

# City of St. Joseph

## Commercial Plan Review Submittal

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The submittal package should consist of **three** full sets of the design documents and **one** full set of the specifications unless the project includes the repair, alteration or construction of a new kitchen or dining facility, in which case **four** complete sets of the design documents and **one** full set of the specifications will be required. For planning purposes, City review will normally take 2 weeks, except for larger projects where a more detailed review is needed. **All incomplete packages will be returned without action.** If additional information is required once review starts, staff will immediately contact the applicant.

### CODE INFORMATION

2006 International Building Code

2006 International Existing Building Code

2006 International Mechanical Code

2006 Uniform Plumbing Code (Using 2006 IPC Fixture Table)

2005 National Electrical Code

2006 International Fire Code

1999 Food Code

The latest Accessibility Codes

City Code of Ordinances

For more information please contact Building Development at (816) 271-5341, or visit our website [www.ci.st-joseph.mo.us](http://www.ci.st-joseph.mo.us)

## *Building Plan Reviews*

At the request of design professional and developers, the Building Plan Review process has been divided into separate phases: Phase I to consist of a Conceptual Site Plan Review which encumbers initial grading, access, and zoning up front before reviewing the final development. Phase II will incorporate the Phase I plan with a final updated version and include the actual development plans. Please identify any desires up front and clearly show that in the project summary information.

**Phase I** is for an Initial Site Plan review/Site Grading package and covers all of the items listed under the Phase I checklist. Submittal of the separate conceptual site plan information prior to submission of the full site plan information is strongly recommended, especially for new buildings or large additions. Site requirements set forth in City Codes could result in significant changes to a finished site plan that has not first been through the conceptual plan review. This would result in further time delays and additional design expense for your project.

**Phase II** is for a Final Site Plan and covers all of the items listed under the Phase II checklist.

**Phase III** is for the purpose of obtaining a partial permit for the footings and foundation and steel erection. If underground electrical or plumbing is needed, please inquire about permit at this time. This phase is only used if the builder is seeking a partial permit for this work. In summary, we will require an approved site plan and all the information relating to the project summary, sealed and stamped structural drawings and calculations, soils report, general building plans to include elevations as identified in these corresponding checklist.

**Phase IV** is for obtaining the balance of a building permit. Please review and complete the remaining checklists, not provided under Phase I, prior to submitting the design package for review.

**Phase V** is for shop drawings. This phase is not always necessary, however it provides the City with an opportunity to identify and agree with the submittal of shop drawings for specific building items or systems after the normal plan review has been accomplished. Submit shop drawings after design approval and issuance of building permits but before any work actually starts on these specific work areas or systems. Examples of these would be the sprinkler piping shop drawings, lightning protection shop drawings, steel supported systems, etc.

**Note:** All references to “sealed” shall mean signed and sealed by a Missouri licensed Architect or Engineer currently in good standing.

**GENERAL PROJECT INFORMATION:**

Project Title: \_\_\_\_\_ Date Submitted \_\_\_\_\_

Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Designer/Developer (person responsible for the preparation of this information):

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

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

Contractor Name: (If known) \_\_\_\_\_ Phone#: \_\_\_\_\_

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

Project Location / Address: \_\_\_\_\_ Parcel Address/ID: \_\_\_\_\_

Do you plan to request a partial permit for the footings and foundation? Yes / No  
(Phase III Checklist will be required)

Is Existing Facility Being Renovated: Yes / No

How much of the facility is being affected: \_\_\_\_\_ %

Is the area in a floodplain/floodway? Flood Designation: \_\_\_\_\_

Land being disturbed: \_\_\_\_\_ SF

MO Dept of Natural Resources permit obtained: Yes \_\_\_\_ No \_\_\_\_

Size of Existing Facility: \_\_\_\_\_ SF

Size of New Building/Addition and/or renovated area: \_\_\_\_\_ SF

Existing Construction Type: \_\_\_\_\_ New Construction Type: \_\_\_\_\_

Existing Use Group: \_\_\_\_\_ New Proposed Use Group: \_\_\_\_\_

Occupancy Load: Existing: \_\_\_\_\_ New: \_\_\_\_\_

Sprinkler System

Existing Structure: Yes / No

New Addition/Structure: Yes / No

Detailed Description of Project or Business Activity (please add additional pages if needed.):

