

# Simple Permit Process

## Talk to your local Code Office

Your building code department wants your project to be a success and will help you avoid potential problems that could cost you time and money. You will be asked some basic questions (What are you planning to do? Where?), advised of any requirements and, if necessary, referred to other departments for their approval. You will receive an application for a building permit.

## Submit Application

At this stage you will document the “Who, What, When, Where and How” of your job, along with all plans and documentation of proposed work.

## Review Process

In a brief amount of time, the code official will review your plans and associated documentation to determine if your project is in compliance with local requirements. If your plans meet those requirements, a permit is issued. If not, the code official may suggest solutions to help correct the problem.

## Receive Permit

Now that you have been approved for a permit, you have legal permission to start construction. A fee is collected to cover the cost of the application, the review and the inspection process. An experienced code official is available to you should you have any questions concerning your project. You should consider your code official as an ally who will help you make your project a success.

## Job-Site Visits

On-site inspections will be required to make certain the work conforms to the permit, local codes and plans. Again, you will have access to the expertise of the code official to help you with questions or concerns regarding the project and to ward off potentially costly mistakes. The code official will let you know approximately how many inspections may be needed for your project.

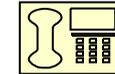
## Final Approval

The code official will provide documentation when construction is complete and code compliant. Enjoy your new surroundings with the peace of mind and the knowledge that they meet the safety standards in your community.

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*Cass County  
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By reading this brochure you've already taken the first step toward protecting the outcome and investment value of your construction project. The following information describes simple steps you can take to obtain a building permit and how permits can work for you. You'll be surprised at how easy the whole process is.

The truth is, building permits are very beneficial to you and your community. By working with an expert code official, you will benefit from their knowledge of the building codes to ensure your construction project it built right, will be safe and will last.



Washington

minimum standards that would ensure health, security and conservation of energy.



Jefferson

During the early 1900s, model building codes were authored by assistance from all segments of the building industry. Model codes have now become the central regulatory basis for the administration of building regulatory programs in cities, counties and states throughout the United States.

### **What is a building permit?**

A building Permit gives you legal authorization to start construction of a building project in accordance with approved drawings and specifications.

### **Why do I need a building permit?**

A building permit is the best way to protect a major investment and life safety in your home. It ensures that minimum construction standards are met and appropriate materials are used.

### **What Good Does a Permit Do?**

Your home or business is an investment. If your construction project does not comply with the codes adopted by your community, the value of your investment could be reduced. Property insurers may not cover work done without permits and inspections.

### **Who needs building codes?**

We all do—whether in our homes, offices, schools, stores, factories or places of entertainment. We rely on the safety of structures that surround us in our everyday living. The public need for protection from disaster due to fire, structural collapses and general deterioration underscores the need for codes and their administration.

### **What is a Building Code?**

Practically, it is the government's official statement on building safety. Technically, it is an assortment of laws and ordinances setting minimum safety standards and arranged in a systematic manner (codified) for easy reference. It embraces all aspects of the building construction—fire and structural items as well as plumbing, electrical and mechanical systems.

### **How are safe buildings achieved?**

Safety is achieved through proper design and construction practice and a code administration program which verifies compliance. You, as a homeowner or business owner, have a substantial investment which can be seriously jeopardized through less-than-complete code enforcement or compliance.

### **When do I need a permit?**

The best way to find out if you need a permit is to call your local building department. Discuss your plans with the staff before you begin construction. We will be pleased to answer your questions and to help you assemble and submit you application for a building permit if required.

### **Why should minimum safety codes apply to my own house?**

For Several Reasons:

- For your personal safety and that of your family and guests invited into your home.
- To ensure the economic well-being of the community by reducing potential spread of fire.
- To protect future home purchasers who deserve reasonable assurance that the home they buy will be safe. (Did you know that a home is generally resold every 5-7 years?)



It takes everyone in a community to keep our homes, schools, offices, stores and other buildings safe for public and private use. Your safe construction practices help protect you, your family, your friends and your investment. Be sure to get your local code official involved with your project, because the building department is on your side.