



# 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



<b>STREET ADDRESS</b> including Suite/Unit # (if known)		<b># OF FLOORS</b>	<b>APPLICATION VALUE*:</b> \$	<b>PERMIT #</b>	
<b>PROJECT/BUSINESS NAME:</b>		<b>CONSTRUCTION TYPE*:</b>	<b>OCCUPANCY CLASSIFICATION*:</b>	<b>ZONING*</b>	<b>BUILDING AREA*:</b>
<b>Permit Type(s):</b> <input type="checkbox"/> Interior Demo <input type="checkbox"/> Building <input type="checkbox"/> Footing & Foundation/Shell <sup>a</sup> <input type="checkbox"/> Land Disturbance <sup>b</sup>  <sup>a</sup> <i>Additional application for Footing/Foundation Permit required</i>  <sup>b</sup> <i>Land Disturbance permit fee/application required</i>	<b>Submittal:</b> <input type="checkbox"/> First Submittal <input type="checkbox"/> Deferred Submittal <input type="checkbox"/> Revised Submittal  <b># of Plan Sets</b> (See Attached Worksheet)	<b>Site Development:</b> <input type="checkbox"/> Land Disturbance/Site/Grading Plans <input type="checkbox"/> Stormwater Management Plans/Calculations <input type="checkbox"/> Erosion/Sediment Control Plan <input type="checkbox"/> Street/Storm Infrastructure Plan <input type="checkbox"/> Landscaping/Tree Preservation Plan <input type="checkbox"/> Stream Buffer Plan <input type="checkbox"/> Floodplain Development Permit <sup>c</sup> <input type="checkbox"/> Retaining Wall Plans/Calculations <input type="checkbox"/> Temporary Traffic Control Plan <input type="checkbox"/> Easement Documents <input type="checkbox"/> BMP Maintenance Covenant <input type="checkbox"/> Sanitary Sewer Plans <sup>d</sup> <input type="checkbox"/> Quit Claim Document <input type="checkbox"/> PDF of Approved Plan  <sup>c</sup> <i>Floodplain development application required</i> <sup>d</sup> <i>Sewer extension fee/application required</i>		<b>Building Safety:</b> <input type="checkbox"/> Architectural Plans <input type="checkbox"/> Specification Book <input type="checkbox"/> Structural Calculations <input type="checkbox"/> Lighting Plan <input type="checkbox"/> MEP Plans <input type="checkbox"/> Soils Report <input type="checkbox"/> Swimming Pool Plan <input type="checkbox"/> Fire Alarm Plans <input type="checkbox"/> Fixed Suppression Plans <input type="checkbox"/> Hood Plan <input type="checkbox"/> IECC Report <input type="checkbox"/> Truss Plans <input type="checkbox"/> PDF of Approved Drawing Set	
		<b>DESCRIPTION OF WORK:</b>			
<b>DESIGN PROFESSIONAL*:</b>			<b>PROJECT/BUSINESS OWNER*:</b>		
ADDRESS:			ADDRESS:		
CITY, STATE, ZIP			CITY, STATE, ZIP		
TELEPHONE NUMBER*:			TELEPHONE NUMBER*:		
E-MAIL ADDRESS*:			E-MAIL ADDRESS*:		
<b>CONTRACTOR:</b>					
ADDRESS:		CITY,	STATE,	ZIP	
TELEPHONE NUMBER:			E-MAIL ADDRESS:		
<b>STARRED (*) ITEMS ABOVE ARE REQUIRED FOR APPLICATION TO BE PROCESSED</b>					
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.					
<b>SIGNATURE</b> (of Owner or Owner's Representative)		<b>DATE:</b>		<b>APPROVED BY</b> (Plan Reviewer):	
<b>Please Complete the Attached Worksheet to Determine Plan Submittal Sets Required.</b>					



## 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) <i>--Full Set (Civil, Structural, Architectural and MEPs) required</i>	1	
Site Development	All projects involving site work Additionally stand-alone retaining wall <i>--Civil sets /or Full Sets (Civil, Structural, Architectural and MEPs)</i>	3	
Sewer Utility	All projects which include new sewer main <i>--Civil set AND Plumbing /or Full Set(Civil, Structural, Architectural and MEPs)</i>	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 and vehicle storage or car wash locations requiring a sand-oil separator <i>-- Civil Set AND Plumbing /or Full Set(Civil, Structural, Architectural and MEPs)</i>	1	
Solid Waste	All projects including new dumpster pad location or enclosures <i>--Civil Set: Applicable pages showing site location, solid waste infrastructure and approach &amp; any detail associated with solid waste pad &amp; enclosure/ or Full Set (Civil, Structural, Architectural and MEPs)</i>	1	
Fire	All projects (except stand-alone retaining wall) <i>-- Full Set (Civil, Structural, Architectural and MEPs) required</i>	1	
Water	All Projects <i>-- Civil, Architectural and MEPs + AutoCAD of Site only /or Full Set+AUTOCad</i>	1	
Light	All Projects <i>-- Civil, Architectural and MEPs + AutoCAD of Site only /or Full Set +AUTOCad</i>	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 <i>--Architectural AND Civil /or Full Set (Civil, Structural, Architectural and MEPs)</i>	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 <i>--Architectural AND MEPs /or Full Set (Civil, Structural, Architectural &amp; MEPs)</i>	1	

<sup>^</sup>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](http://www.GoColumbiaMo.com) - search “Building and Site Development”)