



City of Belton

Commercial Construction Permitting Packet

Updated September 2016

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**Introduction
to the
City of Belton
Commercial Construction**



City of Belton
520 Main Street
Belton, MO 64012
PH: 816-331-4331
FAX: 816-331-6973

City of Belton

New Commercial Construction Forms and Submittal Requirements

Pre-Application

Pre-Application – The City of Belton holds Design Review Committee (DRC) meetings on Wednesday mornings. These meetings are free, informal and include a representative from each department. Meeting with the DRC prior to applying for a building permit often answers many questions and/or resolves issues. Meetings are scheduled by calling the Community & Economic Development Administrative Assistant before 4:00 p.m. on the Monday preceding the Wednesday DRC meeting.

Submittal Information

Building Permit Application – Must be complete. Include the name and address of General Contractor (GC) and names of all sub-contractors. The GC and sub-contractors must hold a valid Belton Business License. If the GC is the owner of the property and is building for his/her own use, a Business License is not required. **A permit may not be issued until all Business Licenses are in place and all fees are paid.** See the development fee schedule for a complete list of fees. Any changes to the list of sub-contractors must be reported to the Building Inspection Department.

Please submit the following:

1. **A completed commercial building permit application**
2. **Land Disturbance Permit**
 - 1) If less than one acre, City permit only.
 - 2) If greater than one acre, City and MDNR permits
3. **Right of Way Permit Application** (if applicable)
4. **Building Plans**
 - 1) Submit two (2) sets of Building Plans. Plan sets should include Site Plans, Architectural Plans and Construction Plans. The plan sets should have original wet seals signed in a color other than black. One set will be returned for construction. In

addition, submittal of one set of plans in PDF form is required. File sharing can be coordinated with the Community Development Administrative Assistant.

- 2) All plans must be prepared in accordance with the 2012 International Codes, the 2011 National Electric Code and the Belton Unified Development Code (UDC) and Public Works Design Manual. The UDC may be found by going to the City of Belton website at www.belton.org. Select the "City Code" menu item on the left side of the home page to locate the UDC. Chapter 10 of the UDC contains local amendments to the building codes.

5. **Sign Application**

- 1) May be submitted later in the construction process but before the sign is installed. Contact the City Planner for details.

Review, Construction, Inspection

Review – Plans are reviewed by the Building Inspection Department, Planning & Zoning, Public Works Department and Fire Marshal. All plan review comments will be forwarded in one letter rather than from each department.

Permit Issued – Permits are issued only upon satisfactory response to all review comments, confirmation of Business Licenses and payment of fees.

Grading and Erosion Control – Plans are reviewed by the City Engineer. Once grading has commenced, **erosion control must be installed and maintained throughout the duration of the project** or until landscaping is complete.

Inspections – All inspection must be complete before a Certificate of Occupancy is issued.

An inspection request call line is provided to schedule inspections. Call 816-892-1260 to leave a voicemail inspection request by 4:30 p.m. the day **before** you need an inspection. Leave a contact name, the permit number, address of the job, the type of inspection being requested, and preference for a morning or afternoon inspection. Call to schedule the inspection, but if circumstances change, please call Belton City Hall at 816-331-4331 and ask for Inspections to re-schedule or cancel.

If a deficiency is noted during an inspection, you are entitled to one re-inspection. If re-inspection finds the noted deficiency has not been corrected, there will be a \$42.00 re-inspection fee payable before any further inspections are made.

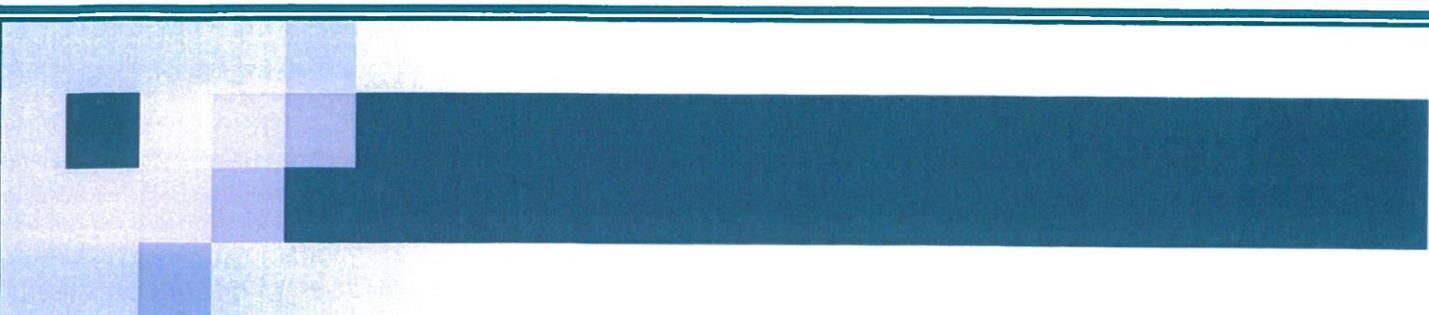
Certificate of Occupancy – When all inspections have been satisfactorily completed, a Certificate of Occupancy may be issued. A Temporary Certificate of occupancy may be granted **only** for reasons of incomplete landscaping and after a landscape escrow is in place with the City of Belton.

A Certificate of Occupancy or Temporary Certificate of Occupancy is required before any occupancy of the building may take place. Placement of furniture, storage of personal effects or inventory is considered occupancy. Shell structures waiting on further Tenant Finish work will be granted occupancy to proceed with Tenant Finish work.

Operating from your new building - Once a CO or TCO has been issued, you may occupy the structure. However, before you begin to conduct business, you must obtain a Belton Business License or transfer an existing license to the new address.

Application for the license may be made at the Belton City Hall, 506 Main Street. Once the site is set up as it is intended to be during operation, an inspection will be made by the Building Inspection Department and the Fire Marshal to assure that all life-safety issues have been properly addressed.

We welcome your project to the City of Belton and look forward to working with you.



Permit Application



City of Belton
 520 Main Street
 Belton, MO 64012
 Phone 816.331.4331
 Fax 816.331.6973

BUILDING PERMIT APPLICATION

COMMERCIAL

The applicant warrants the truthfulness of the information in this application, and if any information provided is incorrect, the Building Permit may be revoked. Furthermore, if the permit is issued wrongfully, whether based on misinformation on an improper application of the code, the Building Permit may be revoked. The signatory affirms that he/she is the owner of the subject property or is authorized by the property owner to perform the construction activities described in this application on behalf of the property owner.

DATE: _____ PHONE #: _____ EMAIL: _____

APPLICANT: _____ SIGNATURE: _____

ADDRESS: _____

LOCATION OF WORK: _____

LOT# _____ BLOCK _____ SUB-DIVISION _____

Description: _____ Valuation: _____

SUBCONTRACTORS

	NAME	ADDRESS	PHONE
EXCAVATION	_____	_____	_____
FOUNDATION	_____	_____	_____
STEEL ERECTION	_____	_____	_____
PLUMBING	_____	_____	_____
SEWER / WATER	_____	_____	_____
ELECTRICAL	_____	_____	_____
HVAC	_____	_____	_____
INSULATION	_____	_____	_____
SIDEWALK/DRIVEWAY	_____	_____	_____
ROOFING	_____	_____	_____
OTHER	_____	_____	_____

Attach a list of any sub-contractors not shown in the above section.

THE GENERAL AND ALL SUB-CONTRACTORS ARE REQUIRED TO BE LICENSED BY THE CITY OF BELTON BEFORE THE PERMIT WILL BE ISSUED. ALL STRUCTURES MUST CONFORM TO THE CURRENT ADOPTED CODES AND ZONING ORDINANCES.

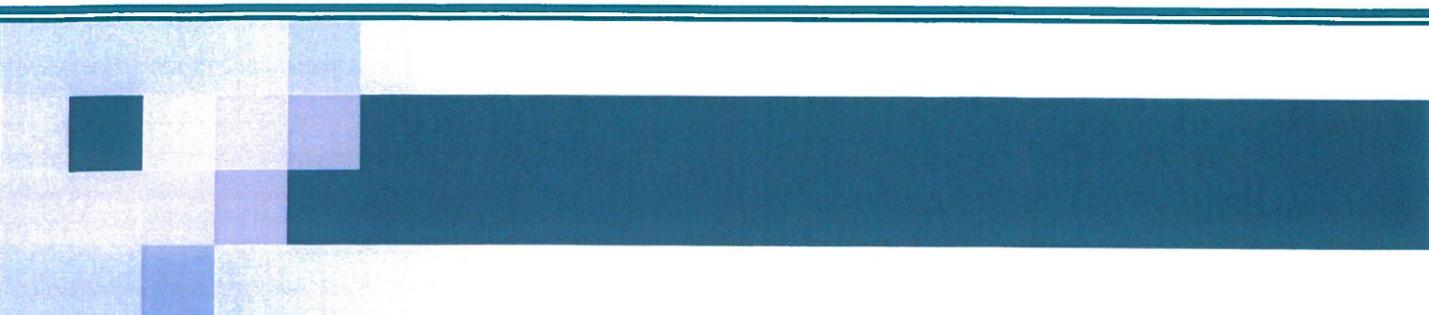
New construction may be subject to a Street Impact Fee. Other fees that may apply include: Building Permit, Right of Way Permit, Water Tap, Sewer Tap, Water Deposit, Water & Sewer Connection Fee.

