



COMMERCIAL REMODEL PROJECT GUIDE

The City's building permit system exists to safeguard the life, health, property and welfare of the public through building project plan review, licensing of contractors, issuance of building permits, and completion of building construction/remodeling inspections.

This guide is an effort to help you understand the four major steps in the commercial building project plan review and building permitting process.

Not all commercial remodel projects will require plans and a building permit. In general, if you do not enlarge the building, install any new electrical circuits, add new plumbing fixtures, remove or construct new walls, then a building permit is not required. If this is the case, a Change of Occupancy permit may be required. At a minimum, a new Business License is required. Both the Change of Occupancy permit and the new Business License application will trigger an inspection by the City to inspect the establishment for compliance with current codes and requirements.

The City of Republic requires a Knox Lock box installed at each commercial building to allow for access by emergency responders. The Knox lock box is available at www.knoxbox.com and can be purchased online using the City of Republic's zip code of 65738 and the Republic Fire Department in the two fill-in sections.

Asbestos Survey Certification is required where existing construction materials are to be disturbed through remodeling or demolition activities. The survey must be done by a licensed asbestos inspector prior to City acceptance of a permit application.

The United States Environmental Protection Agency has published new regulations aimed at protecting children from lead poisoning. Effective now, renovators that disturb paint in child-occupied facilities and housing built before 1978 must provide lead hazard information to owners, children's families, and residents prior to beginning work. The EPA pamphlet "Renovate Right" must be provided or made available. Signed receipts or mailing receipts must be maintained for three years to demonstrate compliance. Effective April 2010, anyone performing renovations/repairs for compensation must be trained and certified in the removal of lead based paint and all safe work practices must be followed. The EPA may be contacted at 1-800-223-0425 for additional information or to request copies of the pamphlets.

HOW TO CONTACT US:

In person: Planning and Development, 204 North Main Street
By Phone: (417) 732-3150
By Fax: (417) 732-3199
By Email: firstnameinitial.lastname@republicmo.com
City of Republic Missouri website: www.republicmo.com

STEP 1: PRELIMINARY REMODEL PLAN REVIEW

Preliminary remodel project plan reviews benefit everyone by minimizing problems in the review process and by expediting plan review and building permit approvals. Preliminary reviews can be completed at the

Planning and Development office with conceptual or preliminary drawings, or through an on-site inspection at the proposed project location.

STEP 1A: SCHEDULING OF A PRELIMINARY REMODEL PLAN REVIEW

- 1) There is no charge to the applicant, unless an on-site preliminary project review is conducted.
- 2) Preliminary reviews must be scheduled. Please contact the Planning and Development office at the contact information above. Note: If you have a disability that may require special assistance, please indicate such so that appropriate arrangements can be made.
- 3) Preliminary remodel project reviews will generally be scheduled between the hours of 9-11AM and 2-4 PM during the business week.
- 4) At a minimum, conceptual plans and/or drawings are required. Planning and Development will keep one copy for future reference.
- 5) Any or all of the following people may attend the review:
 - a. Owner or owner's representative(s)
 - b. Contractor
 - c. Architect
 - d. Plans Examiner assigned to the project
 - e. Fire Prevention staff
 - f. Relevant personnel from other departments

STEP 1B: PRELIMINARY ON-SITE REVIEWS

- 1) When plans are not available for the existing building, an on-site review can be performed.
- 2) An hourly fee may be charged for all on-site preliminary reviews.

STEP 2: PROJECT PLAN SUBMITTAL

Plan submittal is a crucial step in the plan review process. Good plans with complete information help to expedite the plan review process by avoiding delays caused by lack of required information.

A) WHEN IS AN ARCHITECT OR ENGINEER REQUIRED?

Missouri law requires that virtually all project plans and drawings be sealed by a design professional licensed in the State of Missouri. In most instances, architects and engineers will not be allowed to seal drawings outside of their professional discipline.

B) COMMERCIAL REMODEL CHECKLIST

The form provides a general checklist for the review process and is attached at the end of this document. A completed checklist is required with all project plans submitted for review.

C) PROJECT VALUATION AND BUILDING PERMIT FEES

The building permit fee shall be based on the most current Building Valuation Data table, as provided by the International Code Council, using a City of Republic multiplier. There may be additional fees assessed if the project requires engineering or architect review or if new plumbing fixtures are added.

D) PLANS

Five (5) sets of construction plans will be required to be submitted for review. Six (6) sets of construction plans will be required to be submitted for review if engineering review is required. This will allow for one set to be approved and issued by the City for construction

along with the building permit. Of the five submitted sets, two sets are required to be “wet sealed” with an original seal and signature.

Plans and specifications shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and to show in sufficient detail that all work will conform to the adopted City codes.

STEP 3: PROJECT AND PLAN REVIEW

The Planning and Development Department has primary responsibility for coordinating the project review process. The Planning and Development Department will review all project plans for code compliance. All of the project plans will be reviewed by a private consultant hired by the City of Republic, and such costs will be charged to the applicant.

