



# ***INSPECTION GUIDEBOOK***

***A HOW-TO GUIDE FOR PASSING INSPECTIONS IN BELTON***



**CITY OF BELTON, MO**

**COMMUNITY DEVELOPMENT DEPARTMENT**  
520 MAIN ST. BELTON, MO 64012

# LIST OF CONTACTS

## CITY HALL: 506 MAIN STREET

ADMINISTRATION..... 816-331-4331

FINANCE..... 816-331-4331

MUNICIPAL DIVISION COURT..... 816-331-2798

WATER..... 816-331-4331

## CITY HALL ANNEX: 520 MAIN STREET

COMMUNITY DEVELOPMENT..... 816-331-4331

PERMITTING: MADISON RUST..... 816-892-1281

PLANNING: JENNA FERNANDEZ..... 816-892-1268

INSPECTIONS..... 816-892-1260

CITY CLERK..... 816-892-1250

NEIGHBORHOOD IMPROVEMENT.... 816-892-1259

ECONOMIC DEVELOPMENT..... 816-892-1263

## EMERGENCY MANAGEMENT: 7001 E. 163RD ST

ADMINISTRATION..... 816-331-5522

FIRE (16300 N. MULLEN RD)..... 816-331-7969

## PUBLIC WORKS: 700 SEABEE RD

PUBLIC WORKS..... 816-331-4331

## PARKS & RECREATION: 16400 N. MULLEN RD

PARKS & RECREATION..... 816-348-7400

EMAIL US AT: [CONTACTUS@BELTON.ORG](mailto:CONTACTUS@BELTON.ORG)

# COMPREHENSIVE INSPECTION LIST

## INSPECTIONS:

	COMMERCIAL						DECK	DEMOLITION	ELECTRICAL	FIRE				MECHANICAL	MOBILE HOME	PLUMBING	RESIDENTIAL					ROOF	SIGN	SOLAR	POOL/HOT	WATER HEATER	RIGHT-OF-WAY	
	SHEDS/GARAGES	NEW	SHELL	TENANT FINISH	ADDITION	MULTI-FAMILY				REMODEL	ALARM SYSTEM	HOOD SYSTEM	SUPPRESSION				FIRE SAFETY	SINGLE-FAMILY	DUPLEX	3-4 FAMILY	ADU							ADDITION
FOOTING	X	X	X		X	X											X	X	X	X	X			X				
EROSION CONTROL		X			X	X											X	X	X	X								X
EXPLOSIVES/HAZARDOUS MATERIALS		X	X	X	X	X	X		X	X	X	X					X	X							X			
PADS & COLUMNS	X	X	X		X	X											X	X	X	X	X							
FOUNDATION WALL	X	X	X		X	X											X	X	X	X	X							
GROUND ROUGH - PLUMBING	X	X	X	X	X	X	X										X	X	X	X	X	X						
PRIVATE WATER (BUILDING + FIRE)	X	X	X			X											X	X	X	X								X
PRIVATE SEWER	X	X	X			X											X	X	X	X	X	X						X
PUBLIC WATER (PW + FIRE)		X				X											X	X	X									X
PUBLIC SEWER		X				X											X	X	X									X
GRADING - ELEVATIONS		X	X	X	X	X											X	X	X									X
UNDER SLAB	X	X	X	X	X	X	X										X	X	X	X	X	X		X				
SLAB	X	X	X		X	X											X	X	X									
ELECTRICAL SERVICE - TEMPORARY	X	X	X			X											X		X	X	X							
ELECTRICAL SERVICE - PERMANENT	X	X	X			X											X		X	X	X							
FRAMING	X	X	X	X	X	X	X										X	X	X	X	X	X						
ELEVATOR/ACCESS		X		X		X	X										X		X		X							
EXTERIOR WALL	X	X	X		X	X	X										X	X	X	X								
STORMWATER		X	X		X	X											X	X	X									X
ROOF - MID-PHASE ROOF & FINAL	X	X	X		X	X											X	X	X	X	X		X					
ROUGH IN - MECHANICAL	X	X	X	X	X	X	X							X			X	X	X	X	X	X						
ROUGH IN - ELECTRICAL	X	X	X	X	X	X	X		X								X	X	X	X	X	X						
ROUGH IN - PLUMBING	X	X	X	X	X	X	X									X	X	X	X	X	X							
SIDEWALK - BEFORE & AFTER CONCRETE		X	X			X											X	X	X									X
FIREWALL (BUILDING + FIRE)	X	X	X	X	X	X	X										X	X	X	X	X	X						
DECK - PIER HOLES & FINAL						X	X								X		X	X	X		X							
DRIVE APPROACH - BEFORE & AFTER CONCRETE		X	X			X											X	X	X									X
ABOVE CEILING (BUILDING + FIRE)	X	X	X	X	X	X	X				X	X	X	X			X	X	X	X	X	X						
MECHANICAL (BUILDING + FIRE)	X	X	X	X	X	X	X				X	X	X	X	X		X	X	X	X	X	X					X	
ELECTRICAL (BUILDING + FIRE)	X	X	X	X	X	X	X		X	X	X	X	X	X		X								X	X	X		
PLUMBING	X	X	X	X	X	X	X									X	X											
GAS TANKS		X	X	X	X	X											X											
STREET - MUD, DAMAGE		X	X	X		X											X	X	X	X								X
LANDSCAPE		X	X		X	X											X	X	X	X				X				
FINAL - ALL ITEMS		X	X	X	X	X											X	X	X	X								X
PAINT BOOTHS		X		X	X	X											X											
OCCUPANCY - TEMPORARY (BUILDING + FIRE)	X	X	X	X	X	X					X	X	X	X	X		X											
OCCUPANCY - FINAL (BUILDING + FIRE)	X	X	X	X	X	X					X	X	X	X	X		X											

