



**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

### **Information required for Single Family Accessory Use Buildings**

In order for a complete plan review to be performed on a project for which an application for a permit is being made, the information described herein is required to be submitted as part of the application for a permit. 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, by mail or by machine. Completed application and all associated information must be made at the Cass County building codes department in person by the applicant / permit Holder

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

One complete set of plans are required to be submitted at the time of application and will be retained by the building codes department as a part of the permanent building permit record.

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 Permit Applications shall include the following:

- A completed Building Permit Application Questionnaire with all information requested provided.
- A complete, legible legal description of the property on which the proposed structure is to be constructed.
- A private sewage disposal permit or exemption permit is required if plumbing fixtures are to be installed. This is not needed if Floor Drains only are being installed any other plumbing will need this.
- A plot plan prepared in accordance with the plan requirements section of this document.
- A complete set of plans containing all information required by the plan requirements of this document.
- Any sealed engineered plans or details as required in the plan requirements section of this document.
- 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.

**Applications that are determined to be incomplete will not be accepted by the building codes department!**

**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.

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 document 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.

**Working without a permit is a violation of Cass County, Missouri Ordinances and can result in additional fees being assessed or in prosecution in Cass County, Missouri Circuit Court.**

**It is not the intent of the building codes or zoning departments to deny a building permit to any person. A permit will only be denied if it is found that a proposed project does not comply with the building code, zoning ordinance, flood zone ordinance or any other county ordinances. If a permit is denied the permit applicant will be notified as to why the application or plans do not comply so that corrective action may be taken.**

**If you have any questions regarding the requirements to make an application for a permit, feel free to contact the Cass County Building Codes Office at (816) 380-8134 between 6:30am-3:00pm Monday through Friday (excluding holidays.)**

## **BUILDING DESIGN**

Note: Following are answers to some often-asked questions regarding restrictions from the Cass County, Missouri Zoning Ordinance that may affect the design or placement of a building.

- No accessory structure shall be located closer than ten (10) feet to any other structure on the same lot.
- **The maximum sidewall height for any accessory building constructed has a maximum sidewall height of sixteen (16) feet.** (As per Cass County, Missouri, Zoning Ordinance.) Sidewall heights exceeding fourteen (14) feet require engineered plans.
- An occupancy for an accessory building cannot be issued until a primary residence has been completed, however a single structure for storage, incidental to the principal permitted use, of more than four hundred (400) square feet and less than one thousand (1,000) square feet of plan area in any residential or agriculture district shall be permitted. Locations and heights shall be as defined in the Districts Requirements and Building permits are required.
- For the setbacks between an accessory building and property lines please contact our office.
- The use of the building must be accessory in use to the primary residential use of the property. An accessory structure shall not be used as a dwelling. Any use other than an allowed residential accessory use would be a violation of the Cass County Zoning Ordinance and would result in vigorous prosecution in Cass County Circuit Court. The zoning department should be contacted prior to establishing any use of a building that is other than normal accessory use.

Restrictions which may concern the design of a building that are contained in Cass County, Missouri Building Code are as follows;

- A building that is accessory in use to a single-family dwelling is normally considered to be a Group U, Division 1 Occupancy. This occupancy classification restricts a building to no more than 3,000 square feet in area and no more than one (1) story in height. If a building is planned to be greater than 3,000 square feet in area or more than one (1) story in height additional information concerning the proposed use of the building will be required before a building permit can be issued.

Detached accessory structures shall be designed and constructed in accordance with the applicable codes that have been adopted by Cass County, Missouri. The 2006 edition of the International Building Code contains provisions that apply to detached accessory buildings; however the Cass County Building Code has been amended regarding Post Frame Buildings. A copy of the post-frame building amendment is available in the building codes office.

