



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 September 26, 2025

PERMIT APPLICATIONS AND PLAN REQUIREMENTS FOR COMMERCIAL OR INDUSTRIAL BUILDINGS AND FACILITIES:

Please check with the Building Codes office for any changes or revisions to this application packet.

A completed permit application questionnaire provided as a part of this packet for buildings with a proposed use other than one or two family dwellings and their accessory uses shall be accompanied by plans and specifications that contain detail and are of sufficient clarity to perform a detailed plan review for the proposed project. All information requested on the application questionnaire is required to be answered. It is the applicants' responsibility to provide the following information. The Building Codes Department staff is unable to assist in obtaining the information. All plans will be reviewed under the 2006 International Codes and 2005 NEC 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**

- Two Original sets of all plans and accompanying information shall be submitted with application. Plans will **NOT** be accepted by electronic means.
- Structural plans for new buildings or additions onto existing buildings shall bear an original seal from a Missouri Registered Structural Engineer.
 - Engineered plans shall be accompanied by all calculations that have been used in the preparation of the plans.
 - Plans shall be drawn to scale and the scale to which plans are prepared shall be indicated on each sheet of the plans or each detail, as needed. Plans prepared on 8 1/2 X 11 inch paper or cloth sheets will **NOT** be accepted. All plans for the project shall be of the same size and shall be submitted as a complete set.
- Non-Structural plans for interior finish shall bear an original seal from a Missouri Registered Architect.
- Plans shall include a site plan that has been prepared by a Missouri Registered Surveyor.
 - Site plan shall include the location of all off street parking required by the Cass County Zoning Ordinance.
 - The location of any existing or proposed easements.
 - A general statement that the site preparations will provide features that will make the site and buildings comply with the ADA, Chapter 11 out of the International Building Code, 2006 Edition.
 - Indicate Fire Hydrant Locations.
 - Storm Water Prevention Plan shall be provided with Storm water runoff study and detention plan shall be included with the submitted application.
- A storm water runoff study and detention plan may be required as determined by the Zoning Office.
- Plans shall indicate the use of each separate area of the proposed or existing buildings
- General notes on plans shall specify the Occupancy Group and Division as defined by Chapter 3 of the International Building Code, 2006 Edition.
- Indicate the Type of Building Construction as defined by Chapter 6 of the International Building Code, 2006 Edition.
- Show the total area of a proposed building and any existing buildings if applicable and the allowed area in accordance with Chapter 5 of the International Building Code, 2006 Edition. If any area increases allowed by Chapter 5 are taken the calculations for the total allowed area shall be shown.

- Provide the results of a flow test from the water district for water as per the 2006 International Fire Code.
- If the total area of a proposed building is greater than 5,000 square feet or if a proposed addition onto an existing building would result in the total building area being greater than 5,000 square feet a special inspection program complying with Chapter 17 of the International Building Code, 2006 Edition shall be included.
- Exiting plans as required by Chapter 10 of the International Building Code, 2006 Edition.
- Location of Mechanical Equipment and Electrical Service including size or rating of equipment shall be shown on required plans.
- Location of all sanitary facilities.
- All Piping sizes, location of piping, including a riser diagram, shall be shown on plumbing drawing and shall bear an original seal from a Missouri Registered Plumbing Engineer.
- All electrical drawings shall include wire sizes, wiring methods to be used and shall bear the original seal of a Missouri Registered Electrical Engineer.
- Mechanical drawings shall show size of all ductwork, smoke dampers, fire dampers, etc. and shall bear the original seal of a Missouri Registered Mechanical Engineer.
- On-Site sewage disposal system permit as issued by the Missouri Department of Natural Resources.
- A completed Building Permit Application Questionnaire. (See Attached)
- The complete legal description of the property on which the building is to be constructed.
- A letter from the 911 coordinator for the new address.
- Application fee in the amount of \$50.00 (exact cash, check , Money Order or credit/debit card. All card transactions will be subject to an additional service fee) is due upon making application for a building permit 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. 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.

This information may or may not be all that is required for each individual Onsite Sewage 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 Codes, Environmental Health, and Zoning Office.



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Log No. _____
OFFICE USE ONLY

**COMMERCIAL BUILDING PERMIT
APPLICATION QUESTIONNAIRE**

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

Date of Application: _____

Property Information

All information must be complete before making application.

Project Address: _____ Zip Code: _____

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: _____

Contact #: _____ E-mail: _____

Fire District: _____ *Applicant must contact the local Fire district for an additional Permits / requirements.*

Water District: _____

School District: _____

Fuel Gas Supplier: _____ Type: _____ (LPG, Natural)

Electrical Utility Supplier: _____

Electrical Service Rating: _____ (Amps)

Property Area: _____ (Acres)

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 TIN #: _____ 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

Design Professional/ Discipline

Contact Person

Address

Phone

Alternate Number

E-mail

Design Professional/ Discipline

Contact Person

Address

Phone

Alternate Number

E-mail