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 #**

PROJECT/BUSINESS NAME:	**CONSTRUCTION TYPE*:**	**OCCUPANCY CLASSIFICATION*:**	**ZONING***	**BUILDING AREA*:**

Permit Type(s):

- □ Interior Demo
- □ Building
- □ Footing & Foundation/Shell[a]
- □ Land Disturbance [b]

[a] ***Additional application for Footing/Foundation Permit required***

[b] ***Land Disturbance permit fee/application required***

Submittal:

- □ First Submittal
- □ Deferred Submittal
- □ Revised Submittal

__ # of Plan Sets (See Attached Worksheet)

Site Development:

- □ Land Disturbance/Site/Grading Plans
- □ Stormwater Management Plans/Calculations
- □ Erosion/Sediment Control Plan
- □ Street/Storm Infrastructure Plan
- □ Landscaping/Tree Preservation Plan
- □ Stream Buffer Plan
- □ Floodplain Development Permit [c]
- □ Retaining Wall Plans/Calculations
- □ Temporary Traffic Control Plan
- □ Easement Documents
- □ BMP Maintenance Covenant
- □ Sanitary Sewer Plans [d]
- □ Quit Claim Document
- □ PDF of Approved Plan

[c] ***Floodplain development application required***
[d] ***Sewer extension fee/application required***

Building Safety:

- □ Architectural Plans
- □ Specification Book
- □ Structural Calculations
- □ Lighting Plan
- □ MEP Plans
- □ Soils Report
- □ Swimming Pool Plan
- □ Fire Alarm Plans
- □ Fixed Suppression Plans
- □ Hood Plan
- □ IECC Report
- □ Truss Plans
- □ PDF of Approved Drawing Set

DESCRIPTION OF WORK:

DESIGN PROFESSIONAL*:	**PROJECT/BUSINESS 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 must 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)**:

Please Complete the Attached Worksheet to Determine Plan Submittal Sets Required.

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) 874-7255

Commercial Project Plan Submittal Worksheet

The "No. of Plan Sets Submitted" column is to be completed by the Design Professional, Project Owner, or Contractor to determine the number of plan sets to be submitted, based on the scope of the project.

NOTE: Plans should be SEALED & SIGNED

Department	Plan Submittal Set Required for:	No. of Plan Sets Required^	No. of Plan Sets Submitted
Building Safety	All projects that involve a building/structure (except stand-alone retaining wall) ***--Full Set (Civil, Structural, Architectural and MEPs) required***	1	
Site Development	All projects involving site work Additionally stand-alone retaining wall ***--Civil sets /or*** *Full Sets (Civil, Structural, Architectural and MEPs)*	3	
Sewer Utility	All projects which include new sewer main ***--Civil set AND Plumbing /****or Full Set(Civil, Structural, Architectural and MEPs)*	1	
Wastewater Treatment Plant	All projects including grease interceptors or sand-oil separators *Facilities involving food &/or beverage of any type including restaurants, child care facilities, convenience stores & bars ***-- Civil Set AND Plumbing /****or Full Set(Civil, Structural, Architectural and MEPs)*	1	
Solid Waste	All projects including new dumpster pad location or enclosures ***--Civil Set: Applicable pages showing site location, solid waste infrastructure and approach & any detail associated with solid waste pad & enclosure/*** *or Full Set (Civil, Structural, Architectural and MEPs)*	1	
Fire	All projects (except stand-alone retaining wall) ***-- Full Set (Civil, Structural, Architectural and MEPs) required***	1	
Water	All Projects ***-- Civil, Architectural and MEPs + AutoCAD of Site only /****or Full Set+AUTOCad*	1	
Light	All Projects ***-- Civil, Architectural and MEPs + AutoCAD of Site only /****or Full Set +AUTOCad*	1	
Planning & Zoning	All development occurring in "planned" and "overlay" zoning districts or have special development conditions imposed by Council-approved development agreements. Additionally, Board of Adjustment approvals including Conditional Use Permits ***--Architectural AND Civil /****or Full Set (Civil, Structural, Architectural and MEPs)*	1	
Health	*Facilities involving food &/or beverage of any type including restaurants, child care facilities, convenience stores & bars * Design/operation/maintenance of public swimming pools/spas * Tattoo parlors or Lodging Establishments ***--Architectural AND MEPs /****or Full Set (Civil, Structural, Architectural & MEPs)*	1	

^Most likely number of sets required; additional sets may be required and will be requested via email after the Initial Screening Process is complete.

TOTAL PLAN SETS SUBMITTED ____

NOTE: If non-FULL Sets are submitted, **indicate on each set** its intended Department as per chart above

For additional information please see the "Commercial Development Plan Review Help Document" Available at Building and Site Development Division website (www.GoColumbiaMo.com - search "Building and Site Development")