



**CASS COUNTY, MISSOURI  
BUILDING CODES, ENVIRONMENTAL HEALTH  
AND ZONING DEPARTMENT  
30508 S. West Outer Road, Harrisonville, MO 64701  
P- (816) 380-8134 F- (816) 380-8130**

Last Updated March 15, 2016

**Information Required on Building Permit Applications and Building Plans for a  
Single Family Remodel / Repair.**

In order to process your application for a building permit the following information, is required to be submitted at the time of application. All plans will be reviewed under the 2006 International Codes as adopted by Cass County. If you have any questions please feel free to ask. Applications cannot and will not be accepted electronically or by machine. Completed application and all associated information must be made at the Cass County building codes department by the applicant / permit Holder.

**Before making application, please check with the Building Codes office for any changes or revisions to this application packet.**

1. A completed permit application questionnaire provided as a part of this packet. All information requested on the application questionnaire is required to be answered. It is the applicant's responsibility to provide the following information and Building Codes Department staff are unable to assist in obtaining the information.
  - Fire District- Check with your fire district to see if any additional permits/fees are required from them. **IF YOU ARE LOCATED IN WEST PECULIAR FIRE DISTRICT CONTACT WEST PECULIAR FIRE DISTRICT ABOUT ADDITIONAL FEES THAT ARE REQUIRED.**
  - Water District- Check with your Water district to see if any additional permits/fees are required from them. **YOU MUST PROVIDE DOCUMENTATION FOR THE CONNECTION TO A PUBLIC WATER SYSTEM.**
  - School District- Check with your School district to see if any additional permits/fees are required from them.
  - Electrical or Gas Utilities- Check with your Electrical or Gas Utilities to see if any additional permits/fees are required from them. (If an applicant incorrectly identifies the utility provider obtaining electrical power may be delayed.)
2. The complete legal description of the property on which the building is to be constructed.
3. If Septic System is greater than 7 years old a current septic evaluation is required to be submitted that has been performed by a Missouri Licensed Septic Inspector. If your system is failing please contact us for an application for a Septic System Repair.
4. If adding and/or repairing bedrooms in a single family dwelling a sewage disposal system permit application must be made along with the building permit application.
5. A Site plan showing all information required by item #2 below.
6. One set of building plans containing all information required by item # 3 and any engineering plans required in item # 4.
7. Application fee in the amount of \$50.00 (exact cash, check or Money Order) is due upon making application for a building permit. *If adding any additional bathrooms and or bedrooms fee in the amount of \$125.00 is due upon making application for a building permit (\$75.00 Septic Exemption Permit, \$50.00 Building Permit Application).*

NOTE: All plans, specifications and other information which is required to be submitted will be retained by the Cass County, Missouri Building Codes Department as a part of the public record concerning a building permit or building permit application and **will not be returned** to an applicant. If any of the documents, which are submitted, are needed for an applicants use, copies should be made before submitting the documents to the building codes office.

**Work shall not be started until a permit has been issued!**

By being the permit applicant/ permit holder you are taking full responsibility for the building project. You being the permit applicant/ permit holder will be the point of contact for all issues regarding the project from start to finish.

Plans are required to be reviewed for compliance with various county ordinances and codes. Incomplete plans and specifications may not be accepted or if plans are incomplete and require more than one hour of review time additional fees may be assessed at the rate of \$122.00 per hour with a minimum of one-half hour charge being assessed. The information which is being requested in this letter is a part of the building codes department plan review check list and plans which do not contain all requested information may be rejected and a delay in issuance of your building permit may result. Major changes made to plans after a plan review has been completed are subject to an additional plan review fee of \$122.00 per hour minimum of one half hour.

### **BUILDING PLAN REQUIREMENTS:**

1. All remodel / repair plans shall be prepared on 18x24 inch or 24x36 inch sheets and scale to which plans are prepared shall be shown on each sheet as needed. Cloth Sheets will **NOT** be accepted. Plans will **NOT** be accepted by electronic means. All plans for the project shall be of the same size.
2. Site Plan of the property shall include the following information;
  - a) North arrow
  - b) Any easements shall be shown with their established dimensions.
  - c) Show all existing buildings already present on parcel of property on which the repair and or remodel is taking place.
  - d) Shows planned location of any new construction and provide setback dimensions between proposed building and all property lines and any existing buildings. For setback requirements please contact the Cass County Zoning Department.

Note: Site Plan is not required to be prepared by a registered surveyor but the plot plan should be clear and detailed enough so that the plan reviewer can determine that all zoning, floodplain, and the building code and other ordinances are to be in compliance with all requirements.

3. Building plans for repair / remodel shall include the following information;
  - a) Floor plan of all floors including basement.
    - i) Show overall dimensions of existing building and room dimensions as well as proposed building and room dimensions.
    - ii) Indicate which areas will have repair and/or remodel work. ( a scope of work broke down by each room is helpful)
    - iii) Show location of furnace(s) and water heater(s).
    - iv) Name the use of each room
    - v) Delineate all bearing walls on each floor
    - vi) By note or detail specify size of windows for emergency egress from all bedrooms and basement
    - vii) Show square footage area for finished space on each floor, garage, etc.
  - b) Framing details shall to include;
    - i) By notes, details or cut elevations on building plans specify the following;
      - a) The size of all framing components, give grade and species or Fb and E values and show the direction in which the members will be run.
      - b) Specify center-to-center spacing of members.
      - c) Show details of any special architectural features e.g. vaulted ceilings, cantilevers, beams, etc.
      - d) Show clear load transfer path to carry all floor, ceiling and roof loads through structure to foundation.

