



**CASS COUNTY, MISSOURI
BUILDING CODES, ENVIRONMENTAL HEALTH
AND ZONING DEPARTMENT**

**30508 S. West Outer Road, Harrisonville, MO 64701
Phone: (816) 380-8134 Fax: (816) 380-8130**

**REQUIRED INSPECTIONS, INSPECTION REQUEST PROCEDURES
REINSPECTION FEE REQUIREMENTS, CODE INTERPRETATIONS,
CODE MODIFICATIONS AND APPEAL PROCEDURES**

Last Updated December 30, 2015

PERMIT HOLDERS RESPONSIBILITIES:

- **To request all required inspections when work is ready for inspection.**
- **To provide access for inspection, we can not use any type of lock boxes, key codes or alarm codes to gain access to structure. Structure must be accessible with out the use of any type of “key” for inspection.**
- **To cause the work requiring inspection from being concealed until the inspection has been approved.**
- **To cause the building or structure to remain unused or unoccupied until a final inspection has been performed and a Certificate of Occupancy has been issued.**

INSPECTION REQUESTS:

Inspections are required to be performed at various stages of a construction project for verification of compliance with the applicable codes that have been adopted by Cass County.

You will be given a list of inspections that are required to be performed with your permit. Any work requiring an inspection shall not be concealed prior to obtaining approval from the building codes department.

If work has been concealed, it may be required to have the construction that is concealing the work requiring inspection to be removed, so that the inspection may be performed. Removal of any concealing construction shall be the responsibility of the permit holder, Cass County, Missouri and the Building Codes Department accepts no responsibility or liability for any costs incurred for the removal or replacement of any construction required to perform any inspection which is required by Cass County, Missouri and the Building Codes Department

It is the permit holder’s responsibility to request an inspection when work is ready for inspection. When it is determined that a project is ready for a required inspection you may request an inspection by calling (816) 380-8134 between 7:00 a.m. and 4:30 p.m. Monday through Thursday and 7:00a.m. to 11:00a.m. Friday. The following information will be required in order for your inspection request to be accepted so that an inspection may be scheduled:

1. The Building Permit Number.
2. The assigned address for the project.
3. The type of inspection that is being requested.
4. The requested date of inspection to be performed.
5. Indicate if the request is for a re-inspection.

**CASS COUNTY, MISSOURI
TRAINING DAYS & HOLIDAYS OBSERVED**

The County of Cass County will observe the following training days and holidays during 2015. The building codes department will be closed on these dates and no inspections will be performed unless prior arrangements have been made and building codes department personnel are available to perform inspections. Inspections will only be performed by department personnel on a voluntary basis and inspection fees will be assessed at the rate of \$122.00 per hour with a minimum of two (2) hours.

New Years Day	Friday	January 1, 2016
Martin Luther King, Jr.	Monday	January 18, 2016
Observe Lincoln Day	Friday	February 12, 2016
President's Day	Monday	February 15, 2016
Training – Tentative	Wednesday	April 6, 2016
Training – Tentative	Thursday	April 7, 2016
Training – Tentative	Friday	April 8, 2016
Truman Day	Monday	May 9, 2016
Memorial Day	Monday	May 30, 2016
Independence Day	Monday	July 4, 2016
Labor Day	Monday	September 5, 2016
Columbus Day	Monday	October 10, 2016
Training	Wednesday	October 11, 2016
Training	Thursday	October 12, 2016
Training	Friday	October 13, 2016
Training	Friday	October 14, 2016
Observe Veterans Day	Friday	November 11, 2016
Thanksgiving	Thursday	November 24, 2016
Day After Thanksgiving	Friday	November 25, 2016
Christmas	Monday	December 26, 2016

**ANY ADDITIONAL TRAINING DAYS WILL BE POSTED IN THE OFFICE.
PLEASE CALL (816) 380-8134 TO CONFIRM.**

INSPECTION SCHEDULING BY THE BUILDING CODES DEPARTMENT:

Most inspections will be performed on the workday following the inspection request being received unless the person making the request specifically requests that the inspection be scheduled for a later date. The only exception to this rule is for Footings, Engineered Walls and Structural Suspended Slabs, which may be performed on the same day of the inspection request being made. **In order for these types of inspections to be performed on the same day the request must be received by our office no later than 2:00 p.m. and must be ready not later than 3:00 p.m. Monday through Thursday and received no later than 8:30 a.m. and ready no later than 9:00 a.m. on Friday.** We will make these types of inspections high priority. When footings, foundation wall or structural slab inspections are needed on the same day that the request is being made, the request should be called in as early in the day as possible to assist with the routing of the inspectors, however enough time must be allowed for the work requiring inspection to be completed to avoid having the inspection rejected and or re-inspection fee issued for not being ready.