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## ***Phase I – Site Plan Checklist***

*Please provide the items requested under the Phase I checklist. The purpose of Phase I is to conduct a thorough review of the initial site layout before the actual structure and amenities are included. This will streamline the review process and help ensure consistency with the policies adopted by the City of St. Joseph.*

***Submittal of the separate conceptual site plan information prior to submission of the full site plan information is strongly recommended, especially for new buildings or large additions. Site requirements set forth in City Codes could result in significant changes to a finished site plan that has not first been through the conceptual plan review. This would result in further time delays and additional design expense for your project.***

*Once the project has been properly reviewed, comments will be provided within 5 business days.—Should you have any questions or need assistance with the checklist, please contact the Building Development Department at (816) 271-5341.*

***Complies***

***N/A***

### ***PUBLIC WORKS***

*These documents and standards can be found at: <http://www.ci.st-joseph.mo.us/publicworks/eng.cfm>*

- Conceptual Grading with 2' contours, erosion control, and storm water management plan.
- Existing streams and other bodies of water
- Access Management  
*A copy of the Access Management Standards can be found at the link above*
- Utility Data/ Easements – existing and proposed water, sanitary sewer, and storm utility systems (if known)
- Location of any existing gas, oil, and water wells, and underground storage tanks within 200 ft. of property line

### ***PLANNING & ZONING***

*The City zoning code can be found at: <http://www.ci.st-joseph.mo.us/clerk/chap31.pdf>*

- Zoning District of the proposed site
- Zoning District of all property within 200' of the proposed site (can attach a print screen From GIS)
- Legal Description of the property
- Is the property located in a historic district? (Can attach a print screen from GIS)  
\* If located in Downtown, please call City Planner at (816) 271-4648

**BUILDING DEVELOPMENT**

- Detailed description of operation
- Any land development within a high flood hazard area according to the local F.I.R.M. will, at a minimum, require a Floodplain development permit.

(Add floodplain papers to the website)



***\*Please note that the provision of additional information or project development past this phase may expose the applicant to additional costs and time delay as a result of phase I***

***Phase II – Development Checklist***

*only comments.*

**DRAWING DETAILS**

- Graphics, engineering scale not to exceed 1:100, we prefer 1:20.
- North arrow [Indicate true north and building north]
- Small key map with north arrow indicating the location of the property within the City of St. Joseph.
- Dimensions of property lines of the subject property. Proposed location and dimensions of all new buildings, the footprint of existing structures, and lot arrangements.
- Distance from exterior building walls to property lines.
- Detailed existing and proposed grades (as approved in Phase I), elevations, and contours for the entire site.
- Identify public and private arterial, collector, and local streets within 200 feet, service and loading areas, outside storage, and points of access to public right-of-way (approved in Phase I).

([http://www.ci.st-joseph.mo.us/publicworks/tech\\_info\\_maps.cfm](http://www.ci.st-joseph.mo.us/publicworks/tech_info_maps.cfm))

**LANDSCAPE**

*A landscape plan must be provided showing how the project meets the landscape and buffer requirements of Sections 31-400 through 31-418 of the zoning code. Landscaping is to be provided along street frontages and, for commercial properties, to screen parking lots. Also, landscape buffering is required to separate residential and nonresidential uses.*

*Proposed landscaping can be part of a site plan or on a separate plan sheet entitled “Landscape Plan.” The determination as to whether or not a separate plan sheet is needed should be based on the ease by which the necessary information can be displayed on the plan and readily interpreted by the reader.*

(<http://www.ci.st-joseph.mo.us/planning/planning.cfm>)

Please differentiate between existing and proposed improvements and show:

- Detailed existing and proposed landscape areas with dimensions.
- Proposed plant materials and landscape amenity locations with spacing noted where appropriate.
- Typical details for all other landscape amenities such as walls, berms, patios, walkways, etc. Screening for trash storage containers.
- Calculations of the required landscaped street yard, parking lot trees, and perimeter buffer areas along with the amount of plant materials required.
- Irrigation information and, if a formal irrigation system is to be added, show the location on the plan and provide typical details of the piping.
- List of proposed landscape materials with the common and botanical name of plant species and size at time of planting.