- BUILDING
- PUBLIC WORKS
- PLANNING
- FIRE

# INSPECTIONS CHEAT SHEET

Each permit goes through a plan review and subsequent inspections, which are conducted by four separate City Departments: Building, Public Works, Planning, and Fire.

Below are **tips and tricks** for inspections to ensure your project goes smoothly from site work to occupancy.

## BUILDING

### » ACCESS

Please ensure there is access to the area requested to be inspected.

### » FREE OF HAZARDS

The inspection area must be free of hazards or debris to safely conduct the inspection.

### » ON-SITE REPRESENTATIVE

Each building inspection should be conducted with both City Staff and an on-site representative to discuss any issues and receive a copy of the inspection report.

### » COORDINATED INSPECTIONS

Building inspections can often be combined with Fire or Public Works inspections. If multiple items are ready to be inspected, please indicate which inspections you would like to combine in your voicemail.

## PUBLIC WORKS

### » USE PROVIDED STANDARD DETAILS

All improvements to public infrastructure shall be in accordance with the standard specifications, design criteria, and standard details provided in the City's Design and Construction manual.

### » KEEP THE STREET CLEAN & DAMAGE FREE

Please ensure the streets are clean and clear during the construction process, this will keep your project moving smoothly.

### » INSPECTION READY

Ensuring that the inspection area is ready to be inspected will save City Staff time and any reinspections fees you might incur. Feel free to reach out and reschedule! Our inspectors try their best to work with you.

### » GRADING

It's easy and common for grades to change during the construction process. Ensure grades are being checked throughout the process and the Public Works inspection is passed before installing sod. This will save time and money!

### » STORMWATER

Like grading, stormwater can also change during a project. Please let a Public Works inspector know if any stormwater issues arise and ensure contractors are checking any existing stormwater plans for continuity.

## PLANNING

### » LANDSCAPING

Please ensure you have a received a passing grading inspection from Public Works prior to installing any landscaping. All landscaping should be kept well watered once installed, and will need to be green/alive and match the landscape plan to pass the inspection.

### » MONUMENT SIGNS

All monument signs will need to be placed in the correct location with the approved setbacks, or it will need to be removed. They also require a 3' strip of landscaping surrounding the base to pass all inspections.

## FIRE

### » ACCESS REQUIREMENTS

Single or Two Family Dwellings Subdivisions: Two separate and approved fire department access roads

are required if the number of dwelling units exceeds 30 units. \*Modifications may be available based upon fire protection features or future connections

- » Roadways shall be a minimum of 20' wide
- » Access within 150' of all portions of the building is required
- » Additional fire access may need to be required based on traffic congestion, topography, or other factors
- » Dead ends maybe not exceed 150'
- » Minimum turning radius: 30' inside, 40' feet outside
- » All improvements must follow the 2018 International Fire Code

### » EXTERIOR ELECTRICAL SHUT-OFFS

All developments must include exterior electrical shut-offs for fire safety reasons.

### » UTILITIES

A recent flow test must be provided (within 2 years unless changes require more recent data).

### Fire Hydrant Spacing

- » Hydrants provided within 400' (unsprinklered) and 600' (sprinklered) of all portions of all buildings (commercial) and no further than 500' apart (residential)
- » Spacing measured by "hose-lay" distances
- » Spaced to ensure adequate fire flow
- » Hydrants must be located adjacent to fire department access roadways

Overhead powerlines obstructing fire department access will not receive a passing inspection.

# INSPECTION TERMS SHEET

## » **FOOTING**

Correct trench dimensions with correct size steel reinforcements correctly tied and installed to adopted codes.

## » **PADS AND COLUMN**

An isolated footing to help carry a point load with correct dimensions and steel reinforcements correctly tied and installed to adopted codes.