Request for final inspection will not be accepted without a final approval of the septic system

Appointment times for inspections will not be made, however if an individual requires an approximate time that the inspector will arrive at a job site, they should call the building codes office on the morning that the inspection is scheduled to discuss the inspectors schedule for the day.

RE-INSPECTIONS:

After the initial inspection has been performed on requested inspections, if deficiencies are found to exist as a result of the inspection, a correction list will either be left at the job site or given to the contractor if present. All items on a correction notice are required to be corrected before a request for a re-inspection is made. Re-inspection requests shall be made in the same manner as other inspections and will be responded to as previously outlined.

RE-INSPECTION FEES:

When all items that detailed on an inspection report requiring corrections to be made for inspection approval are not corrected before a re-inspection is requested, and additional re-inspections are required to inspect remaining deficiencies, a \$100.00 re-inspection fee will be assessed for each and every re-inspection required after the first re-inspection. Any deficiency item noted on an inspection report, which requires approval, shall not be concealed until approval has been received on an inspection report.

If the structure is inaccessible for any requested inspection a \$100.00 fee will be assessed.

If a requested inspection is found to not be ready, when the inspector arrives the at job site, the inspector may stop the inspection and a re-inspection fee of \$100.00 maybe assessed.

Note: Inspectors will only inspect items noted on the original inspection correction list when performing re-inspections, unless additional work was performed after the initial inspection was performed or a major deficiency is found which could adversely affect the integrity of the structure or the life-safety or sanitation of its occupants. It will not be the policy of the Building Codes Department to cause a new list of deficiencies to be prepared on re-inspections that would require the payment of re-inspection fees.

CERTIFICATE OF OCCUPANCY REQUIRED:

No building or structure shall be used or occupied until the permit holder has requested a final inspection and the final inspection has been performed by the building codes department and a Certificate of Occupancy has been issued. A Temporary Certificate of Occupancy may be granted if it is found that no significant hazard will result from occupancy of a building or portion of a building or structure after a final inspection has been performed.

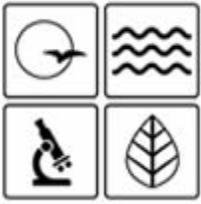
If a Temporary Certificate of Occupancy is granted it will allow a reasonable amount of time to correct any remaining deficiencies, all deficiencies should be corrected and a re-inspection scheduled before the expiration date of the Temporary Certificate of Occupancy. If a Temporary Certificate of Occupancy is required to be extended a fee of \$338.00 will be assessed before such extension is granted. No extension of a Temporary Certificate of Occupancy will be granted unless a re-inspection has been performed to document the progress of the corrections being made to bring the building or structure into full compliance with the codes and ordinances adopted by Cass County, Missouri.

MINIMUM REQUIREMENTS FOR A TEMPORARY CERTIFICATE OF OCCUPANCY:

1. Required smoke detectors shall be installed and functioning.
2. Required ground fault circuit interrupter protected receptacles and outlets shall be installed and functioning.
3. Electrical conductors shall be terminated in boxes and cover plates shall be installed over boxes.
4. Handrails shall be installed on stairways with two or more risers.
5. Guardrails shall be installed on decks, landings, stairs, platforms, ECT. When the walking surface is 30 inches or more above the adjacent grade levels.
6. The required one-hour fire-resistive separation of the garage and dwelling shall be completed.
7. Sewage disposal systems shall have been inspection and final approval obtained from the Cass County Health Department.
8. All plumbing fixtures shall be installed and operational.
9. All gas appliance vent systems shall be complete.
10. Electrical Service shall have final approval (including labeling of panel box).
11. Gas piping test shall have been performed and approved.
12. Any outstanding fees that have been assessed shall be paid.
13. **All inside items shall be completed and approved prior to a temporary occupancy being issued.**
14. **All electrical items shall be completed and approved prior to a temporary occupancy being issued.**
15. **The only remaining outside deficiencies to be allowed for a temporary occupancy shall be gutters, downspouts, splash blocks and finish grade.**