Complete below for New Construction or Tenant Finish only:

Construction Type: _____ Occupancy Class: _____ Occupancy Load: _____

Square Footage: 1st Floor _____ 2nd Floor _____ 3rd Floor _____ Total _____

Attach Supporting Documentation or Additional Building Information if Needed



Development Fee Schedule



City of Belton, Missouri

Schedule of Fees and Values – Updated 2016

PLANNING & ZONING APPLICATION FEES

Lot Split	\$200
Rezone:	
Residential	\$150
Commercial	\$200
Manufacturing	\$200
PUD	\$200
Special Use Permit	\$150
Variance	\$150

SUBDIVISION FEES

PRELIMINARY PLAT

Residential \$200 for 1st 20 lots + \$10/lot thereafter
 Commercial \$300 for 1st 40 acres + \$10/acre thereafter

FINAL PLAT

Residential \$200 for 1st 20 lots + \$10/lot thereafter
 Commercial \$300 for 1st 40 acres + \$10/acre thereafter

FIRE

Blasting Permit	State of Missouri Issued
Commercial Hoods	Check with Fire Marshal's Office
Fire Suppression Systems	Check with Fire Marshal's Office

RIGHT-OF-WAY PERMIT FEES

Service Provider Registration	\$19
Filing Fee	
Base Permit Fee	\$62
Street Cut Charge	\$24
Linear Work Charge	\$0.07/LF (2,000 LF per permit)
Re-inspection	\$24

TRAFFIC CONTROL PERMIT FEES

Community Event	\$10/day
Arterial Street	\$24/lane/day
Collector Street	\$18/lane/day
Local Street	\$12/lane/day

MARKEY REGIONAL DETENTION PROGRAM

Optional "in-lieu of detention" program for eligible properties charged at \$5,100 per impervious acre. See Chapter 32 of the Unified Development Code for details on eligibility.

BUILDING PERMIT FEES

Building permit fees based on valuation – minimum fee \$42

<u>Valuation</u>	
\$1 to \$25,000	\$42 for first \$3,000 plus \$7.40 for each additional \$1,000 or fraction thereof, to & including \$25,000
\$25,001 to \$50,000	\$205 for first \$25,000 plus \$5.80 for each additional \$1,000 or fraction thereof, to & including \$50,000
\$50,001 to \$100,000	\$350 for first \$50,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to & including \$100,000
\$100,001 to \$500,000	\$625 for first \$100,000 plus \$4.00 for each additional \$1,000 or fraction thereof, to & including \$500,000
\$500,001 to \$1,000,000	\$2,225 for first \$500,000 plus \$4.00 for each additional \$1,000 or fraction thereof, to & including \$1,000,000
\$1,000,001 and up	\$4,225 for first \$1,000,000 plus \$4.00 for each additional \$1,000 or fraction thereof

SANITARY SEWER CONNECTION FEES

Residential	\$47/trap min. charge of \$1,200
Commercial	\$59/trap min charge of \$2,000

WATER TAP FEES

<u>Meter Size</u>	<u>Fee</u>
¾"	\$400
1"	\$482
1" w/ dual ¾"	\$540
1 ½"	\$892
2"	\$1,120

Larger meters at current material costs.

WATER DEPOSIT

Builder	\$110
---------	-------

LAND DISTURBANCE PERMIT

No fee except applicable Public Infrastructure Fees.
 Performance bond 100% of the construction cost. State MDNR Permits are required. See City LDP form for more information.

PUBLIC IMPROVEMENTS PERMIT

Review and Inspection fee	3% of construction cost
Performance and 2-year Maintenance Bond	100% of the construction cost

IMPACT FEES

Arterial Street Impact Fee	\$620/PM Peak Hour Traffic Trip
Water Impact Fees	

<u>Size</u>	<u>Amount</u>
¾"	\$3,090
1"	\$4,944
1 ½"	\$6,180 / \$9,888
2"	\$12,360 / \$14,832
3"	\$18,540 / \$33,867
4"	\$24,670 / \$61,800
6"	\$61,800 / \$135,960



City of Belton, Missouri

Arterial Street Improvements Impact Table – Updated 2016

Land Use Category	ITE Land Use Code	Land Use	Pass-by Factor	Impact Fee per Unit **
Residential Unit of Measure: (Dwelling Unit)	210	Single Family Detached	100%	\$620.00
	220	Apartment	100%	\$384.40
	224	Rental Townhouse (2-3 units)	100%	\$446.40
	230	Condo/Townhouse (Owner Occupied)	100%	\$322.40
	240	Mobile Home Park	100%	\$365.80
	251	Senior Adult Housing - Detached	100%	\$167.40
	252	Senior Adult Housing - Attached	100%	\$155.00
	253	Congregate Care Facility	100%	\$105.40
	255	Continuing Care Retirement Community	100%	\$99.20
Commercial Unit: (Each Room)	310	Hotel	75%	\$279.00
	320	Motel	75%	\$218.55
Commercial/Retail Unit of Measure: (Square Foot)	444	Movie Theatre with Matinee	85%	\$2.00
	492	Health/Fitness Club	100%	\$2.19
	520	Elementary School	100%	\$0.75
	522	Middle School/Junior High School	100%	\$0.74
	530	High School	100%	\$0.60
	560	Church	90%	\$0.31
	565	Daycare Center	74%	\$5.66
	610	Hospital	77%	\$0.44
	620	Nursing Home	75%	\$0.34
	710	General Office Building	92%	\$0.85
	720	Medical-Dental Office Building	77%	\$1.70
	760	Research & Development Bldg.	92%	\$0.61
	770	Business Park	92%	\$0.72
	812	Building Materials/Lumber Store	81%	\$2.25
	813	Free Standing Discount Superstore	72%	\$1.94
	814	Variety Store	72%	\$3.04
	815	Free Standing Discount Store	83%	\$2.56
	816	Hardware/Paint Store	74%	\$2.22
	817	Nursery Garden Center	81%	\$3.49
	820	Shopping Center	66%	\$1.52
	826	Specialty Retail Center	49%	\$0.82
	841	Automobile Sales	79%	\$1.28
	843	Automotive Parts Sales	57%	\$2.11
	848	Tire Store	72%	\$1.58
850	Supermarket	64%	\$3.76	

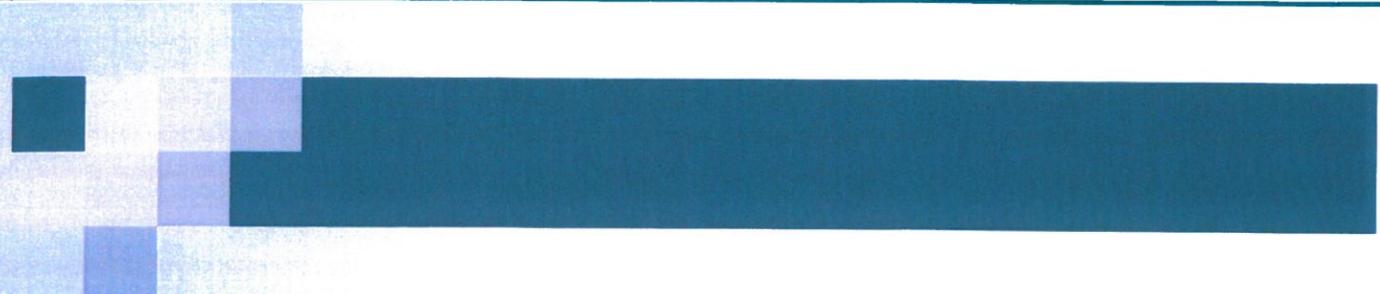
Land use Category	ITE land Use Code	Land Use*	Pass-by Factor	Impact Fee Per Unit **
Commercial/Retail Unit of Measure: (Square Foot) Continued	851	Convenience Market-24 hours w/o pumps	39%	\$12.67
	853	Convenience Market w/ pumps	34%	\$10.73
	854	Discount Supermarket	77%	\$3.98
	857	Discount Club	61%	\$1.58
	860	Wholesale Market	92%	\$0.50
	861	Sporting Goods Superstore	60%	\$0.68
	862	Home Improvement Superstore	52%	\$0.75
	863	Electronic Superstore	60%	\$1.67
	864	Toy/Children's Superstore	60%	\$1.86
	866	Pet Supply Superstore	60%	\$1.26
	867	Office Supply Superstore	52%	\$1.10
	869	Discount Home Furnishing Superstore	47%	\$0.46
	876	Apparel Store	55%	\$1.31
	879	Arts and Craft Store	74%	\$2.85
	880	Pharmacy/Drugstore w/o drive thru	47%	\$2.45
	881	Pharmacy/Drugstore w/ drive thru	51%	\$3.13
	890	Furniture Store	47%	\$0.13
	896	Video Rental Store	61%	\$5.14
	911	Walk-in Bank	80%	\$6.02
	912	Drive-thru Bank	53%	\$7.98
	925	Drinking Place	100%	\$7.03
	931	Quality Restaurant	56%	\$2.60
	932	High-Turnover (Sit-Down) Restaurant	57%	\$3.48
	934	Fast-Food Restaurant w/ drive thru	51%	\$10.32
936	Coffee/Donut Shop w/o drive thru	53%	\$13.39	
942	Automobile Care Center	83%	\$1.60	
Manufacturing / Industrial Unit of Measure: Square Foot)	110	General Light Industrial	92%	\$0.55
	120	General Heavy Industrial	92%	\$1.23
	130	Industrial Park	92%	\$0.48
	140	Manufacturing	92%	\$0.42
	150	Warehousing	92%	\$0.18
	151	Mini-Warehouses	92%	\$0.15
	152	High-Cube Warehouse/Distribution Center	92%	\$0.07

