



# Platte County Planning and Zoning

Planning \* Zoning Enforcement \* Engineering \* Stormwater Management \* Building Inspections \* GIS

## BUILDING PERMIT PACKET

The purpose of this document is to provide an overview of the procedures to apply for and obtain a building permit. This information is intended to be as thorough as possible; 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 systems, 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.

### **HOW TO APPLY:**

- 1. Visit the county website at [co.platte.mo.us](http://co.platte.mo.us)**
- 2. Create an account or login if you have an existing account.**
- 3. Select 'My Profile'.**
- 4. Select 'Applications'.**
- 5. Select 'Building Permit' and fill out the form.**

\*Hours of Operation: Monday - Friday 8:00am - 5:00pm. Closed on [County Holidays](#).

**No construction is allowed until the permit is issued.** A building permit application shall be reviewed and acted upon within **five (5) working days after the receipt of all the required information.** Notification will be made via email from the county permit portal. Payment will be requested from the county permit portal; [noreply@govbuilt.net](mailto:noreply@govbuilt.net). The permit will be issued after payment is received.



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## 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.

### APPLICATION PROCEDURES:

Applications for building permits shall be presented 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. **THE PLANNING AND ZONING PERSONNEL CANNOT ASSIST PEOPLE IN DRAFTING PLANS AND/OR DRAWINGS TO DESIGN A PROJECT.** The review of your submitted plans will be evaluated in relationship to the Building Codes adopted by Platte County, Missouri.

### SPECIFICATIONS ON PLANS:

Construction documents, special inspection and structural observation programs, and other data shall be submitted in one or more sets with each application for a permit in its original form. Construction documents shall be prepared by a registered design professional in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents be prepared by a registered design professional as defined in R106.1 of the 2018 International Residential Code.

**The wind load for Platte County at this time is 115 mph, snow load is 20 lbs, per the 2018 International Building Codes. Termite Infestation Probability: Moderate to Heavy.**

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

International Building Code 2018 version (as amended)  
International Residential Code 2018 version (as amended)  
International Plumbing Code 2018 version (as amended)  
International Mechanical Code 2018 version (as amended)  
International Fuel Gas Code 2018 version (as amended)  
International Energy Conservation Code 2018 version (as amended)  
International Swimming Pool and Spa Code 2018 (as amended)  
National Electrical Code 2017 version (as amended)  
Platte County Zoning Ordinance (Adopted 1990) as amended  
Platte County Subdivision Regulations (Adopted 1992) as amended  
National Green Building Standard ICC 700-2008



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## **EXPIRATION:**

**RESIDENTIAL AND COMMERCIAL CONSTRUCTION:** Every building permit for **new** construction of residential or commercial buildings shall expire by limitation at the end of two (2) years from the date issued. If construction is not completed within said two-year period, the Planning and Zoning Director, or a duly designated alternate may, for due cause shown, extend the permit for a period not to exceed six (6) months. No more than two (2) building permits may be issued for the same or substantially the same new construction.

**OTHER CONSTRUCTION:** Building permits for room additions, reconstruction, renovations, remodeling, demolition, structural alterations, swimming pools, pole barns, detached garages, sheds, electrical upgrades/modifications, solar panels, and exterior modifications to existing structures and building permits for repair or to correct situations which otherwise might be subject to the Platte County Demolition of Dangerous Building Ordinance (Ordinance Number 24-94) shall expire at the end of six (6) months from the date issued. If construction is not completed within said six (6) month period, the Planning and Zoning Director or a duly designated alternate may, for due cause shown, extend the permit for one additional three (3) month period. No more than three (3) building permits may be issued for the same or substantially the same construction.

## **EXPIRED PERMITS**

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, the permit will automatically expire and a new building permit application will be required.

## **PENALTY:**

Except in emergency situations, as determined by the Building Official and/or Zoning Enforcement Officer, when work requiring a permit is started prior to obtaining a building permit, the fee for such permit shall be doubled per the requirements of the 2018 International Building Code, Section 105.2.1, and Section R105.2.1 in the 2018 International Residential Code and Amendments in County Commission Order NO. 2019-CO-181. The Building Official and/or Zoning 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 Planning and Zoning Office to review the application. If the applicant wants to change the project, a set of plans should be submitted to the Planning and Zoning Office that clearly show all revisions in relation 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.