NOTICE:

The disposal of demolition and constructions waste is regulated by the Missouri Department of Natural Resources under Chapter 260, RSMo. Such wastes in types and quantities established by the department shall be taken to a demolition landfill or a sanitary landfill for disposal. Any person who engages in building construction, modification or demolition that produces demolition waste, in types and quantities established by the department, shall maintain records of sites used for demolition waste disposal for a period of one year. These records shall be made available to the department upon request.



Missouri Department of Natural Resources

MANAGING CONSTRUCTION AND DEMOLITION WASTE

Solid Waste Management Program fact sheet

10/2015

Division of Environmental Quality Director: Leanne Tippett Mosby

PUB2045

This guidance is provided primarily for construction and demolition contractors, waste haulers, roofing contractors, remodeling businesses, homebuilders and homeowners. Cities and counties that issue building permits may also find the information helpful. The guidance covers only wastes commonly produced during building construction, renovation and demolition.

Information about managing other wastes is available by contacting the sources listed on the last page of this fact sheet.

This fact sheet is not intended for guidance on the management of surface coatings removed from bridges, water towers or other similar outdoor structures.

Waste Types

During construction, renovation and demolition activities you may produce one or more of the following types of residuals:

- Clean fill.
- Recovered materials.
- Regulated construction and demolition waste.
- Hazardous materials and hazardous wastes.
- Asbestos-containing materials.

Management requirements differ for each of these.

Clean Fill

Clean fill is “uncontaminated soil, rock, sand, gravel, concrete, asphaltic concrete, cinder blocks, brick, minimal amounts of wood and metal and inert (non-reactive) solids...for fill, reclamation or other beneficial use” [§260.200(5), RSMo]. Minimal means the smallest amount possible. Foreexample, concrete containing wire mesh or rebar may be used as clean fill. However, exposed rebar must be removed before use. Under no circumstances are roofing shingles, sheet rock, wood waste or other construction and demolition wastes defined as clean fill.

Concrete, cinder blocks, bricks or other clean fill materials that are painted with non- heavy metal-based paints are also considered clean fill. It is the generator’s responsibility to determine if the painted materials are hazardous wastes. The most typical contaminants are lead and other heavy metals. This determination can be made by representative sampling or by applying historical knowledge of the materials in question.

If asphaltic concrete is to be used as clean fill it is recommended that it not be crushed or ground any smaller than necessary. This will help to minimize the leaching of chemicals found within the asphaltic material.

Although not regulated as waste, placement of clean fill materials may be subject to requirements of the Missouri Department of Natural Resources' Water Protection Branch if it is placed in contact with surface or subsurface waters of the state, or would otherwise violate water quality standards. Contact the Water Protection Program at 573-751-1300 if you have any questions. Local requirements concerning the use of clean fill may apply as well. Contact the Hazardous Waste Program at 573-751-3176 for questions about determining whether materials may be hazardous and for disposal options.

Recovered Materials

Recovered Materials are those removed for reuse (lumber, doors, windows, ceramic tile and glass) and those removed to be recycled into new products. Potentially recyclable construction and demolition wastes may include scrap metals, asphalt shingles, sheet rock, lumber, glass and electrical wire. However, it is important to remember that recovered waste must be used in some way.

Separating out certain wastes to be recycled into new products without having a market for them is expensive and pointless. Storing recovered materials indoors is expensive. Storing them outdoors may lower their value, since most will degrade or deteriorate when exposed to the weather. Depending on how they are stored, they may harbor rodents, provide breeding grounds for insects or be a potential fire hazard. Recyclables may not be collected and dumped on the ground while waiting for markets to develop. Therefore, before you deliver recyclable materials to a processing or recovery facility be sure the facility is legitimate.

The department's Solid Waste Management Program has information about many recycling facilities in Missouri. You may contact the program at 573-751-5401 or available on the Web at www.dnr.mo.gov/env/swmp/rrr/rrr.htm. If you plan to remove reusable or recyclable materials from construction and demolition waste, the sorting must take place at the construction or demolition site. The wastes cannot be hauled from the site and dumped for later sorting, except at a permitted processing facility or at a facility that has received a permit exemption from Solid Waste Management Program. Although the department strongly encourages the recovery or recycling of potential waste materials whenever possible, these activities must be done legally.