* Land Uses not identified shall be coordinated with City Staff, using the ITE Trip Generation Tables (9th Edition)

** Fee Calculated in accordance with Resolution No. 2005-50:

\$620.00 per trip based on weekday PM peak hours of the adjacent street traffic between 4 and 6 PM

NOTE: This list is not inclusive of all possible uses.



Right-of-Way Excavation Forms



CITY OF BELTON
 520 Main Street
 Belton, MO 64012
 (816) 331-4331
 Fax: (816) 331-6973

PERMIT FOR WORK ON CITY RIGHT-OF-WAY, CITY EASEMENT, OR CITY PROPERTY

TO BE COMPLETED BY CITY STAFF	
PERMIT NUMBER	
PERMIT ISSUE DATE	

DATE OF APPLICATION:			<input type="checkbox"/> FAX	<input type="checkbox"/> EMAIL	<input type="checkbox"/> WALKIN
PERMIT LOCATION/STREET ADDRESS:					
MISSOURI ONE CALL TICKET NUMBER: <small>THE USE OF INDUSTRY STANDARD UTILITY MARKING AND COLOR CODES IS REQUIRED.</small>					
TYPE OF WORK					
<input type="checkbox"/> WATER	<input type="checkbox"/> GAS	<input type="checkbox"/> WASTEWATER	<input type="checkbox"/> WATER/SEWER SERVICE		
<input type="checkbox"/> CATV	<input type="checkbox"/> ELECTRIC	<input type="checkbox"/> COMMUNICATIONS	<input type="checkbox"/> DRIVEWAY		
<input type="checkbox"/> SIDEWALK	<input type="checkbox"/> OTHER (please specify)				
CONTACT INFORMATION					
CONTRACTOR/APPLICANT:					
CONTACT NAME:					
ADDRESS:					
CITY:		STATE:		ZIP:	
TELEPHONE:			CELL PHONE:		
EMAIL:					
OWNER OF FACILITIES (UTILITY COMPANY):					
CONTACT NAME:					
ADDRESS:					
CITY:		STATE:		ZIP:	
TELEPHONE:			CELL PHONE:		
EMAIL:					
SUBCONTRACTOR (IF APPLICABLE):					
CONTACT NAME:					
ADDRESS:					
CITY:		STATE:		ZIP:	
TELEPHONE:			CELL PHONE:		
EMAIL:					

PERMIT FOR WORK ON CITY RIGHT-OF-WAY, CITY EASEMENT, OR CITY PROPERTY
City of Belton, Missouri

DETAILS OF WORK				
ESTIMATED START DATE		ESTIMATED COMPLETION DATE		
THE PERMIT TERM SHALL NOT EXCEED 60 DAYS.				
PURPOSE OF WORK	<input type="checkbox"/> REPAIR	<input type="checkbox"/> REPLACEMENT	<input type="checkbox"/> NEW INSTALLATION	
	<input type="checkbox"/> OTHER (please specify)			
INSTALLATION METHOD	<input type="checkbox"/> OPEN CUT	<input type="checkbox"/> TUNNELING/BORING		
	<input type="checkbox"/> OTHER (please specify)			
AFFECTED AREA	<input type="checkbox"/> PAVEMENT	<input type="checkbox"/> GRASS	<input type="checkbox"/> CURB	
	<input type="checkbox"/> SIDEWALK	<input type="checkbox"/> DRIVEWAY	<input type="checkbox"/> POTHOLES/SPOT HOLES IN PAVEMENT	
	<input type="checkbox"/> SERVICE CONNECTION ACROSS STREET	AREA OF STREET CUT (LxW): # OF STREET CUTS:		
	<input type="checkbox"/> AREIAL/POLE MOUNTED	<input type="checkbox"/> OTHER:		
LENGTH IN FT (IF LINEAR WORK):	FROM		TO	
THE MAXIMUM LENGTH OF LINEAR WORK PER PERMIT IS 2,000 FEET.				
OTHER DETAILS				
TOTAL DISTURBED AREA*:				
	SQ. FT		ACRES	
THE FOLLOWING ARE ACKNOWLEDGED AND/OR ATTACHED AND INCORPORATED INTO THIS PERMIT APPLICATION, PER CITY'S ROW ORDINANCE:				
<input type="checkbox"/> REGISTRATION				
<input type="checkbox"/> TEMPORARY TRAFFIC CONTROL PERMIT, AS APPLICABLE				
<input type="checkbox"/> LAND DISTURBANCE PERMIT, AS APPLICABLE				
<input type="checkbox"/> ENGINEERING DRAWINGS, CONSTRUCTION PLANS, ETC. SHOWING THE LOCATION AND AREA OF PROJECT AND EXISTING AND PROPOSED FACILITIES AT SUCH LOCATION				
<input type="checkbox"/> WORK PLAN AND SCHEDULE				
<input type="checkbox"/> PERFORMANCE AND MAINTENANCE BONDS, AS APPLICABLE				
<input type="checkbox"/> APPROPRIATE FEES WILL BE PAID UPON ISSUANCE OF PERMIT				

PERMIT FOR WORK ON CITY RIGHT-OF-WAY, CITY EASEMENT, OR CITY PROPERTY
City of Belton, Missouri

PERMIT FEE CALCULATION (TO BE COMPLETED BY CITY STAFF)
$\text{PERMIT FEE} = \text{BASE PERMIT FEE} + ([\text{LINEAR WORK FEE}] \times [\text{FEET}]) + ([\text{STREET CUT FEE}] \times [\# \text{ OF STREET CUTS}])$
TOTAL PERMIT FEE:

This application is made under the terms of Chapter 19 of the Code of Ordinances of the City of Belton, Missouri, governing work within public right-of-way, to accomplish the work herein described. Applicant hereby agrees to perform said work and restoration of right-of-way in strict accordance with the provisions of said Chapter 19 and further agrees to satisfactorily repair any failure or damage within the right-of-way resulting from the excavation or construction covered under this application within four years thereafter.

Pursuant to Chapter 19 of the Code of Ordinances, re-inspection fees will be applied separately if determined necessary by the City Inspector.

The permit is valid for 60 days from the date of the Permit Issue Date.

SIGNATURE REQUIRED	
PERMITEE OR AUTHORIZED AGENT <hr style="border: 0; border-top: 1px solid black;"/> SIGNATURE <hr style="border: 0; border-top: 1px solid black;"/> PRINTED NAME <hr style="border: 0; border-top: 1px solid black;"/> DATE	CITY ENGINEER OR HIS OR HER DESIGNEE <hr style="border: 0; border-top: 1px solid black;"/> SIGNATURE <hr style="border: 0; border-top: 1px solid black;"/> PRINTED NAME <hr style="border: 0; border-top: 1px solid black;"/> PERMIT ISSUE DATE



CITY OF BELTON
 520 Main Street
 Belton, MO 64012
 (816) 331-4331
 Fax: (816) 331-6973

