

COMMERCIAL CONSTRUCTION INFORMATION PACKET

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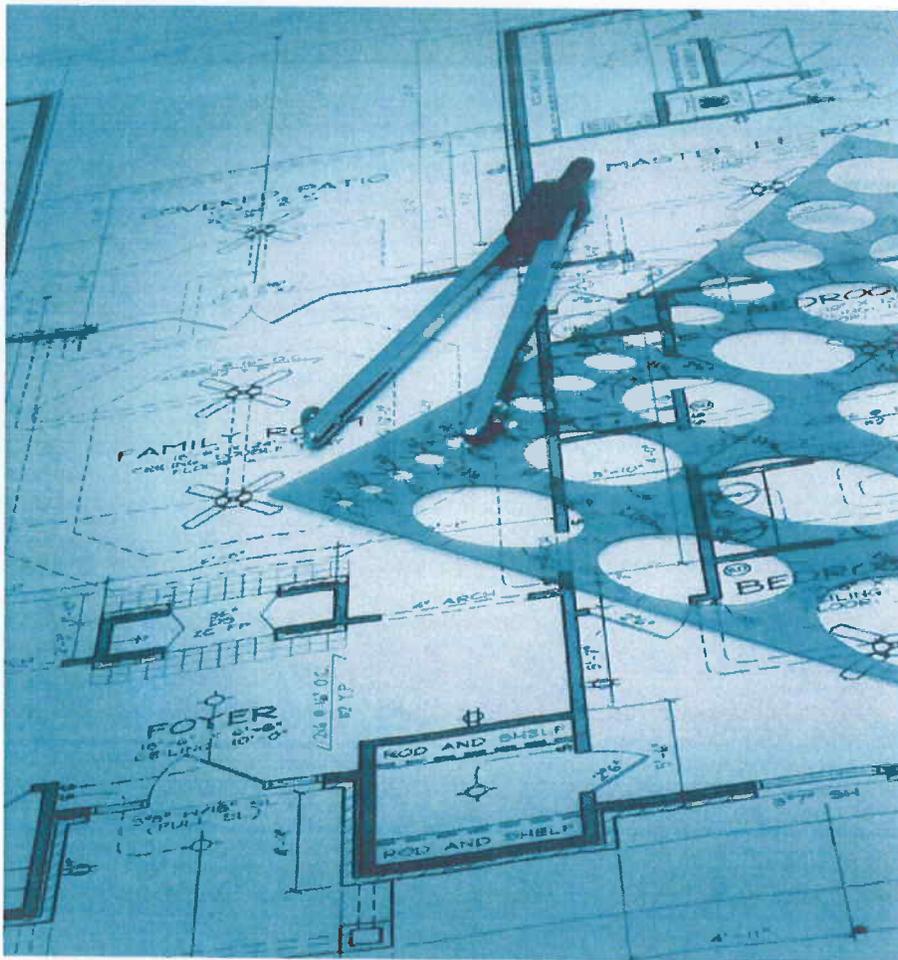
JEFFERSON CITY, MISSOURI

Department of Planning & Protective Services

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The Building Permit Process Overview

Building permits have two basic building construction types, one & two family construction and commercial construction. Each construction type has its own set of standards that are required for a building permit. This information packet pertains to commercial construction only.

New additions and alterations to commercial structures will require construction documents. This may include but is not limited to site plans, building plans, and shop details. To what degree of information is needed will depend on the size and scope of the project. All new commercial projects will require a complete site plan with three sets of construction drawings.

Your project development should start with (Step 1) Zoning Department. This agency can advise you on permitted uses, bulk zoning regulations that may affect your project location and can determine if a conditional use or special variances would be needed before you can apply for a building permit. (Step 2) Check with the City Engineering Department, for sewer information, storm water impact, any street cut permits needed for street access and advise you as to other government state or federal agencies that may be part of your project. (Step 3) Contact the Building Department for building permit requirements. This agency can advise you on building, electrical and plumbing code issues related to your project.

You may contact City staff at any time to assist you with your project development and the submittal process. Your questions concerning address assignment, land use regulations, infrastructure design standards, easement and right of way encroachments, building and health codes can be answered in the pre-development review with City staff.

The Building Permit process starts with your plans submittal and accepted for review. They will be routed to the necessary department for comments. When comments are received from each department, a plan review comment letter will be sent to the applicant for any corrections that may be required. If the plans you submit are complete and contain quality information, you will find that the plan review process can be carried out much more efficiently. When all applicable departments have approved the plans and all necessary fees have been paid, a building permit will be issued to the applicant.

