

# UNINCORPORATED JACKSON COUNTY BUILDING PERMITS



August 2022

Department of Public Works  
Development Division

## PREFACE

The purpose of this manual is to provide an overview of the procedures to apply for and obtain a building permit. This information is intended to be all inclusive of the information needed, however, department procedures are subject to change without notice.

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the building code, or to cause any such work to be done, shall first make application to the building department and obtain the required permit.

**As of January 28, 2014 all work defined in Chapter 54 of the Jackson County Code as electrical work, mechanical work, or plumbing work must be performed by a person holding a Class A or B electrical, mechanical, or plumbing license, as applicable, or by a person holding a Class C electrical, mechanical, or plumbing license, as applicable, working under the direct supervision of a person holding a Class A or B electrical, mechanical, or plumbing license, as applicable.**

### **WHERE TO APPLY / BUSINESS HOURS / PHONE NUMBERS:**

Jackson County Development Division  
Department of Public Works  
Technology Center  
303 W. Walnut  
Independence, Missouri, 64050

#### Hours of operation

8:00 a.m. to 3:30 p.m., Monday through Friday with the exception of County Holidays. Permits are taken between 8:00 – 12:00 and 1:00 – 3:30

**Telephone number: 816-881-4649**

**County Website: [www.jacksongov.org/publicworks](http://www.jacksongov.org/publicworks)**

**No construction is allowed until the permit is issued.** A building permit application shall be reviewed and acted upon within seven (7) to ten (10) working days after the receipt of all the required information. Notification may be made by telephone or by mail as to whether the permit will be issued.

**MoDOT Driveway Permits:** When a driveway access will be on a state road, an approved driveway permit from MoDOT must be obtained before building permit applications for the property are accepted.

## GENERAL INFORMATION

### PERMITS ARE REQUIRED FOR:

- (a) The construction, reconstruction, renovation, remodeling, moving, demolition, structural alteration or change in the use of a building or a structure affixed into the ground.
- (b) Any change in the bulk of a building or structure affixed into the ground, or a non-building use, but not including ordinary repairs which are not structural in nature.
- (c) Any land disturbing activity.

### APPLICATION PROCEDURES:

Applications for building permits shall be submitted by the owner or lessee, (or agent of either), architect, engineer or builder employed in connection with the proposed work being authorized on the application. All required information and building plans shall be presented in their entirety to the Jackson County Planning and Environmental Health Office. **THE DEVELOPMENT DIVISION PERSONNEL CANNOT ASSIST PEOPLE IN DRAFTING PLANS AND/OR DRAWINGS TO DESIGN A PROJECT.**

### SPECIFICATIONS ON PLANS:

Construction documents, special inspection and structural observation programs, and other data shall be submitted in two sets with each application for a permit. Construction documents shall be prepared by a registered design professional in which the project is to be constructed.

### DETAILED SITE PLAN REQUIREMENTS

Please include the following details when a site plan is required for submitting an application.

- Property dimensions
- Dimensions of existing and proposed structures
- Building setbacks from the structures on all 4 sides to the property lines
- Arrow indicating North
- Streams on property and distance to structures
- Location of existing and/or planned on-site wastewater system

### BUILDING AND SPECIALTY CODES ADOPTED BY JACKSON COUNTY, MISSOURI:

The review of your submitted plans will be evaluated in relationship to the following Codes:

Jackson County Code, Chapter 54 -Building Code  
Jackson County Code Chapter 240 -Unified Development Code (**UDC**)  
Jackson County Code Chapter 241 -Sediment & Erosion

2012 International Building Code  
2012 International Residential Code  
2011 National Electrical Code  
2012 Uniform Plumbing Code  
2012 International Mechanical Code  
2012 International Energy Conservation Code  
2012 International Fire Code (as it relates to Construction codes only)  
2012 International Existing Building Code  
APWA Single Family Erosion Control Guidelines  
2012 National Green Building Standard ICC-700-2012 (guideline only)

## **EXPIRATION:**

Once a permit is issued, construction must begin within 180 days. Construction may not cease for more than 180 days. If this time period is exceeded, an extension may be granted for completion of the work. Any such extension shall be requested in writing and be based on demonstrated justifiable cause.

## **PENALTY:**

Except in emergency situations, as determined by the Building Official and/or Enforcement Officer, when work requiring a permit is started prior to obtaining a building permit, the fee for such permit shall be doubled per Section 5410 of Chapter 54, Jackson County Code and the requirements of the 2012 International Building Code and 2012 International Residential Code, Section R108.6. The Building Official and/or Enforcement Officer shall also have the option of issuing a stop work order in addition to the permit cost being doubled.