## » **FOUNDATION WALL**

The concrete structural support of the home correctly installed onto footings and with correct steel reinforcements installed to adopted codes.

## » **PLUMBING GROUND ROUGH (WATER AND SEWER SERVICE LINES)**

Correct depth, fall, support, and connection to water and sewer lines installed to adopted codes.

## » **UNDER SLAB**

A utility inspection of correctly insulated piping to protect from impact and corrosion and installed to adopted codes.

## » **SLAB**

To ensure all correct materials are in place prior to pouring of concrete.

## » **TEMPORARY ELECTRIC SERVICE**

To ensure temporary electric service pole constructed correctly to service trade work.

## » **FRAMING**

Verify lumber grade, point loads, headers and trimmers, beam and truss installation, shear walls, wall studs, notching and boring, rafters and ties, purlins and struts, roof structure, and fire blocking to adopted codes.

## » **EXTERIOR WALL**

Correct framing, sheathing and weather barrier installed to adopted codes.

## » **ROOF**

Sheathing, ice and water shield and underlayment, drip edge, valleys, and venting installed to adopted codes.

## » **MECHANICAL ROUGH IN**

Installation, clearances, protection, duct and duct support, combustion and return air to adopted codes.

## » **ELECTRICAL ROUGH IN**

Correct electrical boxes, cables and cable anchoring, conduit, circuits, installation to code, protection to adopted codes.

## » **PLUMBING ROUGH IN**

Correct connections, fall and support, venting, tie ins, protection, and insulated to adopted codes.

## » **PERMANENT ELECTRICAL SERVICE**

Dedicated and proper circuits, GFCI and AFCI protection, boxes are flush, and heights are to adopted codes, bonding and grounding to adopted codes.

## » **FIREWALL**

Sheetrock installation to code without gaps, 2nd layer of sheetrock installed to adopted codes.

## » **DECK PIER HOLES**

Should be to code and a minimum of 12x36 deep with approved steel and free of debris or water prior to concrete.

## » **FINAL FOR CERTIFICATE OF OCCUPANCY**

Building is per plan, building envelope complete, rails installed, landscaping installed, address numbers installed to adopted code, final checklist completed. Fire items for fire safety must be completed, as well as all Public Works and Planning items.

## » **PUBLIC WORKS FINAL**

Public Works will need to give a passing final inspection to receive a full CO. All outstanding items will need to be addressed prior to calling in for the landscape inspection.

## » **LANDSCAPE/LANDSCAPE ESCROW**

All landscaping, per the landscape plan, shall be installed and alive (green) to receive a passing inspection from Planning for a full CO. If not all landscaping is installed, a landscape escrow at 150% of the cost shall be given to the City until complete.

# REQUESTING INSPECTIONS

Starting **Monday, October 28, 2024**, all permits, licenses, and planning projects must be submitted through the City of Belton's new online eTRAKiT portal. This new site will allow users to submit applications, schedule inspections, and track internal review and scheduling through their dashboard. This new system will help streamline the permit, project, and license submittal, review, approval, and inspection processes. Additionally, an improved and expanded online payment system will accompany this new site.

**CLICK THE GUIDES BELOW TO:**

## » **REPORTING ISSUES**

If you experience any issues creating an account or scheduling inspections, please call 816.331.4331 or email [mrust@belton.org](mailto:mrust@belton.org) for assistance.

**BELTON** PROUD PAST. BRIGHT FUTURE.

*Welcome*  
**COMMUNITY DEVELOPMENT, LICENSING,  
& ONLINE SERVICES**

***This site allows citizens to search for information regarding permits, projects, licenses, code violations, and inspections without an account.***

***To submit applications for permits, projects, licenses and registrations, and/or to schedule inspections, you must register as a Public User. Click "Setup an Account" above to create an account.***

<b>PERMITTING</b> <ul style="list-style-type: none"><li>» Apply for a New Permit</li><li>» Pay Fees</li><li>» Search for a Permit</li></ul>	<b>PLANNING</b> <ul style="list-style-type: none"><li>» Apply</li><li>» Search</li></ul>	<b>CONTRACTOR</b> <ul style="list-style-type: none"><li>» Apply AEC</li><li>» Search Contractors</li><li>» Secondary Search</li></ul>
<b>INSPECTIONS</b> <ul style="list-style-type: none"><li>» Schedule</li><li>» Cancel</li><li>» Scheduled</li></ul>	<b>LICENSE</b> <ul style="list-style-type: none"><li>» Apply for New Licenses</li><li>» Pay Fees</li><li>» Search</li><li>» Renew</li></ul>	<b>VIOLATIONS</b> <ul style="list-style-type: none"><li>» Search</li><li>» Pay Fees</li></ul>
<b>CONTACT</b> <ul style="list-style-type: none"><li>» Contact Us</li></ul>		



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520 MAIN ST. BELTON, MO 64012