

Building Permit

The following is a step-by-step explanation of the building permit application to be completed by the applicant:

- ◆ Date - Date of application
- ◆ Owner - Name of property owner
- ◆ Phone - Owner's phone number, include mobile phone and pager number.
- ◆ Contractor - Contractor's name and phone numbers. Contractor must have current Occupational License with the City of Pleasant Hill.
- ◆ Uses of building - residential, commercial or industrial.
- ◆ Area in square feet - each area addressed.
- ◆ Class of work - check appropriate box.
- ◆ Flood zone - to be completed by City.
- ◆ List of subcontractors - a separate list will be provided. Each must have current Occupational License with City of Pleasant Hill. General Contractor, Electrical, Plumbing and HVAC must be licensed prior to permit being issued. All others will be spot checked. A list of approved sub-contractors is available a City Hall.
- ◆ Plot Plan - submitted separately
- ◆ Job Address - Address and lot number where work will be performed.
- ◆ Signature

INSPECTIONS

Inspections required include but not limited to footings, foundation walls, ground rough plumbing, framing, gas line, electrical service, water & sewer service lines, sidewalks, driveway approaches and final. Please call 24 hours in advance for inspections at:

(816)540-3135

Application for Occupational License

The following is an explanation of the process for completing the Occupational License application:

- ◆ Missouri Retail Sales License No. - if applicable for your business
- ◆ Date - Date of application
- ◆ Type of Business - type of work
- ◆ Business Address - physical location
- ◆ Mailing Address - if different from Business Address
- ◆ Person in Charge & phone where they may be reached
- ◆ Date of Opening and Purchase Date
- ◆ Name of applicant, phone, address
- ◆ Fees - follow schedule for either manufacturer or business. The owner is considered as one employee.
- ◆ Signature
- ◆ Master electrical and plumbing licenses are accepted in lieu of testing from Kansas City, Mo., Independence, Lee's Summit, or a Prometric (Block) Certificate, or an ICC Certification.
- ◆ The State also requires a copy of your Certificate of Insurance be on file with the City. Your insurance carrier may fax copy to us at 1-816-987-5141.

QUESTIONS????

If you have questions, we'll be glad to answer them. Call the Community Development Department at 540-3135 or inspections at 540-3135

City of Pleasant Hill

203 Paul Street

Pleasant Hill, MO 64080

Phone: 816-540-3135

Fax: 816-987-5141

How do I get a Building Permit?



For residents of the
City of Pleasant Hill



*Community Development Department
Randy Miller, Director
ecodev@pleasanthill.com*

Tel: 816-540-3135

Dear Applicant,

This information has been compiled to communicate the process for obtaining a building permit under the suite of 2012 International Building Codes.

This is not intended as a complete list of requirements, but as a guide for the process. The Permit Holder/Owner is responsible for full compliance with all local ordinances and regulations as adopted by the City of Pleasant Hill.

Should you have questions, please feel free to contact the Community Development Department at 540-3135.

Items That Require a Building Permit

- ◆ New Construction
- ◆ Alterations/Additions involving structure, electric, HVAC, or plumbing changes.
- ◆ Detached Residential Buildings greater than 200 sq. ft.
- ◆ Detached Commercial Buildings greater than 120 sq. ft.
- ◆ Decks & Porches 30" or more above ground level.
- ◆ Pool capable of holding 24" or more of water.
- ◆ Electrical & Gas Services
- ◆ Signs
- ◆ Demolition of Building
- ◆ Fences over 7' in height and Retaining wall over 4' in height..

Requirements for **RESIDENTIAL** (one & two family) BUILDING Permit



The following items are required before the review process begins for your permit.

- ◆ Completed application, available at City Hall. (See application section on back)
- ◆ 2 sets of architectural-style plans in accordance with the 2012 International Residential Code and the 2011 National Electrical Code, and contain all civil, non-structural, structural, mechanical, electrical and plumbing details as applicable to the project, to include section drawings.
- ◆ Scaled dimension plot plan sealed by registered land surveyor.
- ◆ List of all sub-contractors involved in the projects. All sub-contractors must have a current Occupational License with the City of Pleasant Hill. (See Occupational License section on back)
- ◆ Completed forms and plans are to be submitted at City Hall between the hours of 8 am—5 pm Monday through Friday.

Requirements for **COMMERCIAL & INDUSTRIAL** Building Permit



Commercial, Industrial and some multi-family residential building permits follow the same requirements as for residential permits, with the following additions:

- ◆ A pre-submittal review meeting should be scheduled with the Community Development Department.
- ◆ 3 sets of architectural-style plans.
- ◆ Plans must be professionally sealed per State of Missouri requirements.
- ◆ Complete Landscaping Plans & Storm Water Plans need to be submitted.
- ◆ Site Plan review is required before the Planning & Zoning Commission, as well as City Council. The submittal deadline schedule for P&Z meetings is available at City Hall.
- ◆ **AN APPROVED SET OF PLANS MUST BE KEPT ON JOB SITE.**

NOTE

All submittal requirements must be met before review process will begin.