



COMMERCIAL PERMIT APPLICATION CHECKLIST

The following checklist is to provide the minimum information needed to complete the initial plan review. This checklist is only a guideline and may not include all information necessary to complete plan review and assure compliance with all codes. The adopted codes of the City of Richmond are the 2021 International Building Code, Fire Code, Fuel Gas Code, Plumbing Code, Mechanical Code, Residential Code, Existing Building Code, and the 2020 National Electrical Code. ***Any incomplete plans or checklist not filled out will be returned without review. Please submit One (1) complete set of paper plans and an electronic version, stamped by a Missouri Registered Architect or Engineer.***

Address of Building _____ Owner of Building _____

Detailed use of building _____

A complete Site Plan must be submitted showing all property lines and streets, the location of all existing and proposed structures and distances to property lines. (Note: site plan is not required for interior remodel where there will be no additions or new construction to exterior added.)

- Site Plan 1 Copy
- Storm Water Plan
- Total Acreage
- Grading Plan
- Flood Plain

- Location of lots(numbered and area in square feet)
- Location of buildings (including setbacks from property lines, distances between other proximate buildings, and height of buildings)
- Location and dimensions of parking and access/driveways
- List total number of parking spaces, number of HC accessible spaces, show details and accessible routes;
- Calculation of impervious surface on lot
- Location of lakes, rivers, streams, swamps/wetlands, other bodies of water, and 100-year Floodplain and Floodway

- Statement/Chart of the intensity of development (Number and size of dwelling units by unit type for residential and/or gross floor area by building and use for nonresidential)
- Stamp of Registered Surveyor, Engineer, and/or Architect with original signature and date
- North Arrow, Scale (not less than 1 inch equals 20 feet), and Vicinity Map (at 1 inch equals 1,000 feet)
- Driveways adjacent to and across from development Location of curb cuts (if new curb cut required, refer to Curb Cut checklist);
- Location and square footage of proposed signage;
- Address (assigned by the Community Development Director);
- Tax Map Number(s) of property;
- Location of fire hydrants, fire department access

BUILDING PLANS 1 PAPER COPY, AND ONE ELECTRONIC (PDF) COPY

New Building Area _____	Building Type _____	Number of Stories _____
Allowable Area _____	Occupancy Limit _____	Allowable Height _____
Occupancy Group _____	Addition Area (sq. ft.) _____	Fire Sprinklers Yes No
Fire Alarm _____	Occupancy Separation _____	Fire Ratings _____
Sewer Backflow Yes No	Water Check Valve _____	Grease Interceptor Yes No
Size of Service _____	Gas Line Size _____	Water Line Size _____

- Foundation Plan
- Floor Plan
- Building Sections
- Roof Plan
- Building Elevations
- Structural Plan
- Truss Calc.
- Structural Calc.
- Stairway details including tread and riser dimensions, landing dimensions, handrail details;
- Room finish schedule indicating wall and ceiling finish for all rooms, stairways, and corridors. Include flame spread ratings;
- Designated HC accessible entrances to the building;
- Details/Specifications
- Electrical Plan
- Plumbing Plan
- Mech. Plan
- Occupancy groups
- Construction type(s)
- Height & area
- Occupancy loads
- Plumbing fixture count
- Code and edition
- HC Parking space requirements
- Design wind speeds
- Ground snow load
- Live loads
- Seismic design values

- If dwelling or sleeping units are provided, show the required HC accessible clear floor spaces on the floor plans;
- Location, size and room dimensions, working space [including water/drainage piping overhead] door swing, door hardware and egress at electrical services/panel rooms;
- Door and window schedules indicating size, material, fire rating and hardware;
- Grounding as required in outpatient clinics, dentist and doctor's exam and procedure rooms per NFPA 70, 517;
- Wiring methods in assembly areas per NEC 518;
- The location of all required or installed fire alarm pull stations, smoke detectors, sprinkler heads, standpipes, exit signs, and fire extinguishers;
- In structures with fire sprinklers, a Fire Sprinkler System Specification Sheet;
- Emergency lighting per Ch. 10 of IBC;
- Resubmitted plans must have changes denoted by "clouds" or "bubbles" drawn around the area of change and changes numbered and dated under the revisions area of the sheet;
- Provide a statement addressing the site relationship to any 100-year flood hazard area;
- Required architect/engineer's seals, signature and date on plans. Required where plans indicate an architect or engineer designed the plans, which is required for any building over 5,000 sq. ft. (total of all floors), any building over two (2) stories or any Group A, E, I, or H occupancy. Remember to seal and sign revised sheets;
- Flood Plain- sign statement on application form, and if applicable, include statement indicating relationship of proposed construction to the 100-year floodplain

FIRE SUPPRESSION

- Sprinkler System
 - Shop drawings of system including all calculations etc.;
 - Provide duplicate information supplied to State Fire Marshal;
 - Approval letter from State Fire Marshal (NOTE: The City will not issue an installation permit for the system until the letter is received).
- Fire Alarm Systems
 - Shop drawings and voltage calculations.
- Fire Pumps/Standpipes/Smoke Control Systems/FM200 Systems
 - Specification sheet(s) on any and all of these systems and their appurtenances.

LANDSCAPE PACKAGE:

- Location of all proposed improvements;
- Location of protected trees;
- Location of all preserved trees (labeled as such);
- Utility location;
- Location of any street trees;
- All new trees and shrubs;
- Plant list of all plantings indicating common & botanical names, quantity, caliper/height of trees & container size of shrubs,
- Tree Inventory or Survey identifying all trees 8" DBH or greater in protected zones & 12" DBH on entire site.
- All trees identified to be preserved with tree protection detail and notes.
- Density Factor Chart may be required

LAND DISTURBANCE

WATER/SEWER CONNECTION PLAN

COMPLETE LIST OF CONTRACTORS AND SUB-CONTRACTORS