



COMMERCIAL PLAN REVIEW GUIDELINES UNINCORPORATED PLATTE COUNTY, MISSOURI

The County strives to assist the public in understanding the Commercial Plan Review process. These guidelines outline the time line for the different projects to assist in the types of information that is needed to conduct a plan review. The extent of the review required to issue permits for a project depends upon the project scale, use, occupancy and type of structure, as well as its location.

We have established a pre-submittal meeting process for new commercial buildings, commercial additions and other buildings that would fall under the commercial building code. It is our intention that this service will be successful in anticipating potential complications, and will facilitate the process and hopefully eliminate document omissions that could cause delays and added expense during the plan review. **To schedule this meeting please contact the Planning and Zoning Office at 816-858-3380.** Submittal for the permit may take place after the meeting, if all of the required documentation is satisfied.

Listed below are examples of standard documentation required at a pre-submittal meeting for commercial building permit approval. **This list is a guide. Site Plan approval must be obtained prior to any commercial building permit being issued. To obtain the requirements for submittal of a site plan please contact the Planning and Zoning Office at 816-858-1912 and speak with Jason Halterman.**

Minimum requirements for submittal of Commercial Building Plans. Approved site plan, two sets of complete drawings to include: foundation plan, floor plan, roof plan, exterior elevations, required details, finish materials, engineering (Structural) plans and calculations, plumbing, mechanical plans, and electrical plans. All construction drawings must be sealed and wet signed by a licensed and registered Engineer responsible for their preparation, in the State of Missouri. Name of Contact person during review.

- **Site Plan:** The site plan must be approved by the Platte County Planning Commission prior to building permit approval. If you have questions about the details of the site development plan requirements please contact Jason Halterman, 816-858-1912.
- **Foundation Plan:** Provide a plan view of the foundation slab, and cross section of footing details. Note soil type and all allowable soil bearing pressure used for building design. Indicate all steel reinforcement sizes and locations, all hold down hardware locations, anchor bolt sizes and spacing, vapor barrier thickness, etc.

- **Floor Plan:** Must show the codes to which the plan was designed. The occupancy group, incidental use areas, separations that may be required, accessory use areas, mixed occupancies, nonseparated use areas also type of construction, allowable height, allowable building area, allowable height modifications, allowable area modifications, actual height of the building and actual building area. Fire-resistance rating requirements for building elements; to include structural frame, bearing walls, for interior and exterior, nonbearing walls and partitions, interior and exterior, floor construction and roof construction. If there will be an automatic sprinkler system, any fire alarm and detection systems. The occupant load, egress requirements, width, exits, maximum travel distance and corridor ratings. Fully dimension and identify all occupied spaces, storage, etc. on floor plan. Show width, distance to, and direction of all exits. Show location of panic hardware. Indicate width and distance of all corridors and type of fire resistive construction when required. Show all fixed elements of construction such as walls, partitions, cabinets, etc. on the floor plan. Identify area/occupancy separation walls and fire resistive rating of each on floor plan. Show complete fully dimensioned elevations. Indicate roof pitch and type of roofing. Show details of special or unusual construction or materials. Show detail of fire rated construction. Provide fully dimensional and detailed access information with respect to the Americans with Disability Act.
- **Roof Plan:** Truss calculations are required for proposed trussed roof, or if conventionally framed, indicate size, spacing and direction of rafters. Identify roof finish material.
- **Exterior Elevations:** Show all exterior elevations. Show doors, windows, finished floor line, exterior finish, and indicate roof pitch.
- **Required Details:** Provide a cross section (cut view) of proposed job. Show foundation, wall studs, ceiling joists, rafters, roof pitch, etc. Indicate size, spacing, and materials proposed.
- **Finish Materials:** Finish materials must be outlined or noted to indicate the ceiling, wall, and floor finish materials and types, also the proposed glazing materials including the frame.
- **Engineering (structural) Plans and Calculations:** The location, size and grade of all framing members and specification must be noted on the plans. Plans are required to be stamped and wet signed by the professional responsible for their preparation. Include the structural design criteria design load for, wind, seismic, etc. on the plans in accordance with Chapter 16 of the IBC. Submit two (2) complete sets of structural calculations and truss calculations, with the engineer's original wet signature and stamp on both sets of calculations and plans. Calculations must be complete and cross-referenced to plans to provide a clear correlation with each other.
- **Plumbing and Mechanical Plans:** Provide plumbing isometric and schematic showing sewer, soil, waste vents, clean out sizes and material. Provide plumbing fixture schedule listing all fixtures and equipment. Identify on the plans all mechanical equipment to be