## **CHANGES:**

**The applicant can change their contractor, by asking the Development Division to review the application. If the applicant wants to change the project, two sets of plans should be submitted to the Development Division Office that clearly show all revisions in relationship to the approved plans. These revisions must be approved by the building official. If any revisions include structural changes, you will be required to resubmit those changes with an approval from an engineer licensed in the State of Missouri.**

## **CERTIFICATE OF OCCUPANCY BEING ISSUED**

After final inspection has been completed, when it is found that the building or structure and site plan complies with ALL CODE provisions of Jackson County, the building Official will issue a certificate of occupancy. **No building, structure or addition may be lawfully used or occupied until the certificate of occupancy is issued.**

### **Chapter 54 section 5409.2 Premature Occupancy of a Residential Structure and/ or Recreational Swimming Pool.**

Where it is found that a residential structure has been occupied prior to, the required FINAL INSPECTION the homeowner and/ or agent shall be assessed a fine of up to **\$750.00** and no **Certificate of Occupancy** will be issued until said penalty is paid and/ or a **General Ordinance Summons** to appear in court may be issued.

**Chapter 54 Section 5409.3 Premature Occupancy and/or use of Agricultural Structure.** Where it is found that an Agricultural Structure has been occupied and/or in use prior to a Final Inspection and issuance of a certificate of completion the owner and/or agent shall be assessed a **\$500.00 penalty and a General Ordinance Summons** to appear in court will be issued.

**EXCEPTION:** A temporary certificate of occupancy may be issued before the completion of the entire work covered by a permit provided that such portion or portions can be occupied safely. The building official shall set a time period during which the temporary certificate of occupancy is valid.

# **BUILDING PERMIT APPLICATION REQUIREMENTS**

## **RESIDENTIAL BUILDINGS**

### **SINGLE FAMILY DWELLING**

1. Legal description of the property
2. 2 copies of detailed site plan (see page 3)
3. 2 sets of construction plans that include
  - Floor plan
  - Typical wall section
  - Foundation plan and type
  - Electrical diagram (Arc Fault Breakers required in all bedrooms)
  - Elevations (Front/Side/Rear)
  - Square footage of living space of each floor and garage
  - Structure height
  - Exterior and roofing material types
- 1 set of approved construction plans will be returned to applicant to be kept at the work site readily available for review/inspection by the building official.
4. Completed Sub-Contractor List

**\*\*NOTE: Any changes to the submitted plans must be stamped by an engineer and resubmitted for review**

#### **COST:**

Permit fees are based on square footage and estimated construction value which is calculated by the most current building valuation data as set forth in the International Conference of Building Officials Standard Publication.

Soil and Erosion Fee \$25.00

### **MODULAR / MANUFACTURED / MOBILE HOME**

1. Legal description of the property
2. 2 copies of detailed site plan (see page 3)
3. 2 sets of plans or drawings including
  - Floor plan
  - Foundation plan
  - Information on Manufacturer – label certifying compliance with Federal Standards
  - Copy of Title

**COST: \$500.00**

Soil and Erosion Fee \$25.00 (If placed on foundation)

### **RE-MODELING / REPAIRS TO DAMAGED STRUCTURES**

1. Legal description of the property
2. 2 sets of plans or drawings showing finished re-modeling/repairs
3. Applicable engineering details or drawings if construction designs
4. Total square footage and valuation of construction

#### **COST:**

Permit fees are based on square footage and estimated construction value which is calculated by the most current building valuation data as set forth in the International Conference of Building Officials Standard Publication.

## SWIMMING POOLS

1. Legal description of the property
2. 2 copies of detailed site plan (see page 3)
3. 2 sets of plans or drawings showing how the swimming pool is constructed and any elevation views if available, along with the pump information, and barrier design.
4. The total square footage of the new construction and valuation of construction
5. All swimming pools require a 48" minimum barrier & have self latching gates

COST: ABOVE GROUND \$125.00  
BELOW GROUND \$150.00

**NOTE: Prefabricated above-ground pools under 5,000 gallons do not require a permit.**

## DECKS

1. Legal description of the property
2. 2 copies of detailed site plan (see page 3)
3. 2 sets of plans or drawings showing the finished deck, including lumber dimensions, size and spacing, as well as any elevation views if available.
4. The total square footage of the new construction and valuation of construction.

COST: \$50.00

## GARAGES / UTILITY SHEDS

1. Legal description of the property
2. 2 copies of detailed site plan (see page 3)
3. 2 sets of plans or drawings that include
  - Floor plan with dimensions
  - Wall section detail
  - Square footage and height of structure
  - Foundation and/or foundation plan
  - Electrical diagram
  - Manufactured Truss plans stamped by an architect or engineer
  - Bathrooms illustrated, if applicable

COST:

Permit fees are based on square footage and estimated construction value which is calculated by the most current building valuation data as set forth in the International Conference of Building Officials Standard Publication.

