



CITY PLANNING & DEVELOPMENT

Commercial Construction Permit – Project Details & Certification
Information Bulletin No. 110 Part D

kcmo.gov/planning

This form shall be completed for all commercial building permit applications. Include with submittal via [CompassKC](#).

Project Name: _____

Project Address: _____

Project Description: _____

Applicant Name: _____ Phone: _____

Permit Application Request

Indicate which permit application is being requested.

- This application is for the full project (except for deferred packages noted in the following section).
- Grading only (may include site retaining walls and private stormwater systems)

Full project application shall include a complete set of plans (see [IB110 Part C](#)). A single application for the full project and full project construction evaluation shall be made, from where, if requested, we may issue partial permits (see [IB 123](#)).

Deferred Submittal Request

Indicate here if requesting to defer the submittal of the design package for any portion of this project. Design packages needed to begin work may not be deferred [e.g., site plan, grading, site disturbance (from Water Services), foundation plans and calcs (piers, piles, ground improvements, etc.), soils report, shoring packages, etc.]

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> Electrical | <input type="checkbox"/> Structural Pre-Cast* | <input type="checkbox"/> Storage Racks/Conveyors |
| <input type="checkbox"/> Fire Alarm | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Wood Truss Package* | <input type="checkbox"/> Pre-Cast Concrete Veneer Package |
| <input type="checkbox"/> Pool Package | <input type="checkbox"/> I-Joists* | <input type="checkbox"/> Fire Sprinkler | <input type="checkbox"/> Building Projections (awnings, balconies, etc.) |
| <input type="checkbox"/> Retaining Walls | <input type="checkbox"/> Bar Joists* | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Accessory Structures (guard booths, sheds, etc.) |
| <input type="checkbox"/> Metal Building* | <input type="checkbox"/> Other**: _____ | | <input type="checkbox"/> N/A - All design packages are included |

*Only foundation permits can be issued without these packages.

**In general, any deferred building structural package may be limited to a foundation and under-slab permit only.

Critical Submittal Items

The following items (as applicable) shall be included with the submittal packages. This project will not be activated for review if critical items are not included. See [IB 110 Part A](#) for more detail.

Yes NA

- Completed IB 110 Part D, signed by the Design Professional in Responsible Charge (DPRC).
- Sealed construction design drawings by Missouri registered Design Professional(s).
- Construction valuation information for scope of work.
- Payment of applicable plan review fee.
- Site plan showing legal description, all property lines, location and size of water mains, existing and proposed fire hydrants, sewer and water service connection lines, service backflow prevention devices, sanitary sewer sampling manhole location, floodplain boundary information.
- Sealed Land Survey.

- Stormwater drainage design information.
- Erosion Control Plan: If one acre or more is disturbed, a Site Disturbance Permit is required.
- Stream Buffer Plan - see [Section 88-415, Stream Buffers](#).
- Application for issuance of floodplain development permit when work is proposed in the regulatory floodplain or freeboard - see [IB 120](#) and [Chapter 28](#).
- A completed Health Department [Plan Review Audit Form](#) required for food service establishments.
- Design calculations (structural design, hydraulic design for fire sprinkler, etc.)
- Soils report or soils design information.
- A Code Analysis within first three pages of plan submittal as required by [IB 110 Part C](#).
 - Provide a list of required special inspections for the project as applicable.
 - Energy Code Analysis on sheets listed as ECA per [IB 171](#).
- Project is a change in occupancy classification of an existing building (per building code definitions).

Related Case Numbers

List any prior case numbers for this project. Much of this information can be obtained via [CompassKC](#).

CPC/BZA: _____	Encroachment Permit: _____
Prelim. Code Review Mtg Date: _____	PIR Application: _____
Team Inspection: _____	Plat Name/Minor Subdivision: _____
Code Mod. Request: _____	Development Asst. Team: _____
BFCBA: _____	Certificate of Appropriateness: _____
Floodplain Development: _____	Other: _____

Owner’s Design Professional in Responsible Charge (DPRC), per KCBRC 18-18(d)

DPRC’s Name: _____
 Company name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____

DPRC Certification

I hereby certify I am the owner’s registered design professional in responsible charge (DPRC) and I have reviewed the Submittal Checklist to identify the requirements for the specific project being submitted for plans review. I certify this submittal is complete for review of the scope of work as described therein, and I further understand omission of required information will result in delays in the plans review approval process, and I am responsible for coordination of all submittal documents, including deferred design packages.

Signature of DPRC: _____ Date: _____

Printed Name: _____ MO License Number: _____