Regulated Construction and Demolition Wastes

Regulated construction and demolition wastes are those not classified as clean fill and not being reused or recycled. Regulated non-hazardous construction and demolition wastes must be disposed of at a permitted landfill or transfer station.

To avoid violating air and solid waste laws regulated non-hazardous construction and demolition wastes:

- Cannot be burned. An open burning permit may be applied for to burn untreated wood waste. Contact your nearest regional office for permit information and conditions.
- Cannot be buried (except in a permitted landfill).
- Cannot be hauled to private or public property and dumped, burned or buried, even with the landowner's permission.

If this happens, everyone involved, including the contractor(s), subcontractor(s), the hauler(s) and the landowner(s) can and will be held liable for the illegal disposal (§§260.210, 260.211 and 260.212, RSMo).

If you are a building contractor, you need to know that burying construction waste from a building anywhere on the property is illegal (§260.210.1, RSMo). See page four of this fact sheet for a description of penalties for illegal disposal of construction and demolition waste.

Hazardous Materials and Hazardous Wastes

Although you may find a variety of hazardous materials in old buildings, lead-based paint and asbestos are the most common items dealt with by demolition contractors.

Studies conducted by the U.S. Agency for Toxic Substances and Disease Registry, and by independent researchers, show that the health effects of lead exposure are greater than previously thought. Children are especially vulnerable to the effects of lead poisoning. Because lead and other toxic heavy metals may be contained in the wastes noted above, they require careful management and disposal. For many years, lead-based paint was used in residences and businesses for its stable coating properties. Although lead-based paint was virtually banned by the Consumer Product Safety Commission in 1978 for residential application, it is often encountered when buildings are renovated or demolished. Also, lead-based paint is still manufactured and sold for corrosion or rust inhibition on steel structures and for other industrial purposes. In older buildings, lead was also used for roofs, cornices, tank linings and electrical conduits. In plumbing soft solder, an alloy of lead and tin was used for soldering tinplate and copper pipe joints.

Additional guidance for handling demolition waste containing lead-based paint or other heavy metals, such as cadmium or chromium, is available by calling the department's Hazardous Waste Program at 573-751-3176.

Hazardous waste requirements for demolition wastes - Demolition-related waste categories typically include:

- Paint Residue - Paint chips, paint scrapings and contaminated blast residue from building renovations or demolition projects.
- Demolition Debris - Masonry, metal and boards that have been painted with lead-based or other heavy metal-based paint.
- Scrap Metal - Metal objects that contain lead or other heavy metals.

For households, the following management options apply, whether or not a contractor is doing the work for you:

- Paint Residue - Paint residue may be placed in the household trash. Before disposal, wrap it tightly in a plastic bag or other container. It will be picked up by your trash hauler and taken to a sanitary landfill for disposal.
- Demolition Debris - May be placed in your household trash. It may be picked up by your trash hauler and taken to a sanitary or demolition landfill for disposal.
- Scrap Metal - Scrap metal should be taken to a salvage yard for recycling. If this is not possible, the metal may be placed in your household trash and picked up by your waste hauler for disposal at a sanitary or demolition landfill.

For generators other than households - This category includes commercial and business enterprises, institutions and industrial buildings, and other structures not specifically identified.

Paint Residue must be laboratory tested before disposal. The appropriate test method is the Toxicity Characteristic Leaching Procedure, EPA Method 1311, which is described in Appendix 11 of the Code of Federal Regulations, Title 40, Part 261(40 CFR Part 261). The test must include the eight metals noted in 40 CFR Part 261.24 (arsenic, barium, cadmium, chromium, lead, mercury, selenium and silver). Environmental laboratories capable of conducting a Toxicity Characteristic Leaching Procedure may be found in the telephone directory's Yellow Pages. If one or more of analytical limits meets or exceeds the regulatory limit, the waste is hazardous.