PERMIT FOR TEMPORARY TRAFFIC CONTROL

TO BE COMPLETED BY CITY STAFF	
PERMIT NUMBER	
PERMIT ISSUE DATE	

DATE OF APPLICATION:			<input type="checkbox"/> FAX	<input type="checkbox"/> EMAIL	<input type="checkbox"/> WALKIN
PERMIT LOCATION/STREET ADDRESS:					
MISSOURI ONE CALL TICKET NUMBER:					
THE USE OF INDUSTRY STANDARD UTILITY MARKING AND COLOR CODES IS REQUIRED.					
LOCATION OF WORK					
STREET:		FROM:		TO:	
STREET:		FROM:		TO:	
<input type="checkbox"/> FULL STREET CLOSURE	<input type="checkbox"/> PARTIAL STREET CLOSURE SPECIFY # OF LANES CLOSED	<input type="checkbox"/> SIDEWALK	<input type="checkbox"/> OTHER _____		
REASON FOR TEMPORARY TRAFFIC CONTROL:					
START DATE:		END DATE:		TIME CLOSED (HOURS/DAYS):	
CONTACT INFORMATION					
CONTRACTOR/APPLICANT:					
CONTACT NAME:					
ADDRESS:					
CITY:		STATE:		ZIP:	
TELEPHONE:			CELL PHONE:		
EMAIL:					
OWNER OF FACILITIES (UTILITY COMPANY):					
CONTACT NAME:					
ADDRESS:					
CITY:		STATE:		ZIP:	
TELEPHONE:			CELL PHONE:		
EMAIL:					

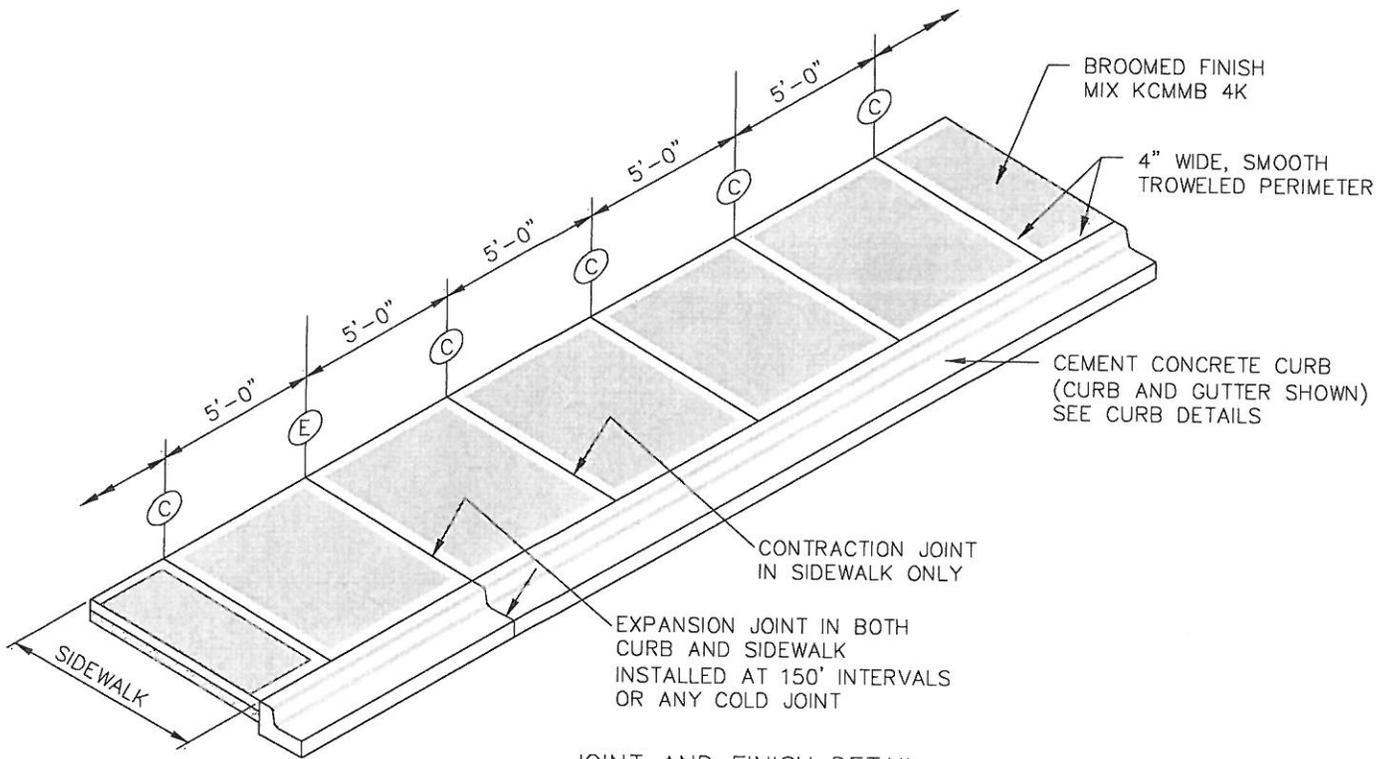
PERMIT FOR TEMPORARY TRAFFIC CONTROL
City of Belton, Missouri

THE FOLLOWING ARE ACKNOWLEDGED AND/OR ATTACHED AND INCORPORATED INTO THIS PERMIT APPLICATION, PER CITY'S ROW ORDINANCE:
<input type="checkbox"/> REGISTRATION
<input type="checkbox"/> TRAFFIC CONTROL PLAN
<input type="checkbox"/> RIGHT-OF-WAY PERMIT, AS APPLICABLE
<input type="checkbox"/> LAND DISTURBANCE PERMIT, AS APPLICABLE
<input type="checkbox"/> WORK PLAN AND SCHEDULE, AS APPLICABLE
<input type="checkbox"/> PERFORMANCE AND MAINTENANCE BONDS, AS APPLICABLE
<input type="checkbox"/> APPROPRIATE FEES WILL BE PAID UPON ISSUANCE OF PERMIT

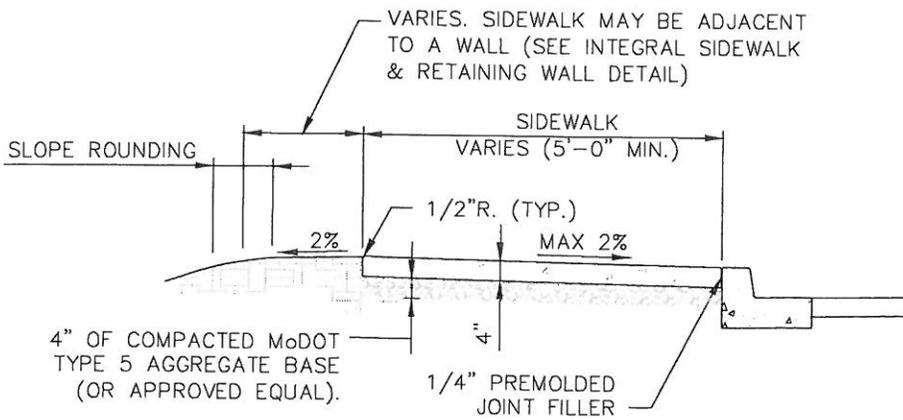
PERMIT FEE CALCULATION (TO BE COMPLETED BY CITY STAFF)
PERMIT FEE = [PERMIT FEE] X [# OF LANES CLOSED] X [# OF DAYS CLOSED]
TOTAL PERMIT FEE:

This application is made under the terms of Chapter 19 of the Code of Ordinances of the City of Belton, Missouri, governing work within public right-of-way, to accomplish the work herein described. Applicant hereby agrees to perform said work and restoration of right-of-way in strict accordance with the provisions of said Chapter 19 and further agrees to satisfactorily repair any failure or damage within the right-of-way resulting from the excavation or construction covered under this application within four years thereafter.

SIGNATURE REQUIRED		The permit is valid for 60 days from the date of the Permit Issue Date.
PERMITTEE OR AUTHORIZED AGENT	CITY ENGINEER OR HIS OR HER DESIGNEE	
_____ SIGNATURE	_____ SIGNATURE	
_____ PRINTED NAME	_____ PRINTED NAME	
_____ DATE	_____ PERMIT ISSUE DATE	
	<input type="checkbox"/> All appropriate departments have been notified	



