



**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

**Building Permit Application for any new or replacement Deck for an existing Single Family Dwelling, or for any new or replacement Deck for a Swimming Pool**

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.
  - Water District- Check with your Water district to see if any additional permits/fees are required from them.
2. The complete legal description of the property on which the building is to be constructed.
3. A Plot/Site plan showing all information required by item #2 below.
4. One set of building plans containing all information required by item # 3, #4 and any engineered plans required in item # 5.
5. Application fee in the amount of \$25.00 (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.

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 applicant's 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.

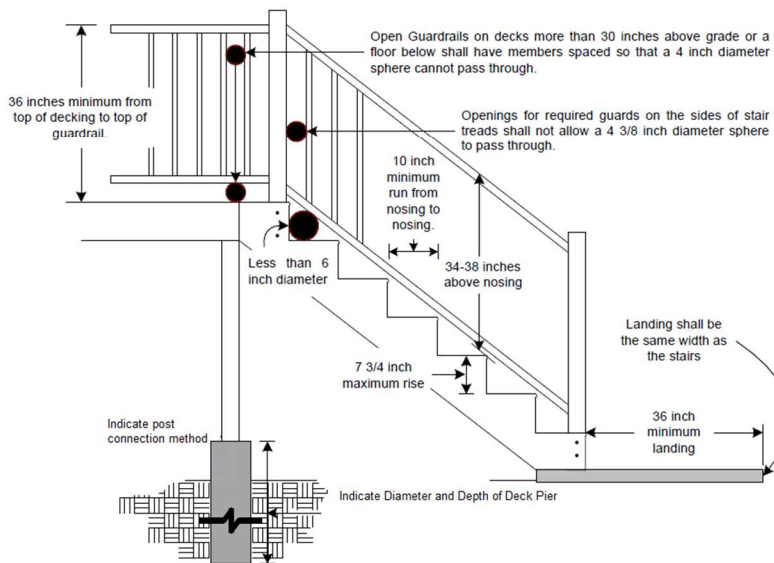
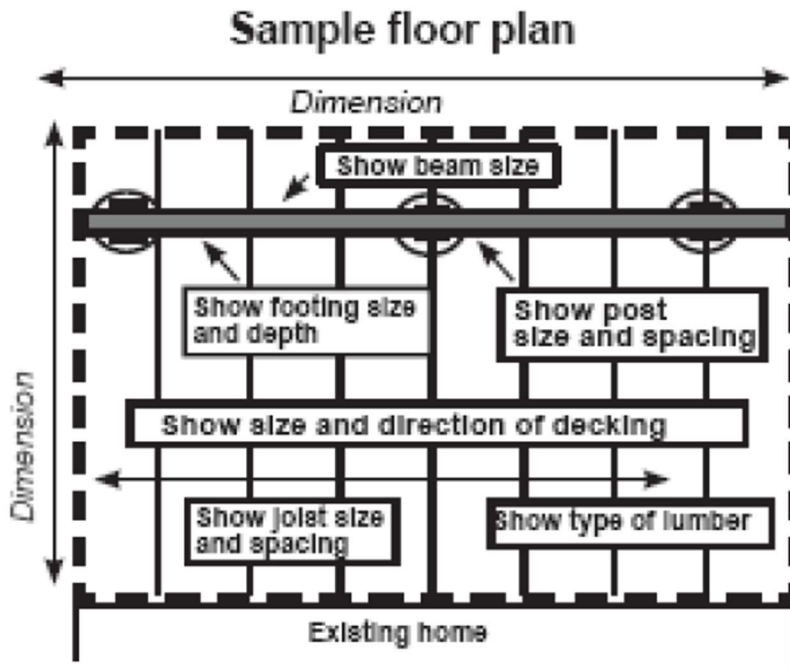
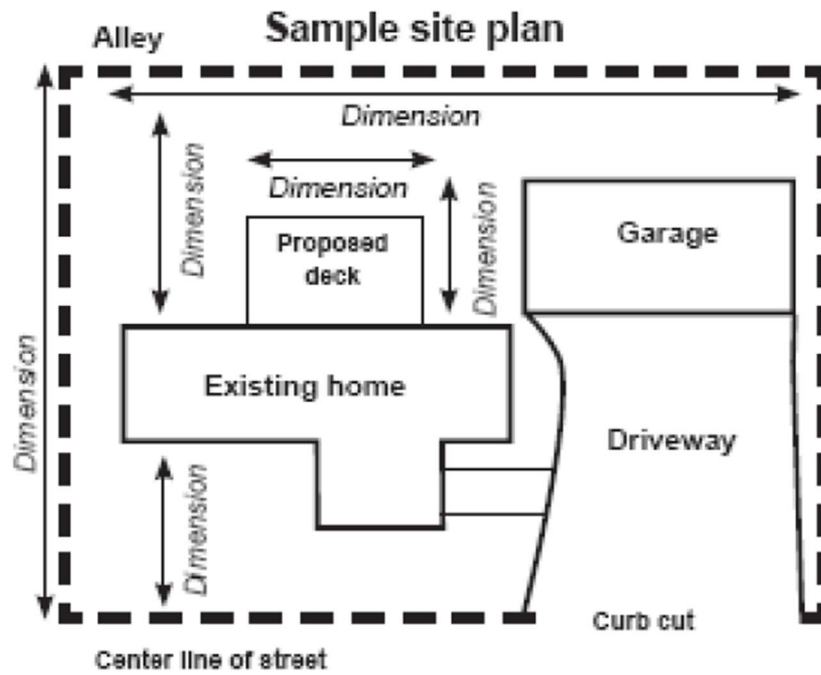
Incomplete plans and specifications may not be accepted or if plans are incomplete and require more than one hour of review time additional fees may be assessed at the rate of \$122.00 per hour with a minimum of one-half hour charge being assessed. The information which is being requested in this letter 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.

