

Initial Screening Process (ISP) for building permits

Whether a project is new, an addition, or an alteration, most items listed below are required prior to the project entering the plan review process. If the plans are deficient of one or more of the items, the applicant will be notified within two working days via email with deficiencies noted and further instructions for resubmittal. When the submittal moves from ISP to plan review notification may or may not be given. Plans are not considered to be in review until after they have been accepted through ISP.

Community Development Department

Planning Division

All Projects located in Planned Development (PD) Zoning District

Site and Landscape plans

Plans should be consistent with approved Planned Development site and landscape plans

Approved Statement of Intent (if applicable)

All Projects located in Mixed Use-Downtown (M-DT) Zoning District

Site Plans

Plans should show compliance with Section 29-4.2 (M-DT Form-based Controls) and should include location of building, landscaping, and street walls when applicable.

Building Plans

Exterior Elevations

Detailed elevation drawings if any work is proposed on exterior of building. Show compliance with Section 29-4.2 (M-DT Form-based Controls) and should indicate dimensions, building materials, total area of transparent material, total area of each elevation, floor heights, and use of all floor area (residential, commercial, etc.)

New Subdivisions

Grading/Site plan reflecting lot layouts consistent with an approved preliminary plat.

Building and Site Development Division

Building Safety

General / typical additional documents

Geotechnical report - New Buildings/Additions

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Civil / Landscape plans - New Buildings/Additions
Photometric plans - New Buildings/Additions
Schedule of Special Inspections
Structural calculations
Specifications
International Energy Conservation Code compliance report(s)

Architectural Sheets

Plans signed and sealed by an architect licensed in the State of Missouri
Cover/Sheet Index
Current code edition listed
Code Analysis/Occupant Group/ Occupant Loads
List of Accessory/ Incidental Areas
Site Plan/Details (include location map)
Exiting Plan
Floor Plan(s)
Roof Plan
Reflected Ceiling Floor Plan(s)
Exterior Elevations
Building Sections
Wall Section(s)/Details
Partition Type/Details
Fire-Resistant Construction Assembly Details
Door Schedule and Hardware Types
Window Schedule
Stair Sections/Details
Plan Details
List of Deferred Submittals

Structural Sheets

Plans signed and sealed by an engineer licensed in the State of Missouri
General Notes
Typical Details/Schedules
Foundation Plan/Details
Floor Plan(s) (Framing/Wall/Details)
Roof Plan/Details
Enlarged Stair Framing/Details

Mechanical Sheets

Plans signed and sealed by an engineer licensed in the State of Missouri
General Specifications
Floor(s) Plans

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573.874.7239 Administrative Offices



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Columbia, Missouri 65205



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Roof Plan

Mech. Details/Schedules/Calculations

Plumbing Sheets

Plans signed and sealed by an engineer licensed in the State of Missouri

General Specifications

Floor(s) Plans

Roof Plan

Waste/Vent/Water/Gas Piping Diagrams

Plumbing Details/Schedules/Calculations

Electrical Sheets

Plans signed and sealed by an engineer licensed in the State of Missouri

General Specifications

Site Electric Plan

Floor(s) Plans (Lighting)

Floor(s) Plans (Power)

Roof Plan

Riser Diagram/One-line

Load/Fault Calculations

Electrical Details

Panel Schedules

Site Development

Cover Sheet

Developer/owner's name, mailing address, and telephone number

Vicinity Map

Legal description

Zoning designation

Table showing total impervious area (pre and post development)

Site Plan (scale 1"=50' or larger)

Grading Plan (scale 1"=50' or larger)

Erosion and Sediment Control Plan

SWPPP if disturbed area \geq 1 acre

Landscaping Plan

Plans signed and sealed by a Professional Engineer licensed in the State of Missouri

Stormwater Management

Stormwater Management Plan (scale 1"=100' or larger)