***TRANSPORTATION***

- Phase I Initial Site Review Approval
- Internal/ External Site Circulation: Transit/ Pedestrian/ Vehicles
- Final Sidewalks ADA sidewalks, ADA ramps, stairs, ADA curbs, lighting and parking lot.

***FLOODPLAIN***

- Building finished floor elevations.

***EROSION CONTROL – STORM WATER DETENTION***

- Storm water collection and detention plans showing any existing or proposed facilities for retention basins, detention basins, and drainage structures, such as culverts, paved or earthen ditches, or storm water sewers and inlets.
- Attach calculations of the rate of run-off.
- Drainage patterns and proposed erosion control measures.
- Show permanent impervious surfaces

***UTILITIES***

- Verification that all utilities and mechanical equipment will be protected from flood damage by elevation or flood protection means.
- Final layout of water, service fire line, electric, cable, telephone and sanitary sewer system, including the location of exterior grease trap, if required. Final easements will be required at this time.

**PARKING/SIGNAGE**

- If a warehouse/manufacturing use, please provide the proposed number of employees for the entire facility (and # of employees per shift) to be used toward the calculation of required parking stalls.
- Proposed parking layout including dimensions of parking stalls, drive lanes, striping, and the required number and designation of ADA parking stalls. *\*\*Note: all parking surfaces are to be of impervious surface; either concrete, asphalt, or a like surface\*\**
- All signage must be shown on the site plan (must also be applied by separate application)

**FIRE**

- Existing and proposed hydrant locations, dumpster locations, and fire access lanes.
- Fire apparatus access roads shall be shown for every facility and be within 150 feet of all sides of said facility or building and shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 14 feet as prescribed in City Ordinance.
- Design parking lots and access roads so they are capable of supporting fire apparatus and provide all-weather driving capacity and the minimum radius.

**COMMENTS**

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## ***Phase III – Footing and Foundation Checklist***

*Phase III checklist must be completed regardless of whether you are requesting a partial building permit for this work. This information is need to properly evaluate and assess your project for the purpose of providing you approved building plans or approved footing and foundation plans for the purpose of issuing a partial building permit. Please keep in mind that an approved site plan is required before a partial or complete building permit can be issued.*

*If you desire to pursue a partial footing and foundation permit, you will need to provide a complete set of footing and foundation drawings which detail only those items being submitted for approval. Preliminary drawings may be submitted for all other aspects of the building. These separate drawings will be used to clearly document what work is approved under this partial permit. Failure to provide these drawings will result in the denial of your request for a partial permit.*

### **2006 International Building Code**

***Complies***

***N/A***

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | List on the cover sheet of the design drawings the following:  |
| <input type="checkbox"/> | <input type="checkbox"/> | a. The current adopted model codes.  |
| <input type="checkbox"/> | <input type="checkbox"/> | b. The use group and construction type for all areas.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify design loads for floors, roof, etc<br><br>(20 psf min. snow load, 90 mph wind load. Provide soils classification information for seismic zone determination). |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit a complete set of footing and foundation drawings to include all associated details and underground utilities.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit complete set of sealed structural calculations for all building and foundation components.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit complete sets of sealed structural drawings including footing and foundations.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide building elevations.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit sealed soils report if assumed soil bearing is in excess of 2000 psf or if soils are engineered.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit sealed drawings and calculations for all applicable underground mechanical, electrical and plumbing systems to be installed under this permit.                  |

Additional Notes:

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# ***Phase IV – Building Plan Checklist***

*Phase IV checklist defines the balance of the information required to properly evaluate and assess your project for the purpose of providing you approved building plans and issuing a building permit. The information identified in the Phase I, II and III checklists must also be submitted reviewed and approved before a building permit can be issued. If any of the information requested under this checklist is missing, the plans will be returned without action.*

## ***NON-STRUCTURAL PLAN REVIEW:***

### ***2006 International Building Code***

***Complies***

***N/A***

- Construction documents shall be signed and sealed as required by the State of Missouri.
- Is a code footprint required? (See attached code footprint checklist)
  - (a) Code footprint (graphic)
  - (b) Code footprint (PDF)
- Label use of all spaces.
- List height and number of stories for the building.
- Show exiting system including rated enclosures, corridors, stairs, etc.
- List all rated assemblies, diagram assemblies and provide the complete listing.
- Provide building elevations and sections.
- Show compliance with accessibility requirements.
- Submit complete door and hardware schedules.
- Submit window and glazing schedule.
- Submit interior finish schedule and flame spread ratings.

