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

Building & Site • CATSO • Housing Programs • Neighborhood Services • Planning • Volunteer Programs

573.874.7474 Service Counter
573.874.7239 Administrative Offices
701 E. Broadway, P.O. Box 6015
Columbia, Missouri 65205
CoMo.gov
CoMo.gov/community-development

Our vision: Columbia is the best place for everyone to live, work, learn and play.
Initial Screening Process (ISP) for building permits

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
Initial Screening Process (ISP) for building permits

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 ≥ 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
Initial Screening Process (ISP) for building permits

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
Device locations
Candela and Db 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
Initial Screening Process (ISP) for building permits

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
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