Hazardous wastes must be managed, transported and disposed of according to the Missouri Hazardous Waste Management Law and Regulations. This may require the generator to send paint residue to a permitted hazardous waste disposal facility. In some cases, a lead smelter may accept lead-based paints for use in its lead production processes. If laboratory analysis shows that the paint residue is non-hazardous, it must be disposed of at a sanitary landfill as “special waste.” Paint residue may not be disposed of in a demolition landfill.

Procedures for managing special wastes are included in the fact sheet titled Special Waste (PUB2050) available on the department’s Web site at www.dnr.mo.gov/pubs/pub2050.htm. The landfill may require you to complete a special waste disposal request form, and provide the results of testing on the paint waste to show that it is not hazardous before accepting the waste.

Demolition debris need not be tested before disposal, so long as it is not chipped, shredded, milled, ground, mulched or similarly processed. Processed demolition waste should be evaluated as described for paint residue.

Scrap metal painted with heavy metals may be sent to a salvage yard for recycling. If this is not possible, the metal may be disposed of at a sanitary or demolition landfill.

Asbestos

All public, institutional or commercial buildings, and in some instances, residential structures, must be inspected for asbestos before renovation or demolition activities. Before planning a demolition project, bidding a project, letting a bid or beginning the demolition, it is important to know if the building has any asbestos-containing materials and who is responsible for removing them. Buildings may contain asbestos in materials such as ceiling or floor tile, as insulation or soundproofing on ceilings, pipes, ductwork or boilers, or on the outside as transite siding or in shingles. The presence of asbestos-containing materials cannot be confirmed just by looking.

A thorough inspection of any regulated building must be conducted by a Missouri certified asbestos inspector to determine the presence and condition of asbestos-containing materials.

Depending upon the results of the inspection, a registered asbestos abatement contractor may be required. Contact the department’s Air Pollution Control Program’s Asbestos Unit at 573-751-4817 for more specific information about managing asbestos-containing materials. Visit <http://www.dnr.mo.gov/env/apcp/asbestos/index.htm> for more information about asbestos requirements. If the asbestos-containing materials is to go to a landfill or transfer station, contact the facility in advance to see if they will accept materials and if they have any special handling or packaging requirements.

Penalties for illegal disposal of construction and demolition wastes The Missouri Solid Waste Management Law provides for civil penalties for persons who dispose of or allow the disposal of regulated construction and demolition wastes in un-permitted areas.

The law also contains criminal provisions for some types of illegal construction and demolition waste disposal. There may be additional penalties for violations of air, water pollution and hazardous waste laws depending on the situation and means of disposal.

Solid Waste Management Law Violations:

- **Civil Penalties** - any person who disposes of construction and demolition waste or allows the disposal of construction and demolition waste in an area not permitted for such disposal may be assessed a civil penalty of up to \$5,000 per day per violation (§260.240, RSMo).
- **Criminal Penalties** - any person who purposely or knowingly disposes of or causes the disposal of regulated quantities of construction and demolition waste or other solid waste may be prosecuted for violating the criminal provisions of §§260.211 and 260.212, RSMo.

Convictions may include fines of \$20,000 or more, community service, and/or clean-up of the illegally dumped waste. Conviction under §§ 260.211 and 260.212 is a class D Felony for the illegal disposal of residential or commercial waste and for accepting construction and demolition wastes for payment, whether in cash or trade, without a permit. In some cases, persons convicted of illegal dumping have served time in jail.

- **The Missouri Air Conservation Law** and regulations provide for civil penalties of up to \$10,000 per day per violation for persons who violate the requirements for handling, packaging, transporting or disposing of asbestos-containing materials. The federal Clean Air Act also contains civil and criminal penalties for violations. The same penalties apply for persons who illegally dispose of construction and demolition waste by burning.