Additional Notes:

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**STRUCTURAL PLAN REVIEW:**

*2006 International Building Code*

*Complies*

*N/A*

- Identify design loads for floors, roof, etc., (20 psf min. snow load, and 90 mph wind load. Provide soils classification information for seismic zone determination).
- Submit complete set of sealed structural calculations for all building and foundation components.
- Submit complete sets of structural drawings including footing and foundations.
- Submit soils report if assumed soil bearing is in excess of 2000 psf or if soils are engineered.

Additional Notes:

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**MECHANICAL PLAN REVIEW:**

*2006 International Mechanical Code*

*Complies*

*N/A*

- Submit complete mechanical plans showing location and type of all mechanical equipment and appliances
- Show location, size and BTU's of all HVAC equipment.
- Show source and type of combustion air.
- Provide drawings, which show duct sizes and locations. Include additional details for all hazardous exhaust systems.
- Show all kitchen exhaust hoods, exhaust quantity, makeup air, etc.
- Indicate the location of the duct smoke detectors in any system over 2,000 CFM including supervision.

Show all fire and smoke dampers as required.

Additional Notes:

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**PLUMBING PLAN REVIEW:**

***2006 Uniform Plumbing Code***

***Complies***

***N/A***

- Show all plumbing fixtures, and show basis for number of required bathroom fixtures for male and female.
- Provide a riser diagram showing all water piping, drain, waste and vent piping, include size and type of pipe.
- Indicate drinking fountains or bottled water.
- Indicate nonabsorbent materials at urinals.
- Indicate the type of backflow protection provided. RPZ requires floor drains.
- Provide listings for all through penetration fire stopping systems.
- Show thermal expansion tank, temperature relief and vacuum reliefs as necessary for water heaters.
- Show type of roof drainage, area of discharge, type and size of pipe and overflow system.
- Indicate the location (s) of all pipe cleanouts.
- Provide details for handicapped access to the plumbing fixtures: size of water closet enclosure, height of water closet, grab bars, lavatory, tissue holder, mirror and length of the grab bars.
- Location, size and detailed calculations for the grease trap/interceptor. Provide PDI G101 certification information. If an interceptor is provided, show detailed drawings showing the internal and external piping & effluent test stations.
- Show location and size of grease interceptor.
- Indicate direct drainage and storm water pipe locations.

- Provide catalog cuts for all fixtures, faucets and plumbing equipment.
- Indicate the separation between water service and the sewer.
- For copper tubing indicate the type of pipe fittings and lead free solder.
- Indicate the type and location of all special valves, appliances and devices.
- Show thermal expansion tank, temperature relief and vacuum reliefs as necessary for water heaters.

Additional Notes:

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***ELECTRICAL PLAN REVIEW:***

***2005 National Electrical Code***

***Complies***

***N/A***

- Provide a riser diagram, which indicates type and size of the service with the location of the meters. Also show the main disconnects conductor types, number of conductors, conductors' sizes, conduit sizes, and all grounding.
- Provide floor plans showing the fixtures, equipment, transformers, panels, sub panels, receptacles and special systems.
- Indicate the size and type of all wire and number of all conductors in each conduit.
- Indicate the size and type of all conduit and/or raceways
- Indicate the use and amperage (load) for each circuit.
- Show the number of circuits, size of circuit breakers, location and size of main disconnect.
- Show the location of the convenience outlets at all appliance and rooftop equipment.
- Submit load calculation charts for all panel boards and main service with demand factors.
- Show emergency lighting to all rooms, spaces, corridors and access routes.
- Indicate method of connecting exit and emergency lights to the building electrical system.

- Indicate type and location for ground, ground conduit and a bonding jumper at water meter.
- Indicate size and type of ground conductors.
- Show location of all GFCI outlets.
- Indicate the location and classification of all hazardous areas and special systems.
- Show lightning protection system.

