BLUE SPRINGS
MISSOURI

BUILDING PERMIT APPLICATION

903 W. Main Street, Blue Springs, MO 64015
Ph: 816-228-0118 or 816-228-0117

OFFICE USE ONLY

Permit # _____

Plan Case # _____

Project Location Information

Project Address: _____

Legal Description or Parcel ID: _____ Phone Number: _____

Property Owner: _____ Email: _____

Property Owner Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Applicant Name: _____ Phone Number: _____ Email: _____

Applicant Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contractor Information – Attach Additional Contractors If Necessary

General Contractor: _____ Phone Number: _____

Contact Name: _____ Email Address: _____

General Contractor Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Mechanical Contractor: _____ Phone Number: _____

Contact Name: _____ Email Address: _____

Electrical Contractor: _____ Phone Number: _____

Contact Name: _____ Email Address: _____

Plumbing Contractor: _____ Phone Number: _____

Contact Name: _____ Email Address: _____

Type & Category of Permit

☐ Electrical – ☐ Commercial / ☐ Residential

☐ HVAC – ☐ Commercial / ☐ Residential

☐ Plumbing – ☐ Commercial / ☐ Residential

☐ Sewer – ☐ Commercial / ☐ Residential

☐ New Structure –
☐ Commercial / ☐ Residential

☐ Addition / Alteration –
☐ Commercial / ☐ Residential

☐ Solar Panels – ☐ Commercial / ☐ Residential

☐ Demolition – ☐ Commercial / ☐ Residential

☐ Other – ☐ Commercial / ☐ Residential

☐ Deck – ☐ Commercial / ☐ Residential

☐ Attached Carport –
☐ Commercial / ☐ Residential

☐ Irrigation – ☐ Commercial / ☐ Residential
Backflow Make & Model _____

☐ Detached Carport – **Prefabricated?** ☐ Yes / ☐ No

☐ Shed – **Prefabricated?** ☐ Yes / ☐ No

☐ **Fence**
Linear Ft. of Fencing _____
Fence Height _____
Fence Material _____
Is this permit request due to a violation notice? ☐ Yes / ☐ No

Is this a pool or spa enclosure? ☐ Yes / ☐ No
Is there a retaining wall? ☐ Yes / ☐ No
Retaining Wall Height _____

☐ **Custom Plan**
Or
☐ **Standard Plan**
Is this the first submittal of a Standard Plan?
☐ Yes / ☐ No

Standard Plan Name:_____

Builder Name: _____

Square Footage

Living: _____

Garage: _____

Unfinished: _____

Total: _____

Construction Costs: Total Construction Costs: _____

Description of Work

_____

_____

_____

_____

Water Meters

Size / Quantity

☐ ¾" / _____ ☐ 1"/ _____ ☐ 1 ½" / _____ ☐ 2" / _____

☐ 3" / _____ ☐ 4" / _____ ☐ 6" / _____

Water Taps

☐ ¾" / _____ ☐ 1"/ _____

Sewer System Development

Number of Units / Tenant Spaces

☐ 1 to 2 ☐ 11 to 15 **PSI:** _____

☐ 3 to 5 ☐ 16 to 30

☐ 6 to 10

Acknowledgement: I hereby certify that I am an authorized agent of the owner and have the owner's consent to enter onto the property to complete the work. As the authorized agent for the owner, I grant the Building Official authority to enter areas covered by the permit. After close review of this application, I further certify that the information provided is true and correct to the best of my knowledge and that the work shall comply with all provisions of laws and ordinances, whether specified or not. The grant of permit does not presume to give authority to violate or cancel the provisions of any federal, state or local law regulating construction or the performance of construction.

If the property of record resides within a Homeowner's Association, please contact the HOA to assure your plans are in accordance with the covenants of the HOA.

An issued permit becomes invalid if the work on the site authorized by the permit does not commence within 180 days of issuance, or if the work on the site is incomplete due to suspension or abandonment 180 days after the work commenced. **ALL PERMITS REQUIRE FINAL INSPECTION.**

Signature of Applicant: Date:

_____ _____

Printed Name: Email:

_____ _____

☐ Property Owner ☐ Applicant ☐ Contractor ☐ Agent

Office Use Only

_____

Codes Administrator Approval Date

_____

Plans Examiner Approval Date

_____

Planning Approval Date

Comments: _____

Sign off sheet required - ☐ Yes / ☐ No

MCRC District - ☐ Yes / ☐ No

Special Inspection Form Required - ☐ Yes / ☐ No

NID District - ☐ Yes / ☐ No (If yes, send to Finance)

BLUE SPRINGS
CITY DEVELOPMENT

COMMERCIAL PERMIT INFORMATION

The following information and attachments are provided to help expedite the plan review process for your project. This packet is not intended to include all the requirements for obtaining a building permit, but to list those items that will be needed and that are commonly overlooked when submitting for a commercial building permit.

Any questions concerning this information or your submittal may be directed to the Plans Examiner (816) 220-2691 or the Business Services Representatives-Permitting at (816) 228-0117 / (816) 228-0118.

- 1 complete set of *electronic* construction plans emailed to **buildingpermits@bluespringsmo.gov** is required to be submitted when applying for a commercial building permit. If files are too large to send via email, please contact a staff member for an upload link. Paper plans are no longer accepted for Commercial projects.
- All sheets must be sealed, signed and dated by a licensed architect or engineer registered in the State of Missouri. The seals and signatures may be copies, but "cut and paste" is not acceptable.
- The plans need to include a code analysis, i.e. code years, include all disciplines, actual & allowable floor area, occupancy group, type of construction, height and number of stories, occupancy load, exiting, bathroom count and fire sprinklers & alarms used, etc.
- Tenant finish projects need to show a plan including a small locator map showing the building outline and the tenant space shaded in.
- The plans need to include design criteria, i.e. code year, wind speed and exposure, seismic zone, allowable soil bearing pressure, concrete strength, snow load, etc. (except tenant finish).