JOINT AND FINISH DETAIL



CEMENT CONCRETE SIDEWALK
ADJACENT TO CURB

TYPICAL SIDEWALK

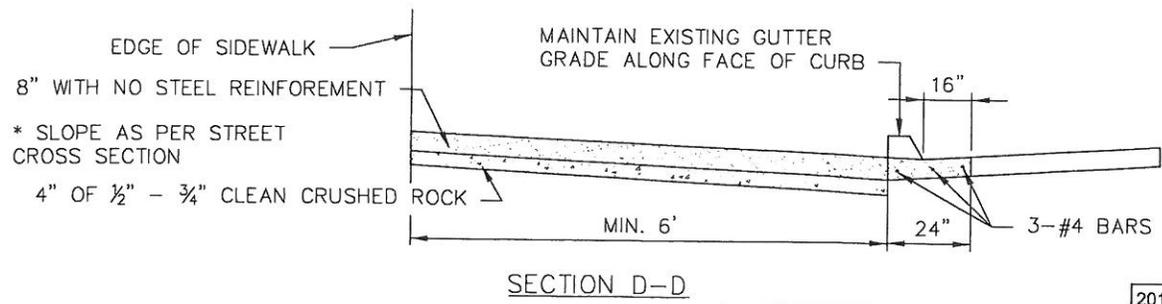
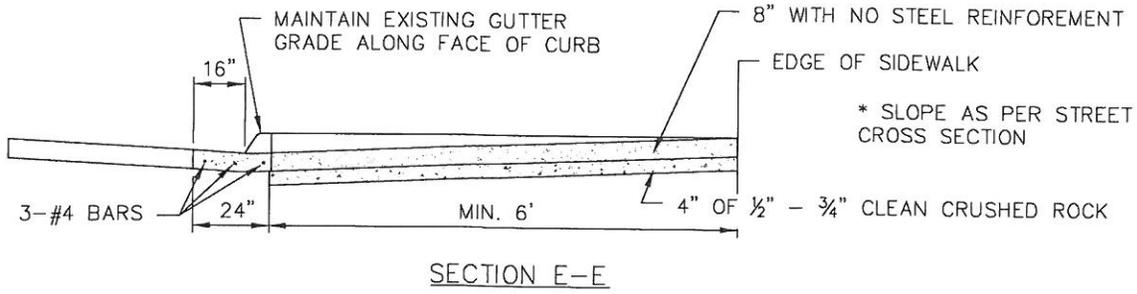
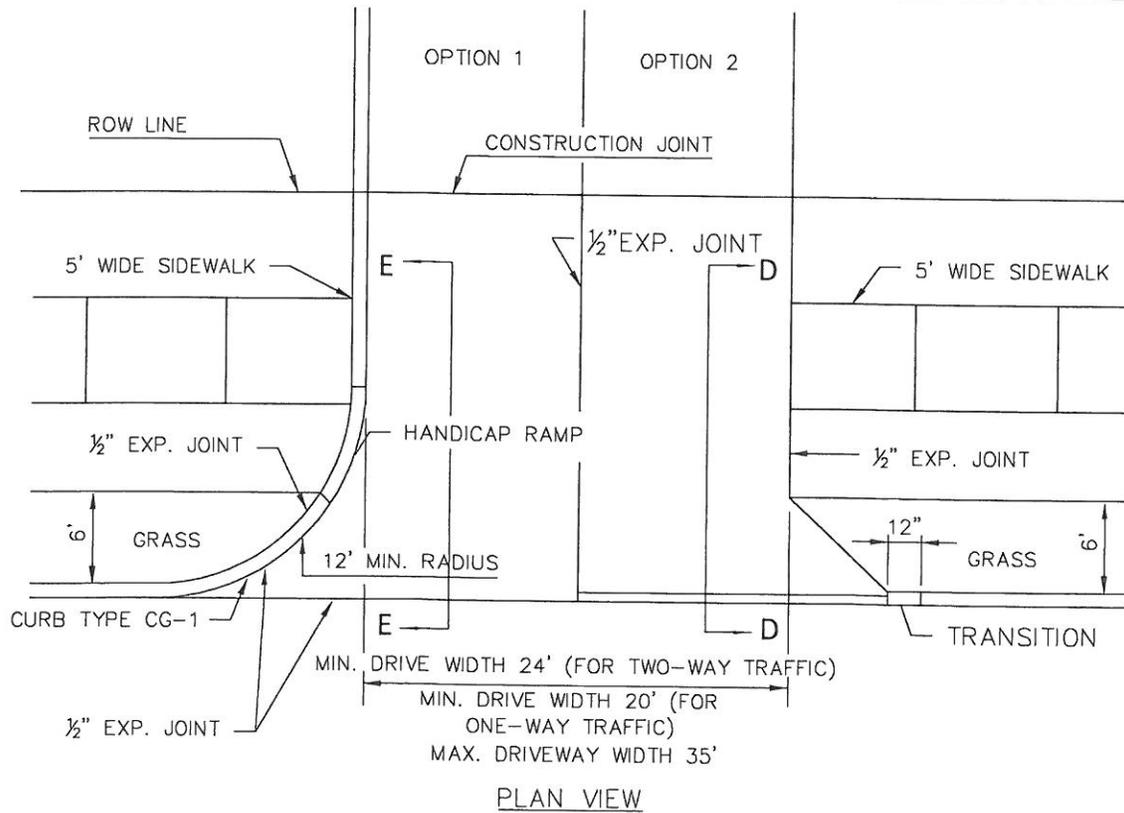
2015 Details



City of
BELTON
Missouri

TYPICAL SIDEWALK

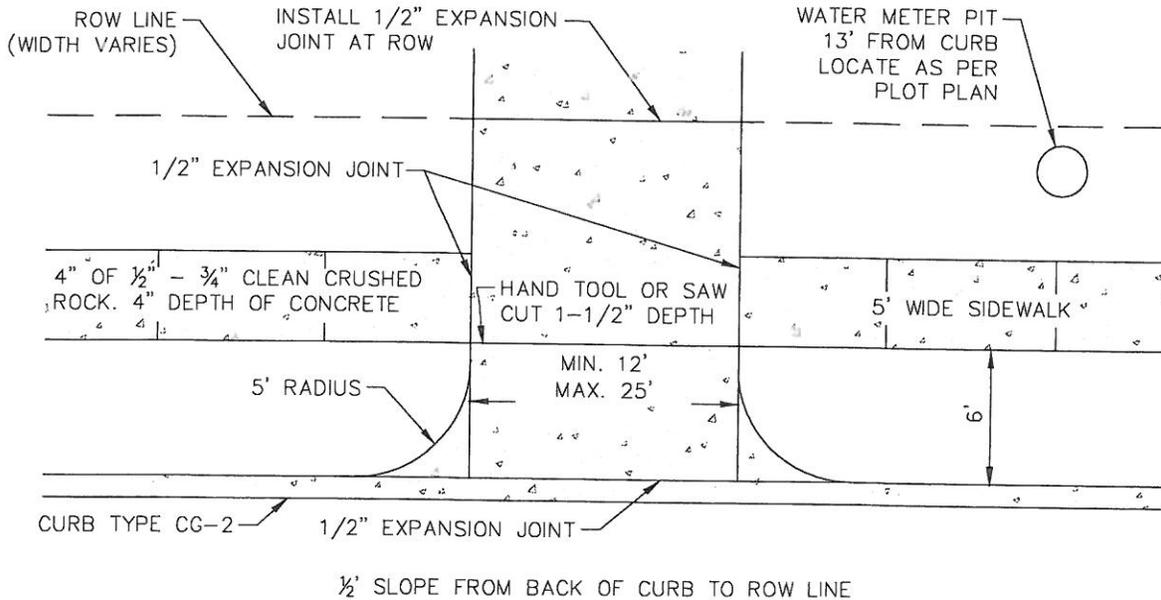
SCALE:	NO SCALE	REV	
DETAIL NO:	STR-012		
DATE:	03-16-15		



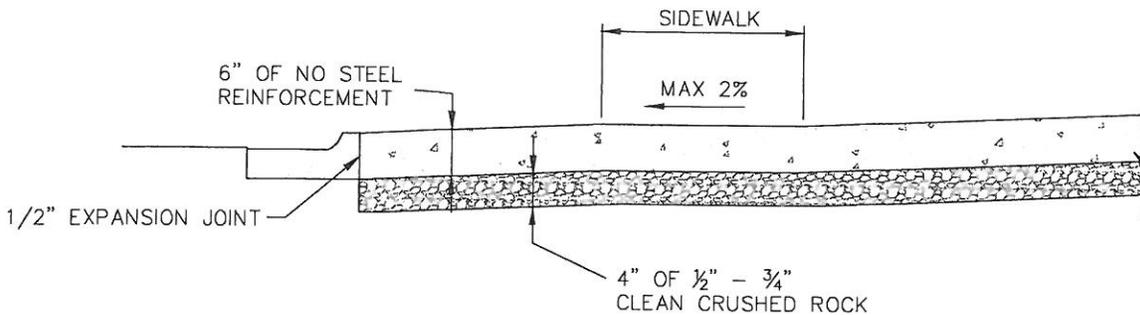
COMMERCIAL CONCRETE APPROACH

- NOTE:
1. IF NEW CONSTRUCTION, MAXIMUM DRIVEWAY APPROACH SLOPE IS 2%. IF REMOVING AND REPLACING, MATCH EXISTING SLOPE.
 2. CITY CONCRETE MIX DESIGN, KCMMB 4K.

2015 Details	
City of BELTON Missouri	
COMMERCIAL APPROACH	
SCALE:	NO SCALE
DETAIL NO:	STR-016
DATE:	03-16-15
	7-14-15 NOTES.



PLAN



SECTION

RESIDENTIAL DRIVEWAY APPROACH

NOTE:

1. IF NEW CONSTRUCTION, MAXIMUM DRIVEWAY APPROACH SLOPE IS 2%. IF REMOVING AND REPLACING, MATCH EXISTING SLOPE.
2. CITY CONCRETE MIX DESIGN SHALL BE KCMMB 4K.