**\*\*NOTE: Any design with finished areas, including but not limited to living quarters & office space (as allowed by the UDC), will be charged at the residential rate and cannot exceed 1000 sq feet.**

## POLE BARNS

1. Legal description of the property
2. Project cost detail on company letterhead
3. 2 copies of detailed site plan (see page 3)
4. 2 sets of plans or drawings that include
  - Floor plan with dimensions
  - Wall section detail
  - Square footage and height of structure
  - Foundation and/or foundation plan
  - Electrical diagram
  - Manufactured Truss plans stamped by an architect or engineer
  - Bathrooms illustrated, if applicable

### COST:

Pole Barn valued at \$20,000 or less = \$125

Pole Barn valued over \$20,000 up to \$ 40,000 = \$300

Pole Barn over \$40,000

Permit fees are based on square footage and estimated construction value which is calculated by the most current building valuation data as set forth in the International Conference of Building Officials Standard Publication.

Soil and Erosion Fee \$25.00

**\*\*NOTE: Any design with finished areas, including but not limited to living quarters & office space (as allowed by the UDC), will be charged at the residential rate and cannot exceed 1000 sq feet.**

*For properties which are zoned residential (A-r Single Family; B-r Two Family, C-r Multi Family; RU Residential; RS Residential Suburban; RE Residential Estates; RR Residential Ranchette), 24004.3.d.13 of the **Unified Development Code (UDC)**, Chapter 240 Jackson County Code, states that Storage buildings, including garages, sheds, barns and private stables are accessory uses which are customarily incident to the permitted primary use. Buildings less than 200 square feet in size are exempt from a building permit. Buildings 200 square feet and less than 600 square feet will be permitted on properties zoned residential as above without the primary permitted use in place as established in 24003.b of the UDC. Buildings larger than 600 square feet must have permitted primary permitted use in place as established in 24003.b of the UDC prior to a building permit being issued.*

## ROOM ADDITION

1. Legal description of the property
2. 2 copies of detailed site plan (see page 3)
3. 2 sets of plans or drawings showing finished room addition
4. Applicable engineering details or drawings of construction designs
5. Total square footage and valuation of construction
6. Some types of additions may require an engineer's evaluation of the wastewater system and a continued use permit.

### COST:

Permit fees are based on square footage and estimated construction value which is calculated by the most current building valuation data as set forth in the International Conference of Building Officials Standard Publication.

## **UTILITY UPGRADES / REPAIRS (ELECTRIC, GAS, PLUMBING, MECHANICAL)**

Utility upgrades/repairs require a permit and building inspector must approve the work prior to utility companies accepting the upgrade/repair.

COST: \$75

## **RESIDENTIAL SOLAR**

1. 2 copies of engineered electrical design
  2. Ground mount solar will require 2 copies of detailed site plan (see page 3)
- or**
3. Roof mount solar will require an engineered structural review

COST: \$75.00

## **WORK DONE WITHIN COUNTY ROAD RIGHT-OF-WAY** *Driveway, Construction/repair of utility lines, etc.*

1. Cost estimate of work to be done in right-of-way on company letterhead signed by company representative.
2. Site plan indicating where work to be done
3. Construction/schematic plan

COST:

Roadway crossing = \$107 (per crossing)

Parallel roadway work within right-of-way = \$107

Construction plan review and inspection = 3% of construction improvements fee within county road right-of-way

Soil & Erosion Control = \$500 plus \$100 per acre of disturbed land

## **DEMOLITION OF STRUCTURES**

1. Legal description of property
2. 2 copies of detailed site plan (see page 3) that also indicates the structure to be razed
3. Disconnection of utilities (water, gas, electricity) necessary for demolition process.

COST: \$50

For on-site wastewater systems:

- Evacuate the tank
- Crush tank and fill in place
- Cut inlet and outlet lines 10 feet back from tank
- Cap and plug lines
- Provide pumping receipt at final inspection when raze is complete
- Call Steve Schnell (816-881-4515) if any questions.

Upon completion of demolition, the ground must be left in a clean, smooth condition. Holes in the ground must be filled and the ground maintained to existing grade.

The disposal of demolition waste is regulated by the Department of Natural Resources pursuant to chapter 260, RSMo. Such waste, in types and quantities established by the department shall be taken to a demolition landfill or a sanitary landfill for disposal. A demolition landfill may accept clean fill, waste resulting from building or demolishing structures and all other waste not required to be placed in a sanitary landfill or hazardous waste disposal facility for final



disposition. Additional information may be obtained from Missouri Department of Natural Resources (816-622-7000).