Individuals who require ADA assistance should contact the ADA coordinator at (573) 634-6570 to request accommodations or alternate formats as required under the Americans with Disabilities Act, Please allow 3 business days to process the request.

Construction Documents

The Missouri Statute, Section 327, states in part; that any commercial structure that provides employment, assembly, housing, sleeping, or eating of not more than nine persons; or contains more than twenty thousand cubic feet and is not a one or two family unit, shall be designed by a licensed Architect. A design professional shall be designated as the *design professional in responsible charge* and shall be responsible for reviewing and coordinating the submittal of documents for a project.

Construction documents shall be submitted in two or more sets with each permit application. The documents shall be prepared by a registered design professional, licensed with the state of Missouri.

Construction documents shall be of sufficient clarity to indicate the location, nature of the work proposed and show enough detail that it will conform to the provisions of the adopted building codes and relevant laws, ordinances and regulations of Jefferson City. Drawing submittals may include but not limited to Site Plans, Building Plans, Mechanical Plans, Plumbing Plans, Electrical Plans, Fire Protection Plans, and any additional related shop drawings, specifications or flood documentation as needed to describe your project.

Current Building Codes adopted by Jefferson City

The building codes adopted by the City of Jefferson are, (2009, IBC), International, Building, Plumbing, Mechanical, Residential, Property Maintenance and Fuel Gas Codes and the (2011, NEC), National Electrical Code.

Local Geographic Design criteria

Ground snow load, (fig. 1608.2) (Pg) = 20 psf

Wind speed, (fig. 1609) (V_{3s}) = 90 mph

Frost line depth for this area, 24 inches

Seismic loads, (per Section 1613) or (ASCE 7)

Flood Hazard areas, (yes)

Weathering for concrete, Severe

Asbestos removal requirements for demolition or renovation work.

The Department of Natural Resources requires any demolition or renovation activities in regulated structures to have been thoroughly inspected to determine if any asbestos containing materials are present. If asbestos material is to be removed DNR requires a ten (10) day notification prior to removal.

For more information you may contact Missouri Department of Natural Resources (DNR) at 573-751-4817 or www.dnr.mo.gov

Contractor's License

All contractors working inside the city limits of Jefferson City are required to have a contractor's (business) License. Contractor licensing inquiries can be made by calling the Finance Department 573-634-6322.

Subcontractors

No person, firm, or corporation shall engage in the business of electrical or plumbing work in the City of Jefferson unless licensed as an electrical or plumbing contractor. The business of electrical or plumbing work shall mean the supplying of labor and materials for the installation, alteration or repair of electrical or plumbing systems. For information about electrical or plumbing licensing, you may contact the electrical or plumbing inspectors at 573-634-6410.

Building Permits

Building permit applications are available on line, www.jeffcitymo.org / Building division / permits. There are two options for permit application. Option one, a single permit application may be used to apply for combined construction permit, for general contracting, electrical or plumbing work. When approved separate work permits will be mailed to each contractor and subcontractor listed on the permit application. Option two, each contractor may apply for a separate permit, related to their work.

Operating permits checklist

A representative from the Planning & Protective Services Department can help you determine which permits will be needed for your project. The following list of permit options may help you get an idea of some of the approvals or permits you may need.

Grading permit Building permit Electrical permit Food service permit
 Flood plain permit Plumbing permit Sign permit Business License

Fees associated with the permit process

Site Plan Review Fees: Should your project require submittal of a site plan, the following fees will apply.

Commercial projects and Multiple Family Residential (4 units & up)	
• Less than 1 acre site	\$250.00
• 1 to 5 acre site	\$500.00
• More than 5 acres	\$1,000.00
3 rd submittal or more will each be an additional fee:	\$103.00
Zoning Variance –Board of Adjustment fees	\$206.00

Building Permit Fees : The building permit fee covers building plan review, building permit fees for electrical plumbing and building permits, field inspections and certificate of occupancy at completion of the project.

Construction cost of \$0 to \$10,000,000 (construction value) x (modifier 0.0050)	= permit fee
Construction cost, \$10,000,000 & up (\$50,000 + construction value above \$10,000,001) x (modifier 0.0020)	= permit fee

Sewer connection fee for new buildings : A sewer tap fee is required for new sewer service. \$400.00

Note: additional fees may be required for Street cut permit, Curb cut permit, Board of Adjustment or Zoning applications, Sign permits or Food service as needed.

Inspections Process

All building permits will require some sort of inspection. What kind of inspection you will need depends on the type of permit you have applied for, some projects may have more inspection points than others.

