Building Permit and Development Submittal Instructions

The City of Blue Springs building permits and land use applications may now be submitted electronically, via mail or dropped off at City Hall. Please follow the steps below to assist you in submitting your proposal or for resubmitting documents.

By Email

- If your attachments are less than 35MB, you may email your application and supporting PDF documentation to the emails below:

For Building permits: buildingpermits@bluespringsmo.gov

For Development submittals: developmentsubmittals@bluespringsmo.gov

1. You will be contacted by City staff once the documents have been received, accepted as complete, and to confirm payment for new and applicable submittals.
2. Applicants will be given a written summary and verbal explanation of any deficiencies that need to be corrected.

- If your attachments are larger than 35MB, please contact the Community Development Staff directly at 816-228-0207 for instructions on how to apply via other methods.

By CSS (Citizens Self Service portal)

- The following building permits may be applied for through the Citizens Self Service portal: electrical (200 amps or less), mechanical, plumbing, sewer, fences, new residential buildings/additions, residential pools, residential decks and residential solar panels.
- The following planning/development applications may be applied for through the Citizens Self Service portal: pre-applications, sign permits and variances.

By Mail or Drop Off at City Hall

- Applications can be mailed to City Hall (903 W. Main St., Blue Springs, MO 64015).
- City Hall is open to the public and you can now drop off hardcopies of your application. Payment

Payment

- Checks for payment should be made out to the "City of Blue Springs"
- Cash payments will be accepted.
- Visa, Discover and MasterCard are accepted with a 3.29% service fee for on-line transactions and 2.99% for in-person transactions. Please call 816-228-0207.