



BUILDING PERMIT CHECKLIST

- _____ Building Permit Application
- _____ Site and/or Construction Plans*
- _____ Must be associated with an active Craftsman License
- _____ Must be associated with an active Business License
- _____ Fee (Cash, Credit or Check)

*Not required for residential electrical work (except solar panel installation, accessory buildings, additions and decks over 30 inches), HVAC, residential roofing, water lines, drain/sewer repairs or replacement and low intensity remodels. When in doubt, call our office at 816-737-6014 to check.

Note: After you have completed any work that requires a permit, you must set up an inspection with our building inspector. Call our office at 816-737-6014 to set up an inspection. **We schedule inspections 48 hours in advance.**

SCHEDULE OF FEES – CONSTRUCTION PERMITS

Building Permits	\$25.00 basic fee, plus \$5.00 per \$1,000.00 valuation or fraction thereof
Plumbing, Mechanical or Electrical Permit	\$0 - \$500: \$25.00 \$500 - \$1000: \$35.00 \$1001 - \$5000: \$50.00 >\$5001: \$50.00 + \$5 for each \$1000
Complete Building Demolition Permit	0 – 500 sq. ft.: \$50.00 501 – 1000 sq. ft.: \$200.00 1001 – 5000 sq. ft.: \$400.00 >5001 sq. ft.: \$600.00
Construction Plan Review Fee (building plans not site plans)	Residential (<150,000): \$75.00 Residential (>150,000): \$75.00 + \$1.00 per each \$1,000 valuation Multi-Family Residential, Commercial or Industrial: \$100.00 + \$1.25 per each \$1,000 valuation



BUILDING PERMIT APPLICATION

Project Name: _____

Project Address: _____

Property Owner Information:
Name: _____
Address: _____
Phone: _____
Contractor Information:
Name: _____
Address: _____
City: _____ State: _____
Phone: _____ Fax: _____
Email: _____

Craftsman Information:
Company Name: _____
Master Electrician: _____
Address: _____
Phone: _____
Company Name: _____
Master Mechanical: _____
Address: _____
Phone: _____
Company Name: _____
Master Plumber: _____
Address: _____
Phone: _____

Class of Work:
Residential:
Single Family _____ Duplex _____
Multi Family _____ Addition _____
Alteration _____
Commercial:
New _____ Addition _____
Alteration _____ Repair _____
Project Description: _____

Type of Construction: _____
Main Occupancy Group: _____
Occupancy Load: _____
Sprinkler Required: Yes _____ No _____
Plans Submitted: Yes _____ No _____
Total Project Valuation*: _____
(*Include Mechanical, Plumbing, Electrical, Sprinkler, etc. / Exclude Site Improvements and Property)
Approved By: _____
Date: _____

Applicant (Contact Person):

Name: _____

Phone: _____ Fax: _____ Email: _____

Design Professional in Responsible Charge: _____

Company Name: _____

Address: _____ City: _____ State: _____

Phone: _____ Fax: _____ Email: _____

Special Inspections:

List applicable types of work which require Special Inspection per the International Building Code, Chapter 17.

- | | |
|-----------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Placement of Reinforced Concrete | <input type="checkbox"/> Structural Welding |
| <input type="checkbox"/> Testing of Reinforced Concrete | <input type="checkbox"/> High Strength Bolting |
| <input type="checkbox"/> Placement of Reinforced Steel | <input type="checkbox"/> Steel Frame Inspection |
| <input type="checkbox"/> Prestressing Concrete | <input type="checkbox"/> Inspection of Structural Steel Fabricator |
| <input type="checkbox"/> Bolts installed in Concrete | <input type="checkbox"/> Inspection of Metal Building Fabricator |
| <input type="checkbox"/> Verification of Soils | <input type="checkbox"/> Sprayed Fire Resistant Materials |
| <input type="checkbox"/> Excavation and Filling | <input type="checkbox"/> Structural Masonry |
| <input type="checkbox"/> Drilled Piers or Piles | <input type="checkbox"/> EIFS Insulation/Finish System |
| <input type="checkbox"/> Earth Retaining Structure | <input type="checkbox"/> Smoke Control System |
| <input type="checkbox"/> Inspection of Precast Fabricator | <input type="checkbox"/> Seismic Resistance |
| <input type="checkbox"/> Erection of Precast Concrete | <input type="checkbox"/> Other _____ |

Deferred submittals:

- Truss design package
- Metal building design package
- Precast concrete design package
- Fire suppression system design package
- Fire alarm system design package
- Other: _____