### **PLAN REQUIREMENTS:**

1. Deck plans shall be drawn and printed 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 shall be clearly printed/drawn and all items are legible 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 proposed deck is to be erected.
  - d) Shows planned location of new deck and provide setback dimensions between proposed deck, all property lines and 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 deck shall include the following information;
  - a) Show overall dimensions of deck.
  - b) Indicate which areas will have roof covering, if any.
  - c) Note all attachment methods
  - d) Framing details shall include;
    - i) 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.
    - ii) Specify center-to-center spacing of members.
    - iii) Show clear load transfer path to carry all floor, ceiling and roof loads through structure to foundation.
4. Foundation plan shall include the following if applicable;
  - a) Footings
    - i) Width and thickness
    - ii) Reinforcing
    - iii) By note or detail, 36 inch depth for frost protection and to virgin soil.
  - b) Deck Piers
    - i) Diameter
    - ii) Depth
    - iii) Attachment Method
  - c) Foundation walls if applicable
    - i) Height and thickness



**5. 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. Load bearing cantilevers with two feet or more of cantilever.
- b. Foundation Walls supporting nine feet or more of unbalanced fill.
- c. Suspended concrete slabs with a clear span dimension of greater than 4 feet.
- d. Excessive point loading.
- e. Roof / ceiling truss systems shall have design and layout.
- f. Manufactured I-joist systems shall have a designed layout shall be prepared by a representative of the manufacturer and be submitted on manufacturer’s plan page or layout and specifications shall be prepared and be sealed by an engineer.
- g. 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.

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**

## **There is a minimum permit fee of \$135.00**

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	\$1492.60 for the first \$50,000.00 plus \$16.23 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$2304.10 for the first \$100,000.00 plus \$12.97 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 DECK REPLACEMENT 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 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: \_\_\_\_\_

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

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 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 \_\_\_\_\_

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

Design Professional/ Discipline \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_