Other Requirements

Other legal requirements related to managing construction and demolition wastes include:

- Anyone engaged in building construction, modification or demolition must maintain a record of all sites used for construction and demolition waste disposal for one year. The records must be made available to department staff upon request (§260.210.7, RSMo).
- Cities and counties that issue building permits are required to notify each permittee in writing of the legal requirements for construction and demolition waste disposal (§260.210.8, RSMo).
- A person shall be guilty of conspiracy if he knows or should have known that his agent or employee has violated the civil or criminal provisions of the law related to illegal disposal of construction and demolition waste or other solid waste (§260.212.9, RSMo).
- Anyone selling, conveying or transferring property that contains construction and demolition waste or other solid waste (whether buried or not), must disclose the existence and location of the waste disposal site to a potential buyer early in the negotiation process (§260.213, RSMo).
- Anyone hauling materials that could fall or blow off a vehicle, including construction and demolition waste, must cover the load or secure it so that none of it can become dislodged and fall from the vehicle (§307.010, RSMo). In addition, many landfills and transfer stations in Missouri require all incoming loads to be covered. Some facilities accept open loads, but may charge you extra for them.
- A person commits the crime of littering if they throw or place, or cause to be thrown or placed, any garbage, trash, refuse or rubbish of any kind on the right-of-way of any public road or highway, in or on any waters of the state or the stream banks, and on any public or private property (owned by another without their consent) (§577.070, RSMo).

Additional Information

You may obtain additional information about properly managing construction and demolition wastes from the sources listed below.

Missouri Department of Natural Resources

- Air Pollution Control Program 573-751-4817
- Hazardous Waste Program 573-751-3176
- Solid Waste Management Program 573-751-5401
- Water Protection Program 573-751-1300
- Regional Offices
- Kansas City Regional Office 816-622-7000
- Northeast Regional Office (Macon) 660-385-8000
- St. Louis Regional Office 314-416-2960
- Southeast Regional Office (Poplar Bluff) 573-840-9750
- Southwest Regional Office (Springfield) 417-891-4300

On the Web

Construction and demolition information www.dnr.mo.gov/env/swmp/index.html

Environmental publications <http://dnr.mo.gov/pubs/>

Additional Considerations and Sources

Hazardous waste requirements are found in the Missouri Hazardous Waste Management Laws, Sections 260.345 through 260.575 of the Revised Statutes of Missouri (RSMo). The Missouri Hazardous Waste Regulations are found in Title 10, Division 25 of the Code of State Regulations. Most of the federal environmental requirements in Title 40 of the Code of Federal Regulations is adopted by reference into the Missouri regulations.

Solid waste requirements are found in the Solid Waste Management Law in Sections 260.200 through 260.345 RSMo, and the regulations in Title 10, Division 80 in the Code of State Regulations. Copies of the Revised Statutes of Missouri are available through the Revisor of Statutes at 573-526-1288, or are available online at <http://www.moga.mo.gov/mostatutes/ChaptersIndex/chaptIndex260.html>.

Copies of the Missouri Code of State Regulations are available through the Missouri Secretary of State at 573-751-4015, or are available online at <http://www.sos.mo.gov/adrules/csr/csr.asp>.

Federal regulations are available at federal depository libraries or may be purchased from a U.S. Government Bookstore, the U.S. Government Printing Office, or from a commercial information service such as the Bureau of National Affairs. Federal Regulations are also available online at <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>.

Other Guidance

The Missouri Department of Health and Senior Services - Office of Lead Licensing and Accreditation may be contacted for information regarding training, licensure and work practice standards for lead abatement activities. Disposal is an abatement activity. See Missouri Revised Statutes 701.300 and 701.338.

Please note that many municipalities have their own additional requirements that might be stricter than those discussed above.

For more information

Missouri Department of Natural Resources
Air Pollution Control Program
P.O. Box 176
Jefferson City, MO 65102-0176
800-361-4827 or 573-751-4817 office
573-751-2706 fax

www.dnr.mo.gov/env/apcp/index.html

Missouri Department of Natural Resources
Hazardous Waste Program
P.O. Box 176
Jefferson City, MO 65102-0176
800-361-4827 or 573-751-7560 office
573-751-7869 fax

www.dnr.mo.gov/env/hwp/index.html

Missouri Department of Health and Senior Services
Office of Lead Licensing and Accreditation
P.O. Box 570
Jefferson City, MO 65102-0570
888-837-0927 or 573-526-5873
573-526-0441 fax

www.dhss.mo.gov/Lead/

Nothing in this document may be used to implement any enforcement action or levy any penalty unless promulgated by rule under chapter 536 or authorized by statute.

For more information

Missouri Department of Natural Resources
Solid Waste Protection Program
P.O. Box 176
Jefferson City, MO 65102-0176
800-361-4827 or 573-751-5401

<http://dnr.mo.gov/env/swmp>