**\*\*NOTE: Once demo project is complete, you must call Marlon Southard (816-881-4409) for final inspection\*\***

### **ON-SITE WASTEWATER (NEW SYSTEM)**

1. 2 copies of design plan with original seal of Missouri Registered Professional Engineer
2. Support information that includes:
  - Soil test results
  - Design criteria
  - Manufacturer's material specification or shop drawing if necessary

COST: \$250

### **ON-SITE WASTEWATER (EXISTING SYSTEM – NEW HOUSE)**

1. Plot plan illustrating existing system type, size and alignment in relation to proposed house
2. Evaluation report from engineer verifying acceptable system performance and adequate system size to support housing proposal.
3. If any, system improvements or necessary repairs shall be illustrated and specified on the engineer's drawing.
4. All submitted information to be signed and sealed by engineer.

COST: \$100

**NOTE: Existing systems installed prior to 1986 will not be considered for a continued use permit extension. Only systems previously permitted under Jackson County regulations will be reviewed and approved.**

### **ON-SITE WASTEWATER (REPAIR)**

1. Engineer's evaluation report identifying the source of the problem and the resulting effect to the system's performance. Along with the inspection diagnosis, a detailed description of recommended repairs or modification shall be provided. All evaluation reports proposing repairs, alterations, modifications or replacement shall be signed and professionally sealed by the consulting engineer.
2. Detailed plot plan visually illustrating the property boundaries, topography, house and system location with the specific areas of proposed work to be performed. All drawings submitted for permit consideration will include necessary instructional notations pertaining to proposed repairs and will also be signed and sealed by the Professional Engineer.

COST: \$100

**NOTE: Requirements only pertain to significant repair activities that would involve a permitting process. Such things as routine maintenance, mechanical replacement or certain emergencies would be exempt. Contact the Jackson County On-Site Wastewater Specialist at 816-881-4515 for a determination.**

## COMMERCIAL BUILDING PERMIT PROCEDURES

1. Legal description of the property
2. 2 copies of site plan that includes
  - Name & address of record of landowner, architect/engineer and/or land surveyor
  - Date, North arrow and scale
  - Location of existing and proposed R-O-Ws, easements and infrastructure
  - Size, use & location of existing & proposed structures & driveways on the subject property and adjacent to the property
  - Location and area of parking lot
  - Location, number, dimensions of existing and proposed parking spaces FINAL GRADES
  - Location of on-site wastewater treatment system
  - Distance to all property lot lines to include platted setbacks & lot dimensions
  - Proposed finish grades
  - Any flood hazard area as designated by FEMA
  - Areas subject to flooding, centerline of drainage courses & finish floor elevations
  - Design flood elevations
  - Hydrological analysis
  - Storm water pollution prevention plan (SWPPP)
  - All plans to be sealed by a licensed engineer
  - Location of existing trees greater than 12 inches in diameter and proposed landscaping.
  - Drainage information sufficient to demonstrate compliance with the stormwater regulations of Jackson County
3. 2 sets of construction plans sealed by Missouri licensed architect or engineer that include
  - Floor plan
  - Wall sections
  - Foundation plan
  - Electrical diagram
  - Mechanical diagram
  - Plumbing diagram
  - Erosion & sediment control plan
  - Elevations
  - Square footage for each floor, basement & garage
  - Drainage study
  - Stormwater pollution plan

### COST:

Permit fees are based on square footage and estimated construction value which is calculated by the most current building valuation data as set forth in the International Conference of Building Officials Standard Publication.

Soil & Erosion Control = \$500.00 + \$100.00/acre of disturbed land.

## PERMIT FEES

	<u>Residential</u>	<u>Commercial</u>
Canopy	\$50.00	\$100.00
Car Port	\$50.00	
Car Port-Enclosed	\$75.00	
Decks	\$50.00	\$100.00
Electrical Repair/Upgrade	\$75.00	\$150.00
Solar	\$75.00	\$150.00
Manufactured/Mobile Home	\$250.00	
Manufactured/Mobile Home Set on Foundation	\$500.00	
Modular Home	\$500.00	
Mechanical Repair	\$75.00	\$125.00
Plumbing/Gas Repair	\$75.00	\$150.00
Mono Pole/Tower		\$300.00
Plumbing Repair	\$75.00	\$150.00
Pole Barns under \$20,000	\$125.00	
Pole Barns over \$20,000	\$300.00	
Raze	\$50.00	\$150.00
Signs	\$100.00	\$150.00
Swimming Pool-Above Ground	\$125.00	
Swimming Pool-Below Ground	\$150.00	

All other permit fees are based on square footage and estimated construction value which is calculated by the most current building valuation data as set forth in the International Conference of Building Officials Standard Publication.