHECK SHEET

Applications will not be accepted for review unless all items on this check sheet have been submitted.

Type of construction:

- New Construction
- Addition
- Alteration
- Revisions/Addendums – 4 Sets with written narrative.
- Completed building permit application.
- Plan review fees.
- All plans must have seals and signatures on each page.
- 4 – Complete sets of construction plans including but not limited to:
 - Site Plan
 - Tenant Finish – Suite Location
 - Landscape Plan
 - Landscape Sprinklers
 - Retaining Wall(s)
 - Civils
 - Architectural
 - Details/Sections
 - Structural
 - Plumbing

Mechanical

____ Number of Gas Services

_____ Addresses of Gas Services

Electrical

____ Number of Electrical Services

_____ Addresses of Electrical Services

Completed Contact Information Sheet.

All signage must be permitted and is a separate submittal. For information on sign permits contact Lauren Gowdy at 816-220-4538.

NG;jg

Rev. 8/12/10

COMMERCIAL CONTACT INFORMATION

In an effort to expedite the issuance of commercial building permits please provide the following information and return to the City of Blue Springs.

Return to: City of Blue Springs
Codes Administration
903 Main Street
Blue Springs, MO 64015

Fax 816-220-4501
Email acarey@bluespringsgov.com

Project Name: _____

Contact Person – Please Type or Print

Name: _____

Company Name: _____

Street: _____

City, State & Zip: _____

Phone #: _____ Fax #: _____

Email: _____

Alternate Contact – Please Type or Print

Name: _____

Company Name: _____

Street: _____

City, State & Zip: _____

Phone #: _____ Fax #: _____

Email: _____

Signature: _____

Print Name: _____

Jg

Commercial Building Permit Informational Sheet

Building inspection requests should be called in to 816-228-0104 with the following information:

Building Permit #
Address permit is for
Type of inspection needed
Individuals name and company requesting inspection
Phone # of individual requesting inspection
Exact time inspection will be ready

Contractors should allow a minimum response time of 24 hours for inspections from the time the inspection is ready. Response time for inspections may vary depending on the inspectors' workload.

Prior to final Special Inspection sign off has been submitted and approved.

Back flow device certification must be provided with building permit # provided.

Occupancy Requirements Approval form must be kept on the job site and signed by all applicable departments.

Above ceiling inspections are required for:

Electrical
Mechanical
Plumbing
Grid Ceiling Supports

Penetrations in fire rated areas require separate inspection.

All building pads with fill and/or questionable conditions have to have approval with a Geo Tech firm with a seal on it.

The approved set of construction plans must be kept on the job site and available at all times for the building inspector.

Reinspection fees may be charged for inspections called for and not ready or corrections not made.

Rev. 8/12/10

JG



MEMORANDUM

DATE: August 17, 2010
TO: Building Permit Applicants
FROM: Community Development Department
SUBJECT: Sign Information (Unified Development Code, Chapter 501)

All temporary and permanent signage, unless specifically exempt, must have a validly issued sign permit prior to installation. A completed sign permit application and application fee must be submitted to the City's Community Development Department for review. Approval of construction plans does not constitute approval of a sign permit. Separate applications must be submitted for each proposed sign.

Construction/Future Tenant Signs:

- Must be installed at least twenty (20) feet from the right-of-way
- Can be installed for no more than 90 days before construction commences
- Must be removed when a certificate of occupancy is issued
- 1 per street frontage
- No larger than thirty-two (32) square feet, and no taller than eight (8) feet

Freestanding Monument Signs (non-residential):

- Must be mounted on an enclosed, structural base which base length is equal to or greater than the length of the sign face and which base depth is not narrower than the structure containing the sign face or twelve (12) inches, whichever is greater
- The bottom edge of the sign face must be a minimum of twelve (12) inches above the ground
- Maximum area seventy-five (75) square feet per sign face, maximum height eight (8) feet
- Setback ten (10) feet from property line, provided there are no sight restrictions
- One (1) monument sign per frontage from a public right-of-way
- No monument sign shall be located within fifty (50) feet of any other freestanding sign (e.g. monument, pole or billboard) on the same lot, except at primary entrances to developments

Wall

- A non-projecting sign that is attached parallel to a wall or building.
- May not exceed coverage of ten (10) percent of façade upon which sign is located, which may be further limited by Table 3 in the Sign Ordinance.
- May not project more than twelve (12) inches from wall to which attached
- Wall signs may not be painted directly onto any building surface

For further information regarding signage please contact the Community Development Department located in the Blue Springs City Hall Annex building or at (816) 228-0207. Thank you for your cooperation and for helping to improve the appearance of our City's commercial areas.