Storm sewer profiles

Drainage area map

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- Storm system capacity/drainage calculations
- Maintenance covenant and O&M manual
- Calculations (detention and water quality)
- Completed flood plain development permit application (if applicable)
- New Public Street and Sidewalk
 - Uses City Standard Details
 - Spot elevations for sidewalks, ramps and drive approaches demonstrating
 - ADA compliance
 - Traffic control plan (can be deferred submittal)
- Retaining Walls
 - Engineered drawings and calculations (if over 4 feet)
 - Easement descriptions

Columbia Fire Department

Building Plans

- Comprehensive code analysis
 - Square footage
 - Use group
 - Construction type
 - Occupancy calculation
 - Current code edition listed
- Plans signed and sealed by a design professional licensed in the State of Missouri
- Room use description provided
- Door schedule providing door and hardware type

Site plans

- Fire lanes
- Fire hydrant locations
- Topography information
- Landscaping

Mechanical plans

Electrical plans

Plumbing plans

Fire Alarm Plans – deferred submittal allowed

- Plans must be free of design layers that are not part of the fire alarm system
- Plans to scale and legible
- Room use description
- Ceiling heights provided detailing any applicable obstructions

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Device locations

Candela and Dbs settings for notification devices

Fire alarm and enunciator control panel locations

Manufacturers cut sheets for all devices and equipment proposed as part of the system

Voltage drop calculations

Backup battery calculations for the entire alarm system

Fire Sprinkler Plans – deferred submittal allowed

Plans signed and sealed by a professional engineer licensed in the State of Missouri

National Fire Protection Association (NFPA) standard referenced

Construction type

Ceiling heights

Plans to scale and legible

Room use description

Storage occupancies including storage materials and quantities (if applicable)

Hydraulic calculations

Manufacturers cut sheets for all equipment proposed on the project (i.e. sprinkler heads, valves, tamper and flow switches, compressors, anti-freeze storage tanks, etc.)

Fire Suppression Systems – deferred submittal allowed

Plans signed and sealed by a professional engineer licensed in the State of Missouri

Plans are to scale and legible

Location of suppression systems

Description of equipment to be protected

System make, model, and size

Nozzle type and flow requirements

Location of the pull station

Automatic fuel/electric shunt trip device indicated

Location and type of system alarm (local or fire alarm system)

Health Department

Projects that involve food service (restaurant, school, daycare, convenience store, bakery, bar, grocery store, lodging, assisted living facility, etc.), plans to include:

Floor plans to scale

Equipment schedule

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- Finish schedule
- Plumbing plan
- Lighting plan
- Proposed menu

Projects that involve a swimming pool with or without an associated clubhouse, plans to include:

- Floor plans to scale
- Site plan
- Plumbing plan
- Completed "Engineering Summary" on form provided by department

Utilities Department

Light Division

- Property line locations
- Easement locations
- Building locations
- Pavement locations
- Existing and proposed utility locations
- Electronic (AutoCAD) copy of the site plan
- Panel schedules
- Watt load calculations
- Riser diagram
- Equipment locations

Water Division

- Property line locations
- Easement locations
- Building locations
- Pavement locations
- Existing and proposed utility locations
- Electronic (AutoCAD) copy of the site plan
- Riser diagrams
- Plumbing plans
- Equipment locations
- Total supply fixture units (demand)
- Floor plans
- Fire sprinkler system

Sewer Division

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Sanitary sewer main extension or construction, plans to include:

- Sanitary Sewer Plan and profile
- Quit claim deed documents
- Easement documents (descriptions and diagrams)
- Sewer Extension Application
- Sewer Extension Application Fee

Food service (e.g. restaurant, school, daycare, convenience store, bakery, bar, grocery store, lodging, assisted living facility), automotive (e.g. carwash, auto shop, lube service) or other businesses that require a grease, oil, and sand separators, plans to include:

- Plumbing plans
- Kitchen equipment plans
- Interceptor location
- Sample port location


Solid Waste Division

Projects that have trash and recycling service

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