

**PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**  
**BUILDING DEVELOPMENT DIVISION**

**MINIMUM COMMERCIAL PROJECT REQUIREMENTS**

Per St. Joseph Code of Ordinance and adopted construction codes

**Design Professional in Responsible Charge:** All building permit applications for commercial projects shall have a designated **Design Professional in Responsible Charge (DPRC)** who is responsible to ensure that the construction plans are complete and in compliance with applicable regulations, standards, laws and ordinances; and, shall review and coordinate submittal documents prepared by the owner's design team, including resubmittals, phased submittals and deferred submittals for building permit plans review, for compatibility with the design of the building.

**Professional Designer's Seals:** All plans, specifications, calculations, soils reports and storm drainage studies submitted for review must bear the non-photocopied seal of an architect or engineer registered to practice in the State of Missouri on the first sheet of each design discipline

**CRITICAL ITEMS TO START PLANS REVIEW:** The following items shall be included in the initial application design submittal package (as applicable). **The detailed plans review approval process will not commence until these items have been received and accepted by the City of St. Joseph Building Development Division and Commercial Development Review Coordinator.**

- a) Completed construction permit application form, certified by signature of the project DPRC.
- b) Building Code information such as construction type, occupancy group, and applicable codes.
- c) Construction valuation information for scope of work, and fee calculations; costs and square footage of project.
- d) Site plan showing location & dimensions of all property lines and legal description of the property.
- e) Structural calculations and soils report where applicable.
- f) Storm water drainage design information where applicable

Upon receipt of a building permit application, and the sealed construction documents the Commercial Development Review Coordinator will perform a quality control review of the project documents (QCR) Upon completion of the QCR the applicant will be informed immediately if the plans are incomplete and will be informed of the minimum information required to allow the plans to be accepted for review.

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