**DESIGN CRITERIA**

|                          |   |  |  |
|--------------------------|---|--|--|
| Frost Depth              |   | 36 inches                                    | Assumed Soil Bearing Capacity<br>2,000 psf |
| Wind Speed /<br>Exposure |   | 90 mph, Exposure<br>B                        |  |
| Ceiling Live Load        | No Attic Storage<br>Limited Attic Storage   | 10 psf<br>20psf                              | Allowed Deflection<br>L/240                |
| Ceiling Dead Load        | No Finished Ceiling or Attic<br>Storage<br>Finished Ceiling w/ No Attic<br>Storage<br>No Finished Ceiling w/ Attic<br>Storage<br>Finished Ceiling w/ Attic<br>Storage | 5 psf<br>5 psf<br>10 psf<br>10 psf           |  |
| Roof Live Load           |   | 20 psf                                       | Allowed Deflection<br>L/180                |
| Roof Dead Load           | Metal Roof Covering<br>Composition Roof Covering<br>Other Roof Coverings  | 4 psf<br>7 psf<br>see manufacturers<br>label |  |

**Plan Requirements**

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 with exception of the Truss design.

Any changes made to a standard type of plans should be indicated by making the changes in red. The permit applicant shall date and sign all changes made to plans. If excessive changes are made it may be required to redraw the plans to include all of the new specifications required to incorporate the changes.

**Engineering Required.** Some types of structures or special features of buildings shall require buildings to be designed and plans to be signed and sealed by a Missouri Registered Engineer. Any plans that are required to be prepared by an engineer shall bear an *original seal or digital stamp and signature* as accepted by the State of Missouri from the design engineer. When engineering is required the plans shall be accompanied by any calculations that have been used in the preparation of the plans and specifications.

The following buildings or special building features are required to be designed by a Missouri Registered Engineer and bear the seal of the designer.

- Framed walls with studs over ten (10) feet in length.
- Load bearing cantilevers with two (2) feet or more of cantilever.
- Suspended concrete slabs with a clear span dimension greater than four (4) feet.
- Excessive point loading.
- Floor or roof / ceiling truss systems.
- Post framed buildings greater than 3,000 square feet in area.
- Post framed buildings that contain any single opening(s) greater than sixteen (16) feet in width.
- Post framed buildings with a sidewall height greater than fourteen (14) feet but not to exceed sixteen (16) feet in height.
- Rigid frame structures including the foundation intended to support such building structures.
- Foundation walls that support more than 8 feet of unbalanced fill.
- Buildings over 40 feet in width.

This list may not contain all structures or features that require engineering. If you have questions please consult with a Cass County Building Codes department representative.

## Plans

1. Site plan of the property shall include the following information;
  - a) North Arrow
  - b) Show the property lines of the property with the property line dimensions.
  - c) Show the total area of the property.
  - d) Show any easements with their boundaries and dimensions being indicated on site plan.
  - e) The location of any drainage ditches, creeks, streams or rivers, and the location of any designated floodplains that are located on the property.
  - f) All existing buildings with their existing or proposed uses on the site plan.
  - g) Show the planned location of the proposed building and provide setback dimensions between the proposed building and all property lines and any existing buildings.

Note: The site plan is not normally required to be prepared by a registered surveyor, but the plot plan should be clear and detailed enough so that the plan review staff can determine that all zoning, floodplain, building code and other ordinances are to be in compliance with applicable requirements. The Cass County Building Codes and Zoning Departments reserve the right to require that a site plan be prepared by a registered surveyor at the permit applicant's expense.

2. Building Plans shall include the following details and information;
  - a) The floor plan of all floors showing;
    - i) The overall dimensions of the building and room dimensions.
    - ii) A description or use of each room or separate area of the building.
    - iii) The location of any plumbing fixtures, furnaces, electrical panel or water heaters.
    - iv) The location of any/all floor drains. (Must drain to daylight)
    - v) The location of any bearing walls, beams or other required structural features of the building.
    - vi) The location of all window and door openings.