- Turnaround time for first plan review comments can vary depending on the complexity of the project. Minor projects such as small tenant alterations, repairs, signs, or MEP upgrades may take up to 12 working days. More complex projects such as new buildings, large tenant finishes and other large developments may take up to 30 days. Most plan reviews take less time, but occasionally some reviews will take a little longer. Please be assured that expediency of the plan review process is priority of this office.
- A plan review fee is required to be paid at the time of application for a building permit. The Business Service Representative-Permitting will calculate this fee at the time of application and payment is due at that time.
- The following is attached for your information:
    - Information sheet for contact person
    - Commercial plans check sheet
    - Sign information
    - Commercial building permit information sheet
- Various department phone numbers that may be useful are:
    - Jake Farrell, Building Official - (816) 228-0123
    - Plans Examiner - (816) 220-2691
    - Public Works Receptionist - (816) 228-0195
    - Planning Department - (816) 622-4051
    - Business Service Representatives – Permitting (816) 228-0117 or (816) 228-0118
    - Central Jackson County Fire Protection District - (816) 229-2522
    - Southern Jackson County Fire Protection District - (816) 578-4211

COMMERCIAL BUILDING PERMIT APPLICATION SUBMITTAL CHECK SHEET

BLUE SPRINGS
CITY DEVELOPMENT

Applications will not be accepted for review unless all items on this check sheet have been submitted.

Type of construction:

☐ New Construction ☐ Addition ☐ Alteration

☐ Revisions/Addendums

1 complete set of construction plans- Electronic Set emailed to **BuildingPermits@bluespringsmo.gov** with written narrative.

☐ Completed building permit application.

☐ Plan review fees.

☐ All plans must have seals and signatures on each page.

☐ 1– Complete set of construction plans- Electronic Set emailed to **BuildingPermits@bluespringsmo.gov** including but not limited to:

☐ Site Plan

☐ Tenant Finish – Suite Location

☐ Landscape Plan

☐ Sprinklers & Fire Alarm Plans

☐ Retaining Wall(s)

☐ Civils

☐ Architectural

☐ Details/Sections

☐ Structural

☐ Plumbing

☐ Mechanical

☐ Electrical

COMMERCIAL CONTACT INFORMATION

BLUE SPRINGS
CITY DEVELOPMENT

In an effort to expedite the issuance of commercial building permits please provide the following information and return to the City of Blue Springs.

Return to: City of Blue Springs
Codes Administration 903 Main Street
Blue Springs, MO 64015

Project Name: _____

Contact Person – Please Type or Print

Name:_____ Company Name:_____

Street:_____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Alternate Contact – Please Type or Print

Name:_____ Company Name:_____

Street:_____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Signature:_____ **Print Name:**_____

☐ Mechanical

_____ Number of Gas Services

_____

Addresses of Gas Services

☐ Electrical

_____Number of Electrical Services

_____

Addresses of Electrical Services

All signage must be permitted and is a separate submittal. For information on sign permits contact our Planning Department (816) 622-4051.

Commercial Building Permit Informational Sheet

BLUE SPRINGS
CITY DEVELOPMENT

- Building inspection requests should be called in to 816-228-0104 with the following information:
    - Building Permit#
    - Address permit is for Type of inspection needed
    - Individuals name and company requesting inspection
    - Phone # of individual requesting inspection
    - Exact time inspection will be ready
- Beginning June 1, 2026, inspections must be scheduled by 3:00pm the day before the desired time of inspection. If the request is received after 3:00pm the inspection will be scheduled for the day after the following business day.
- Response time for inspections may vary depending on the inspectors' workload and can be up to 24 hours from the ready time.
- Special Inspection form Block 3 must be submitted and approved prior to final inspection.
- Back flow device certification must be provided to Public Works. Contact Public Works with questions at 816-228-0195.
- Occupancy Requirements Approval form must be kept on the job site and signed by all applicable departments.
- Above ceiling inspections are required for:
    - Electrical
    - Mechanical
    - Plumbing
    - Grid Ceiling Supports
- Penetrations in fire rated areas require separate inspection.
- All building pads with fill and/or questionable conditions must have approval from a Geo Tech firm with a seal on it.
- The approved set of construction plans (digital format) must be on site and available at all times for the building inspector.
- Reinspection fees may be charged for inspections requested and not ready, or corrections not made.

BLUE SPRINGS
PUBLIC WORKS

WATER AND SANITARY SEWER CONNECTION FEES





Water and sanitary sewer meter and connection fees cover the cost of meters and inspections provided by the City at the time of installation. These fees are collected as properties are developed, based upon the expected use and capital investment needed to pay for additional treatment, distribution, and collection. For more information regarding these fees call 816-228-0121. **Click here for the Comprehensive Fee Schedule for the City of Blue Springs, Missouri**

Water System Development Charge Schedule

Meter Size (in)	Charge	Meter Size (in)	Charge
0.75"	$3,354	3"	$33,093
1"	$4,907	4"	$55,133
1.5"	$9,302	6"	$110,184
2"	$13,697		

Water Tap Fee Schedule

Meter Type	Meter Size (in)	Charge
E-Coder	¾"	$333
E-Coder	1"	$416

Water taps 1.5" and above will be installed by a private plumber

Sewer System Development Charge Schedule

Meter Size (in)	Charge
0.75"	$5,312
1"	$7,749
1.5"	$14,646
2"	$21,543
3"	$51,982
4"	$86,570
6"	$172,962