- c) Foundation plan shall include the following if applicable;
  - i) Footings
    - a) Width and thickness
    - b) Reinforcing
    - c) By note or detail, 36 inch depth for frost protection
  - ii) Deck Piers
    - a) Diameter
    - b) Depth
    - c) Connection Method
  - iii) Foundation walls if applicable
    - a) Height and thickness
    - b) Reinforcing
    - c) Elevation drawings showing proposed finished grade elevations in relation to foundation walls.

Note: Foundation walls, which will support nine feet or more of unbalanced fill, will be required to be designed and sealed by a Missouri professional engineer.

**4. The following are special features of structure and shall require plans to be designed and bear an original seal from a Missouri Registered Engineer;**

- a) Vaulted roof / ceiling structures.
- b) Framed walls with studs over ten feet in length.
- c) Load bearing cantilevers with two feet or more of cantilever.
- d) Foundation Walls supporting nine feet or more of unbalanced fill.
- e) Suspended concrete slabs with a clear span dimension of greater than 4 feet.
- f) Bearing walls, which are offset more than the depth of floor joists below from bearing element of structure.
- g) Excessive point loading.
- h) Roof / ceiling truss systems shall have design and layout.
- i) Manufactured I-joint systems shall have a designed layout shall be prepared by a representative of the manufacturer and be submitted on manufacturers plan page or layout and specifications shall be prepared and be sealed by an engineer.
- j) Manufactured Truss systems shall have a designed layout shall be prepared by a representative of the manufacturer and be submitted on manufacturers plan page or layout and specifications shall be prepared and be sealed by an engineer.
- k) Pole and/or Post Type Construction with the intent of containing living quarters.

This information may or may not be all that is required for each individual building design. If additional information is required during the review process the permit applicant or designated design professional will be contacted.

If you have any questions regarding the required information please feel free to contact the Cass County Building Inspections Office.

**TABLE 1-A-2  
BUILDING PERMIT FEES**

Total Valuation	Fee
\$1.00 to \$500.00	\$68.13
\$501.00 to \$ 2,000.00	\$68.13 for the first \$500.00 plus \$8.88 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$201.25 for the first \$2,000.00 plus \$40.57 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$1,134.19 for the first \$25,000.00 plus \$29.27 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$1,865.75 for the first \$50,000.00 plus \$20.29 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$2,880.13 for the first \$100,000.00 plus \$16.22 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,000 .00 to \$1,000,000.00	\$9,365.13 for the first \$500,000.00 plus \$13.78 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,000.00 and up	\$16,252.63 for the first \$1,000,000.00 plus \$10.00 for each additional \$1,000.00 or fraction thereof



**CASS COUNTY BUILDING CODES DEPARTMENT**

**SINGLE FAMILY REMODEL / REPAIR  
BUILDING PERMIT  
APPLICATION QUESTIONNAIRE**

Log No. \_\_\_\_\_  
OFFICE USE ONLY

Date of Application: \_\_\_\_\_

*Applications cannot and will not be accepted electronically or by machine. Completed application and all associated information must be made at the Cass County building codes department by the applicant / permit Holder*

**Property Information**

**All information must be complete before making application.**

Project 9-1-1 Address: \_\_\_\_\_ Post Office \_\_\_\_\_

Sec/Twn/Rng \_\_\_\_/\_\_\_\_/\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Note: If Other Than Subdivision Lot, A Complete Description Of Property Shall Be Included With Permit Application.

Property Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner City/State/Zip: \_\_\_\_\_

Owner Contact #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Fire District: \_\_\_\_\_ **Contact West Peculiar Fire District About Additional Fees.**

Water District: \_\_\_\_\_

**YOU MUST PROVIDE DOCUMENTATION OF CONNECTION TO A PUBLIC WATER SYSTEM**

School District: \_\_\_\_\_

Fuel Gas Supplier: \_\_\_\_\_ Type: \_\_\_\_\_ (LPG, Natural)

Electrical Utility Supplier: \_\_\_\_\_

Electrical Service Rating: \_\_\_\_\_ (Amps)

Property Area: \_\_\_\_\_ (Acres)

Current # of Bedrooms \_\_\_\_\_ Proposed # of Bedrooms \_\_\_\_\_

Current # of Bathrooms \_\_\_\_\_ Proposed # of Bathrooms \_\_\_\_\_

**Permit Applicant Information**

**By filling out the following information you are taking FULL responsibility for this project from Start to Finish!**

Applicant State ID# or Fed Tax ID #: \_\_\_\_\_ State \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant City/State/Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Applicants Position (Owner or Builder): \_\_\_\_\_

Type of Construction: \_\_\_\_\_

Valuation Cost (Total Cost of Project): \_\_\_\_\_

# **CONTRACTORS LIST**

All information must be complete before making application.

General Contractor \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

Foundation Company \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

Flat Work Company \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

Framing Contractor \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

Electrical Contractor \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

Plumbing Contractor \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

## **CONTRACTORS LIST CONTINUED**

Mechanical Contractor

Contact Person

Address

Phone

Alternate Number

E-mail

Insulation Company

Contact Person

Address

Phone

Alternate Number

E-mail

## **DESIGN PROFESSIONALS LIST IF REQUIRED** (Engineers and or Architects)

Design Professional/ Discipline

Contact Person

Address

Phone

Alternate Number

E-mail

Design Professional/ Discipline

Contact Person

Address

Phone

Alternate Number

E-mail

Percolation Tester / Soil Scientist

Contact Person

Address

Phone

Alternate Number

E-mail

On-Site Sewage System Installer

Contact Person

Address

Phone

Alternate Number

**E-mail**

Registered \_\_\_ Yes \_\_\_ No