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## **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 Platte County, The notarized affidavit, required approvals from the appropriate road district, sewer district, or health department and any other documentation necessary for this structure, 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.**

**EXCEPTION:** A temporary certificate of occupancy may be issued for exterior items only. The interior must be complete. A temporary Certificate of Occupancy shall be issued for one (1) six (6) month time period by the Planning and Zoning Director or a duly designated alternate for due cause shown by the building permit applicant and approved by the Planning and Zoning Director or duly designated alternate. If a temporary Certificate of Occupancy expires and a final Certificate of Occupancy has not yet been issued, the applicant or owner is in violation of this code and, in addition thereto, such applicant shall be required by the Planning and Zoning Director or duly designated alternate to obtain a new building permit for the entire project before a new temporary or final Certificate of Occupancy may be issued.

In order to receive a temporary certificate of occupancy **before** ground cover is established, documentation will need to be provided proving an escrow account has been established to guarantee exposed areas will be reestablished with vegetation pursuant to the adopted Sediment and Erosion Control Ordinance. Said escrow fund must be held by a valid third party and should be in the amount of the cost to complete the reestablishment of vegetation plus 50%. Sediment and Erosion control measures must remain in place until vegetation is reestablished.

**The director of Planning and Zoning, or duly designated alternate, reserves the authority to reject any escrow documentation and thus not issue the Temporary Certificate of Occupancy if the escrow amount is deemed to not be sufficient to reestablish vegetation pursuant to this Order.**

**If it is determined by a county inspector that any ground adjacent to the lot, regardless of ownership, has been disturbed by the building permit holder, vegetation must be reestablished on the disturbed ground prior to issuing an occupancy permit.**



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## **SINGLE FAMILY DWELLING/ TWO-FAMILY DWELLINGS PERMIT**

1. The full name, address, email and phone number of the owner and contractor. (Warranty deed must match the owner.)
2. Septic tanks require a permit from the Platte County Health Department. 816-858-2412.
3. Sewer permit from the Platte County Regional Sewer District 816-858-2052 or Timber Creek Sewer Company 816-858-3989.
4. An approval letter from the appropriate water district stating water is available.
5. Entrance permit from the appropriate road district or Missouri Department of Transportation.
6. An applicable site plan, erosion and sediment control plan, elevations, easements and floodplain as well as the building or structure. **The site plan must be completed by a licensed Surveyor in the State of Missouri.**
7. Submit a set of **sealed drawings by an Engineer licensed in the State of Missouri** to the Platte County Planning and Zoning Department in person, on our website or via email. One set **must be available at the site during inspections.**
8. Footing, wall, floor, roof plans including bracing details for braced wall panels and roof structure and drawings showing the size and spacing of all members, total square foot of new construction and finish elevations.
  - If a truss is used in the construction of the roofing or floor system, a sealed drawing of the truss system will be required. The drawings or plans must be sealed by an engineer within the State of Missouri.
  - Basic Electrical layout must be placed on the plans or drawings.
  - For modular homes, a letter from the manufacturer stating that the structure will meet the requirements of the adopted codes of the State of Missouri. This would include a sealed design drawing for the foundation system, if one is not included in the drawings from the modular home company.
  - Any amendments to the application plans or drawings, or specifications must be filed with and approved by the Building Official prior to the commencement of additional work, and the amendment shall comply with all other provisions.
  - If you intend to construct a suspended slab, that information will need to be provided prior to construction. An inspection must be completed on the suspended slab prior to it being poured by a licensed engineer in the State of Missouri, with a copy of the report being forwarded to this office.
9. Submit a RES-check or HERS rating under the **2018 IECC.**
10. Signed Plan Certification Statement, available on the county website.

COST: \$200.00 for the first 500 square feet, or part thereof, plus \$.25 for each additional square foot after that, **for up to 1400** square feet.

\$300.00 for the first 500 square feet or part thereof, plus \$.35 for each additional square foot after that, **for 1401 square feet and up.**



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## **RENOVATION OR RESIDENTIAL ADDITION PERMIT**

1. The full name, address, email and phone number of the owner and contractor. (Warranty deed must match the owner.)
2. Septic tanks require a permit from the Platte County Health Department. 816-858-2412., if you are adding new bedrooms or bathrooms and you are on a septic tank permit.
3. A description of the nature of the proposed work, i.e. scope of work.
4. An applicable site plan including the dimensions from all property lines, easements and flood plain. The site plan must be completed by a licensed Surveyor in the State of Missouri. This is only required if you expand the footprint of the structure.
5. Plans or drawings showing the finished renovation, any elevation views, if available.
  - If a truss is used in the construction of the roofing or floor system, a sealed drawing of the truss system will be required. The drawings or plans must be sealed by an engineer within the State of Missouri.
  - Applicable engineering details or drawings of construction designs
6. Total square footage of construction and valuation of construction.