installed and provide an equipment list and/or schedule for the equipment. Equipment list to include the make, model number, operating weight and capacities. Provide on plans the minimum outdoor air ventilation rate per the plumbing code. Identify on the plans a diagram all fuel equipment and gas line sizes, list maximum gas line pressure and maximum gas demands. Show water piping system; pipe sizes and pipe material to be installed in plumbing floor plans. Show location of all gas meters and all gas piping, including size. Show location of heating and air conditioning equipment including manufacturer's name, model number and weight of equipment. Show all duct locations, material and sizes. Provide the location of all fire dampers in walls, ceilings and equipment.

- **Electrical Plan:** Provide a riser diagram showing service voltage, equipment and panel amps, conductor sizes, disconnect, over current protection sizes, grounding methods and service load calculation. Show in calculation the available fault current. Show service equipment short circuit amp rating. Provide panel schedule with circuit identification, description of circuits, provide plan showing equipment, walls and voltage. Specify wire as copper or aluminum and insulation type. For openings in rated assemblies show methods of protection and note referenced listing. Provide fixture schedule and method of support. Detail suspended fixtures. Grounding: show grounding electrode conductor system, including conductor size.

After the pre-submittal meeting, the following items will also be required along with an approved set of plans.

- A warranty deed showing ownership of the property.
- A septic tank permit from the Platte County Health Department or a sanitary sewer permit from the Platte County Regional Sewer District office.
- Approval from the applicable county water district and road district.
- If the property is located adjacent to a state maintained road, you will be required to furnish an approval from the state for the entrance onto the property.
- If the property falls within the Southern Platte County Fire Protection District, an approval will also be required from that jurisdiction

Once the required information is submitted, the County Building Official will screen the submitted plans for completeness. Completeness includes a set of plans with the minimum necessary components to sufficiently conduct a through review of the plans. The submittal may include attachments, reports, and specifications as required by the Building Official. The plans and attachments will then be forwarded onto the County's consulting engineer for review. A request for permit for all commercial construction projects shall be reviewed and acted upon within thirty (30) days of receipt.

Once the initial review has been completed, if there are comments with respect to the submitted plans, those comments will be forwarded back to the contact person for review and resubmittal. Once the applicant has adequately responded to all comments, a building permit will be issued or

you will be provided the reasons why a building permit will not be issued. The building permit fee and any additional review fees will be due at the time the permit is issued.

The Platte County Fee Schedule states that the cost of the building permit for commercial or industrial buildings, including communication towers is \$500.00 for the first \$5,000.00 estimated cost and \$25.00 for each additional \$5,000.00 thereafter. When plans are submitted for review a \$500.00 deposit will be required. This deposit will cover the cost associated with the review of your construction plans by the county's consulting engineering firm. If the review costs exceed the deposit amount, additional charges will be due and billed to the applicant and must be received prior to the rough-in inspection.

The County currently has an agreement for plan review services with George Butler and Associates for all planned Commercial construction projects. A review will be provided for any commercial plans submitted to the County for a building permit. The review will only be for the design documents of the following disciplines: Architectural, Structural, Mechanical/Plumbing, Electrical, and Fire Protection. The following are the charges that were agreed upon by the County for the review:

Associate	\$165.00 an hour
Senior Architect/Civil Engineer	\$140.00 an hour
Senior Mechanical /Electrical Engineer	\$145.00 an hour
Architect/Civil Engineer/Specialist I	\$110.00 an hour
Mechanical Engineer	\$120.00 an hour
Mechanical/Electrical Engineer II	\$105.00 an hour

These are possible charges that could be incurred during the review process based on your project.

If you have any questions with respect to these requirements, please feel free to contact this office at 816-858-3380 or via email at gcantu@co.platte.mo.us.