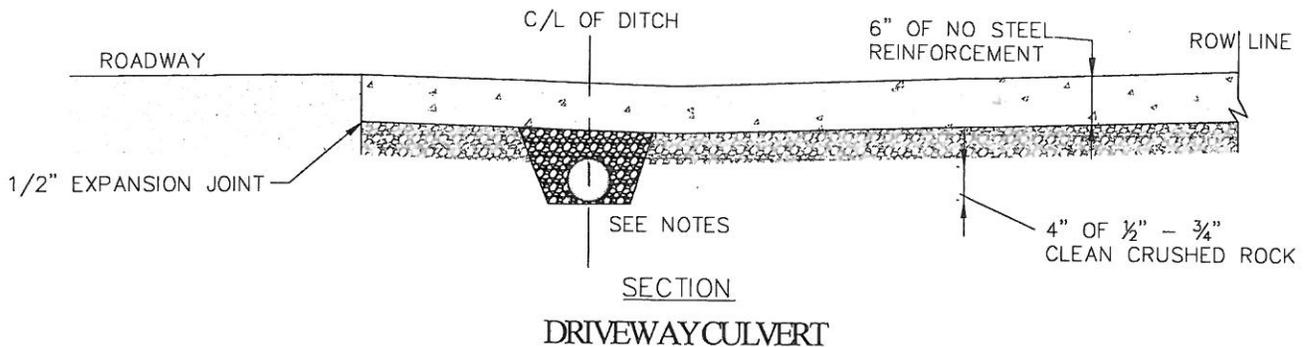
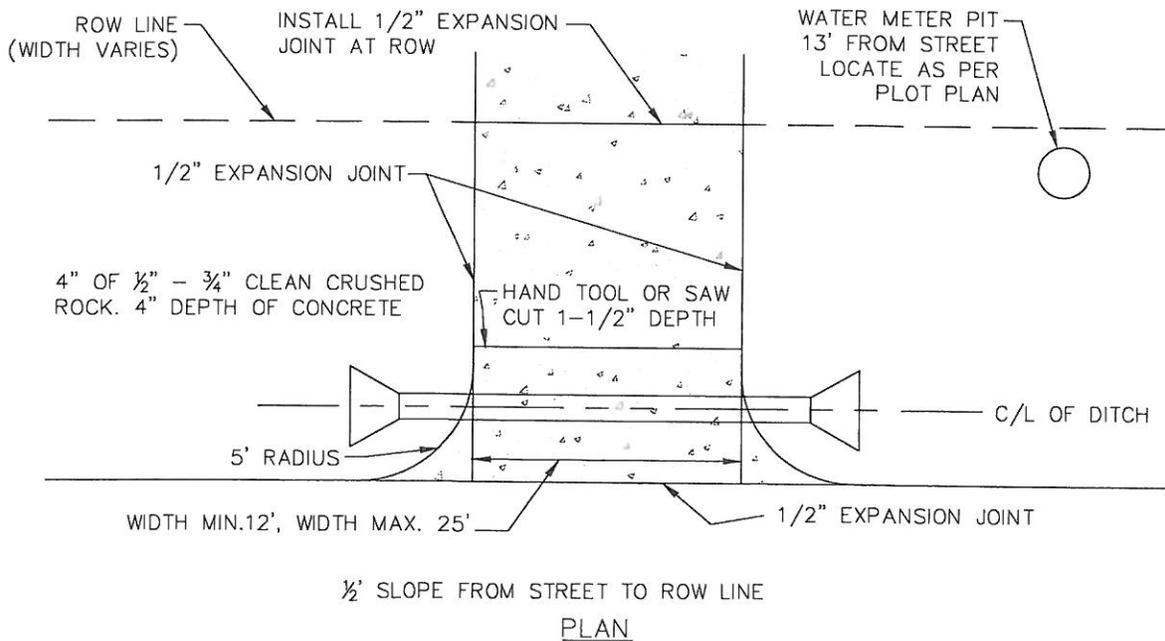
2015 Details



City of
BELTON
Missouri

RESIDENTIAL APPROACH

SCALE:	NO SCALE	7-14-15	NOTES.
DETAIL NO:	STR-017	8-25-16	CLARIFY WIDTH.
DATE:	03-16-15		



NOTE:

1. A RIGHT-OF-WAY PERMIT MUST BE OBTAINED FROM THE CITY'S ENGINEERING DIVISION IF COMPLETING WORK WITHIN THE CITY'S RIGHT-OF-WAY.
2. IF NEW CONSTRUCTION, MAXIMUM DRIVEWAY APPROACH SLOPE IS 2%. IF REMOVING AND REPLACING, MATCH EXISTING SLOPE.
3. CITY CONCRETE MIX DESIGN SHALL BE KCMMB 4K.
4. THE MINIMUM SIZE OF THE STORM DRAINAGE PIPE SHALL BE 12 INCHES IN DIAMETER AND AS DIRECTED BY CITY ENGINEER OR DESIGNEE.
5. DRAINAGE PIPE SHALL BE EITHER 16-GAUGE CMP OR CLASS III RCP.
6. PIPE SHALL BE OF LENGTH THAT THE SIDE SLOPE FROM THE EDGE OF THE DRIVE TO THE DITCH LINE CAN BE MAINTAINED ON A THREE TO ONE RATIO.
7. FLARED END SECTIONS OR HEADWALLS MANUFACTURED FOR SUCH PURPOSE AND APPROVED BY THE CITY ENGINEER SHALL BE INSTALLED ON THE ENDS OF DRIVEWAY STORM DRAINAGE PIPES.
8. THE PIPE SHALL EXTEND NO MORE THAN 5 FEET BEYOND THE DRIVE OPENINGS IN ADDITION TO THE FLARED END SECTIONS.
9. THERE SHALL BE MAINTAINED A MINIMUM OF 6 INCHES OF FILL OVER THE TOP OF THE DRAINAGE PIPE.

2015 Details



City of
BELTON
Missouri

DRIVEWAY CULVERT

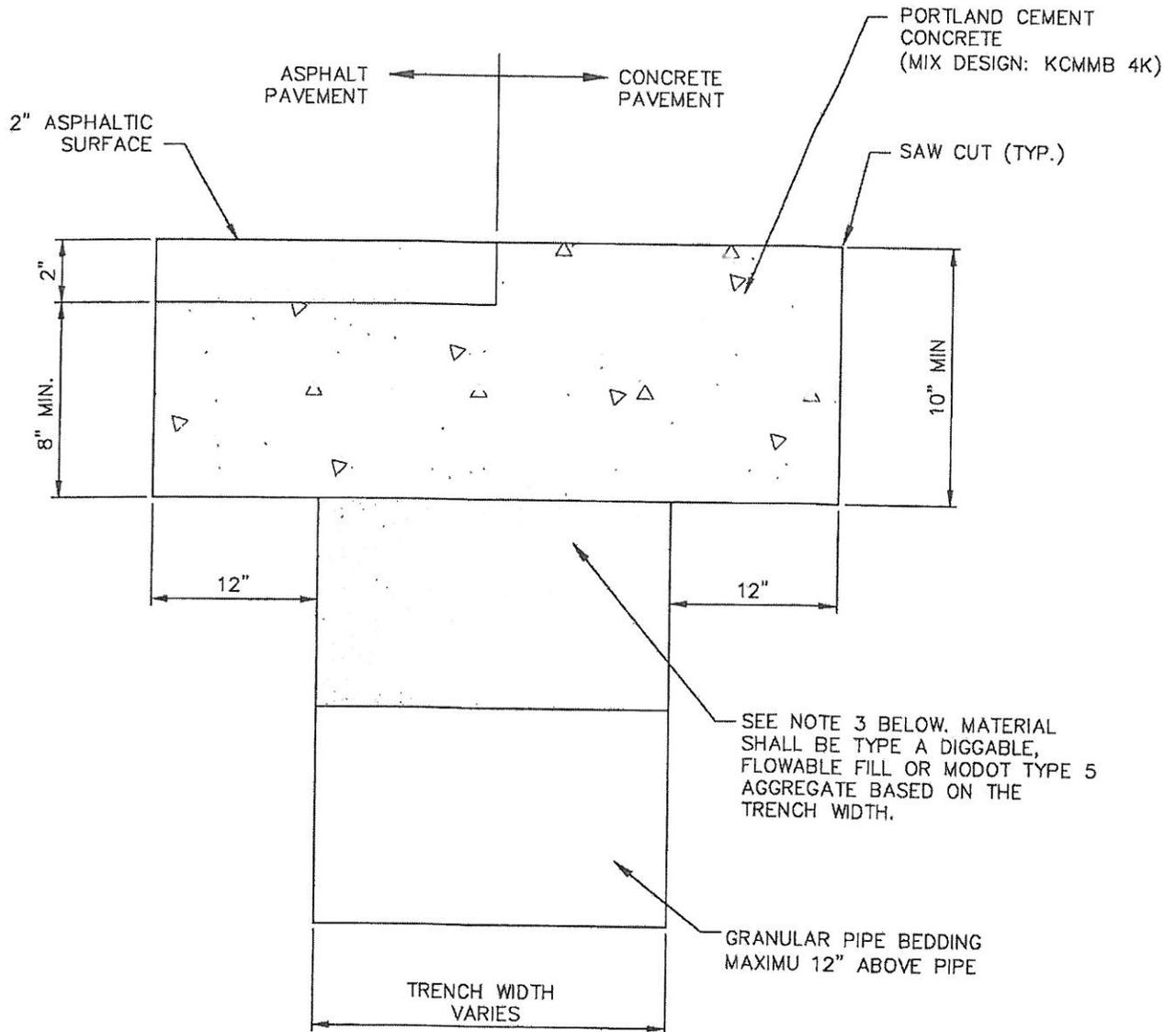
SCALE:	NO SCALE	7-14-15	CREATED.
DETAIL NO:	STR-018	8-12-15	ADDED NOTE 1.
DATE:	03-16-15	8-25-16	CLARIFY WIDTH.