COST: \$100.00 for the first 500 square feet, or part thereof, plus \$.05 for each additional square foot after that.

## **SWIMMING POOL PERMIT**

1. The full name, address, email and phone number of the owner and contractor. (Warranty deed must match the owner.)
2. An applicable site plan including the dimensions from all property lines, easements and flood plain, must be completed by a surveyor licensed in the State of Missouri.
3. Plans or drawings showing how the swimming pool is constructed and any elevation views if available, along with the pump information, if the pool is a gunite pool, structural information must be provided at the time of building permit request.
4. The total square footage of the new construction and valuation of construction.

COST: \$75.00

## **DECK PERMIT**

1. The full name, address, email and phone number of the owner and contractor. (Warranty deed must match the owner.)
2. An applicable site plan including the dimensions from all property lines, easements and flood plain, must be completed by a surveyor licensed in the State of Missouri.
3. Plans or drawings showing the finished deck, including lumber dimensions, size and spacing of lumber, pier sizes and placement, as well as any elevation views if available.
4. The total square footage of the new construction and valuation of construction.

COST: \$50.00



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## **BARN / GARAGE / SHED PERMIT**

1. The full name, address, email and phone number of the owner and contractor. (Warranty deed must match the owner.)
2. Entrance Permit, if applicable, from the applicable Road District or Missouri Department of Transportation.
3. Septic tanks, if applicable, require a permit from the Platte County Health Department. 816-858-2412
4. An approval letter, if applicable, from the water district stating that water can be provided.
5. An applicable site plan including dimensions from all property lines, easements and flood plain, must be completed by a surveyor licensed in the State of Missouri.
6. Footing, wall, floor, and roof plans or drawings showing the size and spacing of members.
  - If a truss is used in the construction of the roofing system, a sealed drawing of the truss system will be required. The drawings or plans must be sealed by an engineer within the State of Missouri.
7. The total square footage of the new construction and valuation of construction.

COST: Barn or Garage \$50.00 for the first 500 square feet, or portion thereof and \$.10 for each additional square foot after the first 500 square feet.

Shed \$50.00 for the first 500 square feet, or portion thereof, plus \$.05 for each additional square foot after the first 500 square feet.

## **FIRE REBUILD PERMIT**

1. The full name, address, email and phone number of the owner and contractor. (Warranty deed must match the owner.)
2. A description of the nature of the proposed work, i.e. scope of work.
3. Floor plans or drawings showing the use or occupancy of rooms, room dimensions, exits, etc. Floor plans need to be sealed by an Engineer within the State of Missouri.
  - If a truss is used in the construction of the roof or floor system, a sealed drawing of the truss system will be required. The drawings or plans must be sealed by an engineer within the State of Missouri.
  - A letter from a structural Engineer.
4. The total square footage of the new construction and valuation of construction.
5. Letter from a Structural Engineer Licensed in the State of Missouri concerning the damage to structural members.
6. Any amendments to the application, plans, or drawings, or specifications must be filed with and approved by the Building Official and/or Enforcement Officer prior to the commencement of additional work, and the amendment shall comply with all other provisions.

COST: \$100.00 for the first 500 square feet, or part thereof, plus \$.05 for each additional square foot after that.



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## **DEMOLITION PERMIT**

1. The full name, address, email and phone number of the owner and contractor. (Warranty deed must match the owner.)
2. A description of the nature of the proposed work, i.e. scope of work.
3. Proof of disposal of demolition waste.

COST: Residential \$25.00 Commercial \$100.00

## **ELECTRICAL PERMIT**

1. The full name, address, email and phone number of the owner and contractor. (Warranty deed must match the owner.)
2. If installing a generator, an applicable site plan indicating the location and distance from buildings and property lines.
3. A scope of work or description of work;
4. If installing a generator; submit installation information, the electrical line diagram, gas line schematic, and generator model & specifications.

