



COMMERCIAL PERMIT APPLICATION CHECKLIST

Applicant must provide all applicable documents to submit application for plan review

- Map Parcel Numbers from Real Estate Tax Receipt
- County Road _____ New entrance required? ()Yes ()No
- Affidavit from owner if deed is not recorded in applicant/proposed owner's name
- Completed Building Permit Application & Initial Application Fee (*which will be deducted from final cost of permit when application is approved and ready for pickup*)
- Property located in designated flood hazard area ()Yes ()No (*If yes, a flood development permit application may need to be submitted for approval*)
- Include location & dimensions of existing structures, distance from lot lines & between structures*
- Location & width of any easements and/or right of way*
- Location & dimension of the proposed structure: distance from property lines & existing structures*
- Soils Report (sometimes located in building specs manual)
- Two complete building plans drawn to a scale no less than 1/8"–1' to include:
 - () Architectural (A) () Structural (S) () Mechanical (M)
 - () Electrical (E) () Plumbing (P)
- All sections listed above are identified in the lower right corner of the page

Additional comments/notes: _____

- Plans sealed and signed by a design professional registered in State of Missouri
- Pre-engineered Building –
 - () Sealed foundation plan () Certification letter from manufacturer

*****Note: All applications and plans will go to plan review for further inspection of detail before approval will be granted for issuance. Other items or detail not designated above may be required.***