A) THE PROJECT PLANS WILL BE REVIEWED FOR COMPLIANCE WITH THE FOLLOWING CODES:

- 1) 2012 International Building Code
- 2) 2012 International Fire Code
- 3) 2012 International Plumbing Code
- 4) 2012 International Mechanical Code
- 5) 2011 National Electrical Code
- 6) ICC-ANSI-2009 Accessibility Requirements
- 7) Code of the City of Republic Missouri
- 8) City of Republic Zoning

B) PROJECTED PROJECT REVIEW TIME:

The time to review plans can vary greatly. Factors that will have a direct impact on the review time include completeness of drawings, the number of plans in Planning and Development for review, size of the remodel to be reviewed, type of work involved, etc. Planning and Development has established a ten (10) business day review period for each submittal.

C) COMPLETION OF PLAN REVIEW:

When the project plan review is complete, the plans will either be stamped approved and ready for a building permit, or will require changes prior to plan approval and permit issuance. When submitted plans require changes or revisions, the Planning and Development department will issue a Project Review Comment Letter, which will detail the required changes.

When the Project Review Comment Letter has been issued, the project is placed on hold, and no further work will be done until the requested revised information or drawings are received. Once revisions are received, a ten (10) business day review period will be initiated.

D) PROJECT PLAN REVISIONS:

All project plan revisions that are required by the Project Review Comment Letter to be made before issuance of a building permit must be submitted by the original project plan designers (architect and/or engineers of record). All comments in the Project Review Comment Letter shall be addressed either in the form of addendum(s) or revised drawings. When the revised plans are submitted for re-review, they will be reviewed within a ten (10) business days and a response letter will be forwarded to the applicant. The Planning and Development Department will review the submitted changes and plan revisions. If the changes and revisions are approved, the plans will then be released for issuance of a building permit.

E) CODE APPEALS

All applicants for building permits have the right to an appeal. The City of Republic can have the appeal reviewed by an outside engineer or architect, with such fees being paid for by the applicant, to determine the suitability of alternate materials and methods of construction and to provide reasonable interpretations of the International Building Code. The City of Republic does not have the authority to waive any requirements of the Code.

F) EXPIRATION OF PROJECT PLAN REVIEW

Plan reviews are only valid for 180 days from the day the initial plans were submitted. Three extensions of 90 days can be granted upon receipt of a written request. If the original plan submittal and review expires, a new plan review fee will be charged to initiate another or further plan review.

STEP FOUR: BUILDING PERMIT ISSUANCE

A) APPROVED PLANS MADE READY FOR PERMIT:

Planning and Development will notify the project owner, the project architect and/or contractor by phone or email when the plans have been approved and the permit is ready to be picked up.

B) PICKING UP THE BUILDING PERMIT:

Any person identified in item A above may obtain the project building permit, along with the stamped and approved set of drawings, at the Planning and Development office, after all required plan review and building permit fees have been paid.

C) REVISION TO PROJECT PLANS AFTER PERMIT ISSUANCE:

If during project construction, certain design or installation changes are made that affect existing wall configurations, structural elements, or mechanical, plumbing electrical and/or fire protection systems, revised project plans must be submitted to the Planning and Development Department for review and approval. If the original plans were sealed by a licensed architect and/or engineer, then the revised plans must also be sealed with the revised plan/drawing dated noted. Review fees may apply to the revised plans.



COMMERCIAL REMODEL PROJECT CHECKLIST

Please indicate compliance with a check mark or N/A if the item does not apply to your project.

Project Name and Location: _____

ZONING

- 1) The use of the existing building and indicate the zoning district.
- 2) If the property is being rezoned to allow the proposed use, show approval by indicating Ordinance number.

SITE PLANS

- 1) Each drawing must be signed, dated and sealed by a professional architect or engineer, registered in the State of Missouri.
- 2) The site plan contains a legal description.
- 3) The site plan shows the correct location and number of drive approaches.
- 4) The site plan shows the correct number of parking spaces and ADA spaces.
- 5) The site plan shows all existing structures and other features.
- 6) The site plan shows the proposed location of new signs and the location of existing signs.
- 7) The site plan shows all required landscaping and buffer yard requirements.
- 8) If re-addressing is required, does it conform to the City's addressing standard.

ARCHITECTURAL PLANS

- 1) The building plans show the existing floor plans and all proposed changes.
- 2) The building plans show all proposed demolition and removal.
- 3) The building plans show all new structural walls and design loads.
- 4) The building plans show all egress requirements, including corridors, occupancy loads, stairs, guards and handrails, and window and door schedules.
- 5) The building plans show all accessibility and special use requirements.
- 6) The building plans show all portable fire extinguishers, fire alarm, and fire suppression systems.
- 7) The building plans show all exit and emergency lighting.
- 8) The building plans show the required Knox Box for emergency responder access.

MECHANICAL, ELECTRICAL AND PLUMBING PLANS

- 1) The MEP plans show all proposed demolition and removal.
- 2) The MEP plans show all gas lines including sizes, materials, connections, and valves.
- 3) The MEP plans show all combustion air requirements and appliance type and locations.
- 4) The MEP plans show all kitchen equipment including hood and duct systems.
- 5) The MEP plans show all air handling equipment and ductwork systems.
- 6) The MEP plans show all panel locations, riser diagrams including voltage, amperage, and phase.
- 7) The MEP plans show the proposed panel schedule(s).
- 8) The MEP plans show the electrical site plan including all lighting, fire alarm, and fixture schedule.
- 9) The MEP plans show all existing and proposed fixtures.
- 10) The MEP plans show all accessibility requirements.
- 11) The MEP plans show all traps, interceptors, and valves.
- 12) The MEP plans show all backflow and backwater devices.