## **SOLAR PANEL PERMIT**

1. The full name, address, email and phone number of the owner and contractor. (Warranty deed must match the owner.)
2. A Certificate of Approval from the fire inspector; if in Southern Platte Fire Protection District.
3. An applicable site plan including dimensions from all property lines, easements and flood plain, must be completed by a surveyor licensed in the State of Missouri.
4. If a roof mount system, we will need a structural engineer's report of the roof, if it is a ground mount system we will need to know where on the property it will be located along with any easements, flood plain, etc.
5. A scope of work that tells how the system will be installed along with an electrical line diagram.

COST: \$25.00

## **SIGN PERMIT**

1. The full name, address, email and phone number of the owner and contractor. (Warranty deed must match the owner.)
2. An applicable site plan including dimensions from all property lines, easements and flood plain, must be completed by a surveyor licensed in the State of Missouri.
3. Plans or drawings showing how the sign is constructed and any elevation views if available.
4. The total square footage of the new construction and valuation of construction.

COST: \$75.00





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## COMMERCIAL BUILDING PERMIT

1. The full name, address, email and phone number of the owner and contractor. (Warranty deed must match the owner.)
2. A statement of the use or occupancy of all parts of the land and of the building or structure.
3. A description of the nature of the proposed work.
4. Septic tanks require a permit from the Platte County Health Department. 858-2412
5. Sewer permit from the Platte County Regional Sewer District, 858-2052.
6. An approval letter from the applicable water district, stating that they will be able to provide water to the new construction.
7. Entrance Permit from the applicable road district or Missouri Department of Transportation; if required.
8. Approval from the Southern Platte County Fire Protection District, if applicable, 741-2900.
9. An applicable site plan, approved by the Platte County Planning Commission, along with sediment and erosion control plans, elevation plans and all other documents, as required for the development of the plot, building or structure.
10. A set of sealed drawings are required for commercial structures.
11. Floor plans that show the usage and occupancy of rooms, room dimensions, exits, etc. sealed by an Engineer licensed in the State of Missouri.
12. Footing, wall, floor and roof plans or drawings showing the size and spacing of members.
13. Elevation views to indicate the story height, window size, exterior finish, etc.
14. Engineered details or drawings if construction designs are controversial or out of the ordinary.
15. The total square footage of new construction and valuation of construction.
16. Any amendment to the application plans or drawings, or specifications must be filed with and approved by the Building Official and/or Enforcement Officer prior to the commencement of additional work, and the amendment shall comply with all other provisions.

COST: \$500.00 for the first \$5,000.00 of 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.



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## RESIDENTIAL PLAN CERTIFICATION STATEMENT

Re: Project Address \_\_\_\_\_

Name and/or Number (if applicable): \_\_\_\_\_

I certify the above referenced residential plans meet the requirements of the adopted building codes of Platte County, Missouri, the International Residential Code of 2018, as amended, and the International Energy Conservation Code of 2018, as amended, along with the Platte County Zoning Order of 1990, as amended, and the Platte County Subdivision Regulations of 1992, as amended.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Architect or Engineer Seal:



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## Building Permit Affidavit

**Permit No.** \_\_\_\_\_

[State of Missouri]

[County of Platte]

\_\_\_\_\_  
**Contractor's Name / Owner's Name**

\_\_\_\_\_  
**Property Owner**

\_\_\_\_\_  
**Address of Contractor/Owner**

\_\_\_\_\_  
**Address of Structure**

\_\_\_\_\_  
**City, State, and Zip Code**

\_\_\_\_\_  
**City, State and Zip Code**

I hereby acknowledge that the structure erected at the address noted above was built in accordance with the submitted construction plans and the structure complies with the adopted codes of Platte County, Missouri, as amended

2018 International Building Code

2018 International Fuel Gas Code

2018 International Residential Code

2018 International Energy Conservation Code

2018 International Plumbing Code

2017 National Electrical Code

2018 International Mechanical Code

2018 International Swimming Pool and Spa Code

These plans also comply with the Platte County Zoning Order of 1990 and The Platte County Subdivision Regulations, as amended, as well as site plans, except those with legally authorized variances. Variations will be noted on occupancy permits.

\_\_\_\_\_  
**SIGNATURE** (Contractor or Property Owner)

\_\_\_\_\_  
(Printed Name)

On this day \_\_\_\_\_, of \_\_\_\_\_ in the year \_\_\_\_\_, personally appeared before me, to be known as the person who executed this affidavit and acknowledged to me that he/she executed the same for the purposes therein stated.

\_\_\_\_\_  
Notary's Signature

(Seal)

Date Commission Expires: \_\_\_\_\_