The following is a general overview of the inspection process to help you obtain the proper inspections for your permit. If you have any questions whether or not you need an inspection, please call 634-6410.

Ground Work

- Footing and Foundation, inspected by the building inspector prior to pouring.
- Electrical ground work inspections, inspected by the electrical inspector for work to be buried underground during or after construction.
- Plumbing ground work, inspected by the plumbing inspector.

Framing & Rough-in Inspections

- Building framing inspections, to be inspected by the building inspector before the sheet rock is applied to the walls.
- Electrical rough-in, to be inspected by the electrical inspector before the wall is covered up.
- Plumbing rough-in, to be inspected by the plumbing inspector before the wall is covered up.

Final Inspections at Completion of the Project

- Building final, Building inspector.
- Electrical final, Electrical inspector.
- Plumbing final, Plumbing inspector.
- Health Department final inspection.
- Certificate for Occupancy issued at completion of the permit.

Who to call for inspections

For utility locates	Dig-Rite	1-800-344-7483
For street cuts and street approach inspections	Public Works, Street Inspector	634-6410
For foundation inspections, framing, and building code questions	Building Inspector	634-6410
For plumbing work	Plumbing Inspector	634-6410
For electrical inspections	Electrical Inspector	634-6410
For storm water issues	Storm Water Engineer	634-6452
For City sewer information	City Sewer Department	634-6455

Local Utility Information

Natural Gas

Ameren Missouri:

1-800-522-7011

Electric Service

Ameren Missouri: 101 Madison Street, Jefferson City,

573-634-3769, or 1-800-552-7583

Three Rivers Electrical Cooperative: 4800 Route E , Jefferson City,

573- 496-3051

Water Service:

Missouri American Water Co. (Central)

906 W. High Street,

866-430-0820

Public Water District No. 1 (West end)

4346 Rainbow Drive,

573-893-2848

Public Water District No. 2 (South)

1944 Vieth Drive

573-635-7011

Public Water District No. 4 (East of Moreau River)

573-395-4578

Sewer Service:

City of Jefferson , Sewer Department, 320 E. McCarty St. Jefferson City, MO 65101

573-634-6410

Waste Removal :

Allied Waste Service, 5605 Moreau River Access Rd. Jefferson City, MO 65101

751-635 8805

Telephone Company:

Century Link, 319 Madison Street, Jefferson City MO 65101

1-800-786-6272

Other Government Agencies :

Missouri Department of Natural Resources,

dnr.mo.gov

- NPDES permits

- Asbestos removal permits

- Burn permits

Jefferson City Public Works Department

573-634-6410

- Street Information

- Storm Water Management information

Jefferson City Fire Department

573-634-6401

- Blasting permits

SITE PLAN CONTENT, GENERAL CHECKLIST

The following checklists are provided for your convenience to help prepare for plan submittals:

A checklist is provided to help with the zoning, building and restaurant items needed for a code review. This is only the minimum information required to begin the review. During the actual plan review process additional information may be requested.

Review authority, Planning Division, Public Works Division.

Review standards Jefferson City Zoning Code, Chapter 35, (Section 35-82), Jefferson City, Public Works Engineering standards.

- 1. Drawing must be prepared by a design professional, registered to practice in the State of Missouri.
- 2. North arrow.
- 3. Legal description of the existing tract of record and zoning of parcel.
- 4. Setbacks and location of all easements including ingress, egress, sanitary, storm water and utility.
- 5. Density (# units per lot and building coverage).
- 6. Height of structures
- 7. Finished floor elevation of the building.
- 8. Location of existing structures and proposed structures.
- 9. Street names and locations including right-of-way. Any new streets will require design drawings submitted to the planning department.
- 10. Location and size of existing and proposed utilities including electric, gas, sewer and water.
- 11. Location of fire hydrant (required every 300' for commercial development).
- 12. Site drainage, including contours, elevations established, benchmark and detention plan and storm water calculations.
- 13. Parking area, (number of spaces provided, parking layout with full dimensions of parking spaces.) (handicapped spaces) (paving material and thickness).
- 14. Landscaping plan (required 35% shade over parking lot area), tree variety, 2 1/2" caliper minimum.
- 15. Dumpster location.
- 16. Freight access and circulation.
- 17. Joint drive agreements or cooperative parking agreements.
- 18. Existing and proposed access driveway locations and dimensions.
- 19. Location of storm water inlets and size of piping.
- 20. Type of industrial sewer discharge.
- 21. New public sewers will require design drawings and easements to be reviewed.
- 22. Location of existing signs and proposed signs, fences or walls.
- 23. If applicable, flood plain application.
- 24. Reserved:

GENERAL BUILDING PLAN CHECKLIST

Review authority, Building Regulation Division.