Additional Notes:

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**SPRINKLER PLAN REVIEW:**

*Complies*

*N/A*

- Submit complete sprinkler plans including hydraulic calculations.
- Show the type and size of all piping, joints, fittings dimensions and lengths.
- Show sprinkler protection for all areas and square footage for each sprinkler.
- Indicate the type and temperature ratings for all sprinklers and number.
- Indicate the building occupancy and hazard category and submit details for process and storage equipment. .
- Submit section and plan views of racks or shelving and storage heights, if applicable.
- Show locations of inspectors test valves, gauges, main and auxiliary drains.
- Show type and location of fire department connection, arrangement, drainage, piping and threads.
- Indicate flushing and documentation for the underground or lead-in connection.
- Indicate that a 200-psi hydrostatic test will be witnessed by the local official.
- Show hose rack layouts (storage areas in compliance with NFPA 231 or 231C), if applicable.
- Indicate the location and show all details for hangers.
- Show supervision of valves and flow switches.

- Submit catalog cuts for all sprinklers, pipe fittings and equipment.
- Show all reference points or nodes.
- Provide calculations used to obtain all special design densities.
- Indicate water flow test, pressure location, time, date, witness and seasonal adjustment.
- Submit description of special systems, show valves and trim flow diagrams.

Additional Notes:

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***FIRE ALARM REVIEW:***

***2006 International Fire Code***

***Complies***

***N/A***

- Show layout of all fire alarm devices.
- Indicate name of monitoring agency and listing of the agency.
- Submit sequence of operations and special applications.
- Submit voltage drop calculations for the initiating and alarm device circuits.
- Indicate type of wire and protection of wire when exposed to physical damage.
- Indicate a system test, which indicates a test for each device.
- Submit catalog cuts for all equipment.
- Submit a zone chart or device address list.
- Submit battery calculations, which include all power consuming devices.

Additional Notes:

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**FOOD SERVICE:**

**1999 Food Code (FDA)**

Complies

N/A

Additional requirements for restaurants (Environmental Services/Health Dept)

- Number of seats
- Three compartment sink with (20 drain board areas)
- Location and number of hand wash sink(s) in food preparation area.
- Location of mop sink.
- Location of pre-rinse sprayer and garbage disposal.
- Hot and cold water through common spigot or tempered water with minimum 15 second hold.
- Make and model number of dish machine, if utilized.
- Location and specifications of water heaters, indicating BTUH and recovery rates.
- Location of ice machines and drains.
- Location of water, ice cream, and frozen dessert dipper wells.
- Location and design of plumbing for walk-in cooler(s).
- Location of sneeze guard(s) for food/condiment.
- Adequate lighting in food service/preparation areas.
- Description of smooth, nonporous, easily cleanable walls, ceiling and floors.
- Location of delivery doors.
- Location of outside dumpsters on hard cleanable surface.

Taverns/Lounges/Bars – See items 2,3,4,7,8,9,14,15,17 as listed above.

Additional Notes:

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**ENVIRONMENTAL HEALTH:**

**Complies**

**N/A**

- Show designated smoking areas with seat counts for restaurants or food service establishments (non-smoking Vs smoking and total) when designated smoking areas are provided. (This does not require a building owner to provide designated smoking areas.
- For buildings other than restaurants or food service establishments, show designated smoking areas and show total floor space (non-smoking Vs smoking and total). This does not require a building owner to provide designated smoking areas.
- Show auxiliary exhaust systems in designated smoking areas.

Note: All items needed for a code review are not included on this checklist. This is only the minimum information required to begin the review. During the actual plan review process additional information may be requested.

Additional Notes:

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## ***Phase V – Shop Drawing List:***

*Phase V checklist is used to identify the shop drawings that will be submitted for review and approval after the building permit is issued. All work associated with these items must be clearly defined in narrative form, referenced on the construction drawings with a caveat that work shall not start on these items until the shop drawings have been reviewed and approved. Any work or purchase of materials prior to this approval will be at the contractor's or owner's own risk. The Chief Building Official or his/her designated representative may issue a stop work order if any of the work on these items is started without prior approval*

***Complies***

***N/A***

Sprinkler System Shop Drawings.

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Lightning Protection Shop Drawings.

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