



COMMERCIAL PERMIT and PLAN REVIEW APPLICATION

City of Columbia - Community Development Department / Building and Site Development Division

701 E. Broadway, Columbia, Missouri 65201

Phone: (573) 874-7474 Fax: (573) 874-7283 TTY: (573) 874-7251



STREET ADDRESS including Suite/Unit # (if known)		# OF FLOORS	APPLICATION VALUE*: \$	PERMIT #								
COMMON NAME:		CONSTRUCTION TYPE*:	OCCUPANCY CLASSIFICATION*:	ZONING* BUILDING AREA*:								
PERMIT TYPE(S) <input type="checkbox"/> Interior Demo <input type="checkbox"/> Building <input type="checkbox"/> Land Disturbance <input type="checkbox"/> Footing & Foundation /Shell* *Must Fill Out Additional Application for Footing/Foundation Permit	<table style="width:100%; border:none;"> <tr> <td style="width:25%;">Submittal: <input type="checkbox"/>First Submittal <input type="checkbox"/>Deferred Submittal <input type="checkbox"/>Re-Submittal ___ # of Plan Sets</td> <td style="width:25%;">Site Development: <input type="checkbox"/> Land Dist. Plans* <input type="checkbox"/> Site Plan <input type="checkbox"/> San.Sewer Plans** <input type="checkbox"/> Quit Claim Docs <input type="checkbox"/> Landscaping/Tree Pres *MDNR & City of Columbia permit fee & Application packet required ** City of Columbia permit fee & Application req.</td> <td style="width:25%;">Building Safety: <input type="checkbox"/> Easement Docs <input type="checkbox"/> Storm Water Plan <input type="checkbox"/> Legal Descrip. <input type="checkbox"/> Maint. Covenant <input type="checkbox"/> Street Plans <input type="checkbox"/> Swimming Pool Plan <input type="checkbox"/> Fixed Suppression Plans <input type="checkbox"/> DigitalPlan/CD</td> <td style="width:25%;"><input type="checkbox"/> Architectural Plans <input type="checkbox"/> Specification Book <input type="checkbox"/> Fire Alarm Plans <input type="checkbox"/> Structural Calcs. <input type="checkbox"/> Retaining Wall Pl. <input type="checkbox"/> Truss Plans <input type="checkbox"/> Fire Sprinkler</td> </tr> <tr> <td><input type="checkbox"/> Soils Report</td> <td><input type="checkbox"/> Lighting Plan</td> <td><input type="checkbox"/> Hood Plans</td> <td><input type="checkbox"/> MEP Plans</td> </tr> </table>				Submittal: <input type="checkbox"/> First Submittal <input type="checkbox"/> Deferred Submittal <input type="checkbox"/> Re-Submittal ___ # of Plan Sets	Site Development: <input type="checkbox"/> Land Dist. Plans* <input type="checkbox"/> Site Plan <input type="checkbox"/> San.Sewer Plans** <input type="checkbox"/> Quit Claim Docs <input type="checkbox"/> Landscaping/Tree Pres *MDNR & City of Columbia permit fee & Application packet required ** City of Columbia permit fee & Application req.	Building Safety: <input type="checkbox"/> Easement Docs <input type="checkbox"/> Storm Water Plan <input type="checkbox"/> Legal Descrip. <input type="checkbox"/> Maint. Covenant <input type="checkbox"/> Street Plans <input type="checkbox"/> Swimming Pool Plan <input type="checkbox"/> Fixed Suppression Plans <input type="checkbox"/> DigitalPlan/CD	<input type="checkbox"/> Architectural Plans <input type="checkbox"/> Specification Book <input type="checkbox"/> Fire Alarm Plans <input type="checkbox"/> Structural Calcs. <input type="checkbox"/> Retaining Wall Pl. <input type="checkbox"/> Truss Plans <input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Soils Report	<input type="checkbox"/> Lighting Plan	<input type="checkbox"/> Hood Plans	<input type="checkbox"/> MEP Plans
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<input type="checkbox"/> Soils Report	<input type="checkbox"/> Lighting Plan	<input type="checkbox"/> Hood Plans	<input type="checkbox"/> MEP Plans									
DESCRIPTION OF WORK												
DESIGN PROFESSIONAL*:		BUILDING OWNER*:										
ADDRESS:		ADDRESS:										
CITY, STATE, ZIP		CITY, STATE, ZIP										
TELEPHONE NUMBER*:		TELEPHONE NUMBER*:										
E-MAIL ADDRESS*:		E-MAIL ADDRESS*:										
CONTRACTOR:												
ADDRESS:		CITY,	STATE,	ZIP								
TELEPHONE NUMBER:		E-MAIL ADDRESS:										
STARRED (*) ITEMS ABOVE ARE REQUIRED FOR APPLICATION TO BE PROCESSED												
I hereby acknowledge that I have read this application and state that the above is correct and I agree to comply with the city ordinances and state laws regulating building construction. I understand that a certificate of occupancy must be issued before the building is occupied. Any changes to the approved plans will be re-reviewed and approved by the Community Development Department prior to making changes.												
SIGNATURE (of Owner or Owner's Representative)		DATE:	APPROVED BY (Plan Reviewer):									

Plan Submittal Sets Required

New Projects with site work-----	8 Sets	Projects with no site work-----	4 Sets
New Lodging, Daycare or Pools with site work-----	9 Sets	Lodging or Daycare with no site work-----	5 Sets
New Restaurants with site work-----	10 Sets	Restaurants with no site work-----	6 Sets
Fire Department-----	1 Digital Copy of Architectural Design (JPEG or PDF)		
Water and Light Dept-----	1 Electronic Site Plans (AutoCAD)		
Sprinklers-----	4 Sets	Alarms-----	3 Sets
Hoods/suppression-----	3 Sets	Trusses-----	2 Sets
Retaining Walls-----	2 Sets		