- b) Foundation plans shall show;
  - i) Footings
    - a) For framed buildings
      - (1) Width and thickness
      - (2) Reinforcing
      - (3) By note or detail, the depth required for frost protection.
    - b) For post frame buildings
      - (1) Diameter and depth of post foundation holes.
      - (2) Spacing of posts.
      - (3) Embedment depth of posts.
      - (4) Method of post anchoring
      - (5) Indicate if a floor slab is to be included in building.
    - c) For rigid frame structures
      - (1) Foundations for this type of structure are an integral part of the building and the foundation shall be designed by a Missouri Registered Engineer and shall bear an original seal from the designer.
  - ii) Foundation Walls
    - a) Height and thickness of walls
    - b) Reinforcing
    - c) Elevation drawing showing proposed finished grade elevations in relation to foundation walls.
- c) Framing details shall 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 of lumber framing members and show the direction in which the members will be run.
    - b) Specify center-to-center spacing of framing members.
    - c) Show details of any special design features, e.g. vaulted ceilings, cantilevers, beams, etc.
    - d) Clearly show the load transfer path to carry all floor, ceiling and roof loads through the structure to the foundation.
    - e) Elevation or cut detail showing the sidewall height of the building. Max sidewall height is sixteen (16) feet; however walls greater than fourteen (14) feet require engineered plans.
    - f) Roof framing plan showing the spacing, dimension, grade and species of roof framing members.

**Truss Packages shall include the following;**

- (1) Truss design packages shall bear an original seal from a Missouri Registered Engineer;
- (2) The live and dead load design specifications;
- (3) The wind design load;
- (4) Bracing requirements for the top and bottom chords;
- (5) The maximum spacing for which trusses were designed;
- (6) If truss is to be supported by a beam or header, the size or specifications for the beam or header required to support the imposed load from the truss shall be shown.

## Permit Fees

Following is the fee schedule adopted by the Cass County, Missouri Building Code for residential detached accessory buildings.

**TABLE 1-A-1 c**  
**BUILDING PERMIT FEES**  
**RESIDENTIAL ACCESSORY BUILDINGS**  
(Includes Attached and Detached Structures)

| Building Area   | Permit Fee Per Sq. Ft of Building Area   |
|---|--|
| <b>For Each Sq. Ft of Building Area</b>   | \$0.25 per Sq. Ft.   |
| <b>Electrical Included in New Construction For Each Sq. Ft.</b><br>Branch Circuits and Services Up to 100 Amps<br><br>Branch Circuits and Service Equipment over 100 Amps<br>For electrical added to existing buildings or for supplemental permits see Electrical Fee Schedule Table 1-B.  | \$0.12 per Sq. Ft.<br><br>\$0.15 per Sq. Ft.   |
| <b>Plumbing Included in New Construction</b><br>For Installation of any fixture or combination of fixtures for a<br>Single Bathroom Group<br>Floor drain only<br>Additional Fixtures each<br><br>For Water Supply Piping With Hydrant Only<br>For plumbing added to existing buildings or for supplemental permits see Plumbing Fee Schedule Table 1-D  | \$171.25<br>\$120.00<br>\$28.75 per additional fixture<br><br>\$26.25 for first hydrant and \$12.50 for each additional hydrant. |
| <b>Mechanical Included in New Construction</b><br>For Forced Air or Gravity type Furnaces or Unit Heaters up to and including 100,000 BTU/h*<br><br>For Forced Air or Gravity type Furnaces or Unit Heaters over 100,000 BTU/h*<br>For mechanical added to existing buildings or for supplemental permits see Mechanical Fee Schedule Table 1-C.<br>* Includes any duct or vents associated with installation of mechanical equipment installation. | \$87.50 each unit<br><br>\$120.00 each unit  |



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|                                  |
|----------------------------------|
| Log No. _____<br>OFFICE USE ONLY |
|----------------------------------|

**ACCESSORY USE 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*

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 #: \_\_\_\_\_ Email: \_\_\_\_\_

Will there be water service to the building? \_\_\_\_\_

Number of Floor Drain(s): \_\_\_\_\_

Number of Bathrooms(s): \_\_\_\_\_

Will there be gas supplied to the building? \_\_\_\_\_

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

Will there be electricity installed in the building? \_\_\_\_\_

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

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

Square footage of finished area in building? (if any) \_\_\_\_\_

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

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