City of Belton Concrete Mix Design

KCMMB 4K

2008 Edition

<u>Mix</u>	<u>Cement</u>	<u>Slag/ash</u>	<u>Coarse Aggregate</u>	<u>Slump</u>	<u>W/C Ratio</u>	<u>Break</u>	<u>Air</u>
KCMMB 5K	660	25%	Granite/ Quartz	2 - 4	0.40	6,200	5-8
 KCMMB 4K	600	25%	Granite/ Quartz	2 - 4	0.44	5,200	5-8
KDOT Concrete for Pavement, Air Entrained	602	0-20%	Limestone	<2.5	0.49	600 Flexual	>5
KDOT Grade 4.0	602	0-25%	Limestone	2 - 4	0.44	5,200	5-8
KDOT Grade 3.5	564	0-25%	Limestone	2 - 4	0.46	4,600	5-8



STREET CUT REPAIR

NOTES:

1. ASPHALT PAVEMENT – PORTLAND CEMENT CONCRETE TO BE 8" MIN. DEPTH OR MATCH EXISTING PAVEMENT THICKNESS, WHICHEVER IS GREATER.
2. CONCRETE PAVEMENT – PORTLAND CEMENT CONCRETE TO BE 10" MIN. DEPTH OR MATCH EXISTING PAVEMENT THICKNESS, WHICHEVER IS GREATER.
3. IF THE TRENCH WIDTH IS LESS THAN 24-INCHES, IT SHALL BE BACKFILLED WITH FLOWABLE FILL. FLOWABLE FILL MIX DESIGN TO BE APPROVED BY THE CITY PRIOR TO PLACEMENT.

2015 Details



City of
BELTON
Missouri

STREET CUT REPAIR

SCALE:	NO SCALE	04-11-16	CORRECTION TO NOTE
DETAIL NO:	STR-007	REV	
DATE:	03-16-15		



Land Disturbance Forms



PUBLIC WORKS
CITY OF BELTON, MISSOURI
Land Disturbance Permit (Less than 1 Acre)

PROJECT NAME: _____

LAND DISTURBANCE AREA (Acres): _____

PROPOSED CONSTRUCTION START DATE: _____

ESTIMATED CONSTRUCTION COMPLETION DATE: _____

By signing this permit letter, you agree to adhere to all regulations, fines, penalties, and stop work orders as listed below and any regulation listed in section 36.110 (j) of the subdivision regulations.

1. Install silt fence and/or other approved erosion control measures around the area you are grading.
2. Install silt fence and/or other approved erosion control measures 24 hours before grading operations begin.
3. Plant vegetation within 3 days and establish vegetation in this area within 30 days after the final grade is established.
4. Install a temporary gravel construction entrance prior to any excavation on the site.
5. Inspect and repair all silt fence and other sediment/erosion control devices after each rain event. You must remove mud and debris in the street.
6. Inspect and repair all silt fence and other sediment/erosion control devices on a weekly basis.
7. No building inspection shall be requested until all sediment/erosion control devices are installed.
8. If you fail to control sediment, silt, dust or sediment flows into nearby creeks, ponds, storm inlets, swales, streets, adjacent lots or sewer pipes, you will be fined and issued a stop work order by a codes enforcement officer.
9. A stop work order, penalty or fine for failure to maintain and install sediment/erosion controls can be issued.
10. Each lot must have a gravel construction entrance.
11. If required, you or the developer will apply for the 1 acre permits from MDNR and City of Belton and complete the SWPPP.
12. The City may require the contractor or developer to install additional sediment or erosion controls as needed.

Acceptance of Conditions:

OWNER:
(If applicable)

Name

Address

Phone Contact

Signature

Date

CONTRACTOR:
(REQUIRED)

Name

Address

Phone Contact

Signature

Date

APPLICATION APPROVED:

DATE

CITY ENGINEER or
AUTHORIZED REPRESENTATIVE



PUBLIC WORKS
CITY OF BELTON, MISSOURI
Land Disturbance Permit (Greater than 1 Acre)

PROJECT NAME: _____

LAND DISTURBANCE AREA (Acres): _____

MDNR LAND DISTURBANCE PERMIT NO: _____

MDNR LAND DISTURBANCE PERMIT EXPIRATION DATE: _____

PROPOSED CONSTRUCTION START DATE: _____

ESTIMATED CONSTRUCTION COMPLETION DATE: _____

1. Submit completed land disturbance permit application to Public Works' Engineering Division.
2. Approval of sediment and erosion control plans is required before issuance of this permit. Submit one copy of the plans for review. Plans shall be designed in accordance with the City of Belton's Design and Construction Manual and Unified Development Code, and prepared by a registered Professional Engineer in the State of Missouri.
3. A Missouri Department of Natural Resources (MDNR) land disturbance permit is required. Provide verification of a MDNR land disturbance permit application or a copy of a MDNR permit for the site. MDNR permit information can be found at <http://www.dnr.mo.gov/env/wpp/epermit/help.htm>
4. The property owner and permittee are responsible for installing and maintaining erosion and sediment control (ESC). Additional ESC measures beyond what is on approved plans may be required.
5. Clearing, grading, and stockpiling are prohibited on land not defined in the ESC plans.
6. Sediment and erosion control plans shall comply with the City of Belton's Design and Construction Manual and Unified Development Code.
7. A Land Disturbance Permit is valid for one year after issuance. A one-year extension may be granted upon request.
8. Inspect erosion prevention and sediment controls weekly and within 24 hours after a 1/2" in 24 hours rain event. The permittee shall maintain written records of such checks and repairs. These records must be kept on the job site or in the office of the responsible person and available for review at any time by an individual from the Community Development Staff or Public Works Engineering Division. The weekly inspection is to be faxed to the Engineering Division when completed.

Checklist:

- The final plat has been approved by the city council. (If the approval of the final plat is contingent upon any conditions requiring further board review or action, the board must provide specific approval to allow for the preliminary work to begin.)
- A preliminary grading plan, including existing contours and features and proposed improvements and contours, is approved by the City Engineer.
- If construction cost of erosion and sediment control measures exceeds \$2,000, a performance bond or letter of credit is required.
- A preliminary stormwater management plan addressing both water quality and quantity is approved by the City Engineer. The plans shall indicate the necessary size, approximate dimensions, and location of the detention and best management practices to be utilized.
- A preliminary engineer's estimate (including contingencies) for the stormwater management facilities has been provided.
- An erosion control plan is approved by the City Engineer.
- All other local, state, and federal permits applicable to grading are obtained. This may include, but is not limited to an MDNR Land Disturbance Permit, 401 permit, and 404 permit.
- The applicant will bear the entire burden of risk and agrees to indemnify the city from any expense that may occur due to beginning the project prior to final approval of all documents including final site plans, stormwater management plans and public infrastructure plans. The applicant shall meet all ordinances, regulations and code requirements regardless of the changes that may be necessary to the preliminary plans and any construction that has already occurred.

Acceptance of Conditions:

OWNER:

Name

Address

Phone Contact

Signature

Date

DESIGN ENGINEER:

Name

Address

Phone Contact

Signature

Date

CONTRACTOR:

Name

Address

Phone Contact

Signature

Date

APPLICATION APPROVED:

DATE

CITY ENGINEER or
AUTHORIZED REPRESENTATIVE



Fire Submittals



BELTON EMERGENCY SERVICES

Fire Prevention Bureau

Minimum Required Submittal Information for all Plan Reviews.

Site Plan Including:

- All streets adjoining project.
- Property lines.
- Fire hydrants (existing and proposed).
- Water lines (existing and proposed).
- Fire department access.
 - Widths, turning radiuses, etc.
- Location(s) of overhead power lines on property.