Review standards, 2009 (IBC) International Building Codes, 2009 (IFC) International Fire Code, 2011 (NEC) National Electrical Code.

Submittal for commercial building permit requires two complete sets of drawings for building division use. Project drawings must contain all disciplines relative to the permit application, (i.e. architectural, structural, plumbing, electrical and mechanical). Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the proposed work.

All drawings submitted for a building permit shall be prepared by a design professional, in accordance with the rules and standards established by Missouri Revised Statutes, Section 327.

Title Sheet: shall contain at a minimum, the following code summary information.

- 1. Identify and seal of the Architect or Engineer.
- 2. Identify owner or developer.
- 3. Use group.
- 4. Construction type.
- 5. Building height and area.
- 6. Occupancy loads.
- 7. Design loads for floor, roof, wind and seismic.
- 8. Indicate if the building is sprinkled.

Architectural – Building Drawings:

- 9. Building layout, (floor plans / detail wall sections)
- 10. Fire protection systems, (fire barriers / detection and or sprinkler systems)
- 11. General egress, (illumination / travel distance / exit access and discharge)
- 12. Accessibility, (entrances / parking / facilities)
- 13. Structural systems, (foundation detail / framing details / roof system)

Plumbing Drawings:

- 14. Plan view and riser showing size of supply, waste and vent.
- 15. Material schedule.
- 16. Fixture schedule.
- 17. Indicate accessibility requirements.
- 18. Indicate location of traps, interceptors and valves including backwater.
- 19. Indicate backflow devices (as required).
- 20. Location and size of grease interceptor (for restaurant use).
- 21. Bathroom location, male, female and number of fixtures, lavatory – toilets – urinals, and handicap accessibility.

Mechanical Drawings:

- 22. HVAC systems indicating size & layout.
- 23. Gas piping material, connections, venting.
- 24. Indicate combustion air requirements.
- 25. Air distribution system layout and gage of ductwork.
- 26. Kitchen equipment, hood suppression system, and duct exhaust system.

Electrical Drawings:

- 27. Riser diagram including size of service entrance, voltage, and phase, feeder, and sub-fee conductors, ampacities size of grounding conductors.
- 28. Panel schedule including size, number of circuits grounding size and load calculations.
- 29. Indicate wiring method.
- 30. Legend of symbols.
- 31. Indicate hazardous locations.
- 32. Exit and egress lighting.

CHECKLIST FOR RESTAURANT / BAR & FOOD SERVICE USE

Review authority Health Division & Building Regulation Division.
Standards, Jefferson City Health Code, & Building Codes.

Additional requirements for restaurants (Environmental Services Division)
Taverns/Lounges/Bars – See items 1, 2, 3, 4, 7, 8, 9, 14, 15, 17 as listed below.

- ___ 1. Floor plan indicating location of exits, table and chair layout, bathrooms and number of occupants.
- ___ 2. Location of three compartment sink with two (2) drain board areas.
- ___ 3. Location and number of hand wash sink(s) in food preparation area.
- ___ 4. Location of mop sink(s).
- ___ 5. Location of pre-rinse sprayer and garbage disposal.
- ___ 6. Indicate hot and cold water through common spigot.
- ___ 7. Indicate make and model number of dish machine, if utilized.
- ___ 8. Location and specifications of water heaters, indicating BTUH and recovery rates.
- ___ 9. Location of ice machines and drains.
- ___ 10. Location of water, ice cream, frozen dessert dipper wells.
- ___ 11. Location and size of grease interceptor, if required.
- ___ 12. Location and design of plumbing for walk-in cooler(s).
- ___ 13. Location of sneeze guard(s) for food/condiment.
- ___ 14. Adequate lighting in food service/preparation areas.
- ___ 15. Description of smooth, nonporous, easily cleanable walls, ceiling, and floors.
- ___ 16. Location of delivery doors.
- ___ 17. Location of outside dumpsters on hard, cleanable surface
- ___ 18. A backflow device is required to be installed on the water service line.
- ___ 19. Hood fire suppression system required if grease laden vapors are produced.
- ___ 20. Restroom requirements, (a). Minimum One unisex restroom for fifteen or less occupancy.
(b). Minimum Two restrooms, one male, one female for occupancies over 15
(number of fixtures, as per plumbing code)
- ___ 21. Exits doors are required and must meet minimum code requirements for location.
(the exit way cannot pass through the kitchen area.)

The above items are the minimum requirements to begin review.