Full Architectural Plan Including:

- Framing with rated walls identifiable.
- Firestopping with UL design numbers.
- HVAC, Electrical, Fire Alarm (if applicable).
- Fire extinguisher locations.
- Symbol keys for all symbols used.
- Location(s) of exterior utilities.
 - To include exterior electrical disconnect.

Code Summary Including:

- Codes used for design.
- Construction type.
- Use group.
- Total square feet.
- Occupant load(s).
 - Include all spaces.
- Exit width provided.

Current Codes:

Fire:
2012 International
Fire Code

Building:
2012 International
Building Code

Mechanical:
2012 International
Mechanical Code

*We do participate in the
Knox Box program.*

*All submittals must bear the stamp of
an architect or professional
engineer.*

Specific Information (if applicable).

- Sprinkler Plans per NFPA 13.
- Fire Alarm Plans per NFPA 72.
- Commercial Kitchen Hood.

- Assembly Occupancies requires seating arrangement and exit pathways

Make submittals to:
Belton Fire Department
Fire Prevention Officer



Belton Emergency Services

Fire Prevention Bureau

Fire Protection Systems Permit Application

Submit this application along with two (2) sets of complete plans, specs, manufacturer's cut-sheets & calculations prepared and sealed by a PE or NICET level III or above.

PROJECT INFORMATION					
Project Name:					
Project Location:					
Square Footage:		Number of Stories:		Construction Type:	
SYSTEM INFORMATION					
<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Hood System	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Clean Agent	<input type="checkbox"/> Special Haz.	<input type="checkbox"/> Other
Hazard Classification:					
Occupancy Type & Use Group:					
Coverage: <input type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL		If partial, describe location:			
Describe the specific work to be completed:					
Valuation of Job: (provide supportive documentation) \$ _____					
CONTRACTOR/INSTALLER INFORMATION					
Installing Contractor:			Phone:		
Address:			Fax:		
City:			State:		Zip:
Contact person:			Phone:		

To avoid pitfalls and possible delays in review or rejection of application:

- Fill out application completely and provide supportive documentation upon submittal.
- Submit application and supportive documents as early as possible **before** installation is scheduled.
- Insure systems are NFPA and IFC compliant **before** submittal.
- Insure all submittals are legible and clear. No "pencil" or "sketch" drawings will be accepted.
- All contractors are required to have current City of Belton Business License.

APPLICANT CERTIFICATION	
By signing I certify that:	
- The information contained in this application is true and accurate to the best of my knowledge.	
- I understand that all applicable codes apply and all work is subject to the requirements of the 2006 International Fire Code, and City of Belton regulations.	
- I understand that NO WORK is to commence without prior approval of the Fire Prevention Bureau.	
- I understand that all work is to remain uncovered and accessible for inspection until approved by the Fire Prevention Bureau.	
Applicant Signature:	Date:

16300 N. Mullen Road • Belton, MO • 64012
 Phone (816) 331-7969 • fax (816) 322-7368



Commercial Development Packet

Permit Information

Construction permits are required for the following work in accordance with Section 105.7 of the 2006 IFC:

- Automatic Fire Extinguishing Systems*
- Battery Systems
- Compressed Gasses
- Fire Alarm and Detection Systems**
- Fire Pumps
- Flammable and Combustible Liquids
- Hazardous Materials facilities
- LP Gas systems
- Standpipe Systems
- Temporary Membrane Structures

Permit fees are based on the total valuation of the system or facility proposed. Supportive documentation should be submitted with plans detailing project costs. Fees are based on the City of Belton Code of Ordinances Section 7-21.

Total Valuation	Fee
\$100.00 to \$2,000.00	\$10.00
\$2,001.00 to \$25,000.00	\$35.00 for the first \$2,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$205.00 for the first \$25,000.00 plus \$5.80 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,000.00 to \$100,000.00	\$350.00 for the first \$50,000.00 plus \$5.50 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$625.00 for the first \$100,000.00 plus \$5.50 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
Over \$500,000.00	See Section 7-20

*Local amendments require a 15% safety margin on all fire sprinkler designs.

**Local amendments require manual pull stations at every exit in sprinklered buildings.



Commercial Development Packet

Local Amendments to the 2012 International Fire Code

Section	Add/Mod	Summary
105.2	Modification	Establishes permit fees per City of Belton Code of Ordinances, Section 7-21.
108.1	Modification	Defines Appeals Board.
307.4.3	Addition	Permits the use of certain commercially available outdoor fireplaces while maintaining nuisance stipulations for smoke/odors.
503.4.1	Addition	Makes it a violation to install "speed bumps" in fire lanes. These traffic calming devices slow fire department response and cause undue damage to fire apparatus. Several acceptable alternatives exist.
507.2.1	Addition	Requires that private fire service mains be designed in such a manner that, in the event of a break in the main, causing the available fire flow in the main to be disrupted, that disruption can affect no more than two fire hydrants on the main.
511	Addition	Requires an exterior electrical disconnect be installed.
903.5.3	Addition	Requires the designer to allow for a 15% safety margin when designing fire sprinkler systems.
907.2.1 thru .9	Modification	Removes the exception for manual fire alarm boxes in sprinklered buildings in groups A, B, E, F, M, R-1 & R-2.
5704.2.9.6.1	Modification	Prohibits outdoor storage of flammable and combustible liquids in areas zoned R, C-1, C-2, C-3, C-4, & BP.
5706.2.4.3	Modification	Prohibits outdoor storage of flammable and combustible liquids in areas zoned R, C-1, C-2, C-3, C-4, & BP.
6104.2	Modification	Prohibits storage of LP gas in containers over 2000 gallons in areas zoned R, C-1, C-2, C-3, C-4, & BP.



Commercial Development Packet

Required Inspections

Routine Inspections:

Several building functions are required to be inspected and accepted by the Fire Prevention Bureau for **each** newly constructed building. Those typical, routine items requiring inspections include (but not limited to):

- Emergency Lighting
- Exit Signage
- Adequate Exiting
- Fire Extinguisher Type and Placement
- Building Identification (address)
- Approved Use/Required Separation
- Proper/Safe Wiring and Electrical Distribution
- Adequate Clearance & Proper Storage of Combustibles

Technical Inspections:

More detailed, technical inspections are required for certain systems and functions. Typically these systems will be tested by the installation contractor and witnessed by the Fire Prevention Bureau. These include (but not limited to):

- Fire Suppression Systems
- Fire Alarm Systems
- Fire Resistance Rated Construction
- Items Requiring Construction Permits Under the Fire Code

Important Considerations:

To insure timely and complete inspections, with minimum disruption, please note the following considerations:

- All work must **remain uncovered** until accepted by the Fire Prevention Bureau.
- All work is subject to the requirements of the International Fire Code and City of Belton standards.
- Work **may not** commence without prior approval.

Approvals:

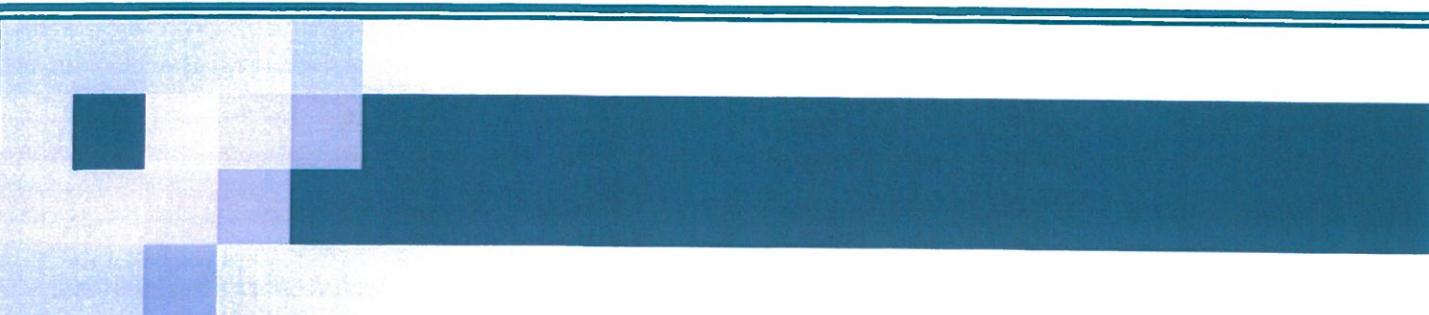
For clarification, a Certificate of Occupancy (C of O) will be issued once it is determined that the building is complete and can be occupied safely. Occupying the space allows for stocking, training, ect. This is different from the City's "Occupation (Business) License" which is required prior to opening for business. Systems acceptance is not complete until all required NFPA paperwork is submitted.

Requesting Inspections:

Call the Belton Fire Department Inspection Hotline at:

(816) 265-6161

Fire Inspection Hotline



Sign Permit Application

