



**BUILDING PERMIT APPLICATION  
NEW COMMERCIAL BUILDING/ADDITION  
PERMITS@REPUBLICMO.COM**

<b>Office Use Only:</b>		<b>Application Date:</b>	<b>Permit Number:</b>
<b>PIN:</b>	<b>Lot No.:</b>	<b>Subdivision:</b>	<b>Zoning:</b>

Site Address: \_\_\_\_\_

OWNER INFORMATION	
Owner Name:	
Address (Street, City, State, Zip):	
E-Mail:	Phone:

CONTRACTOR INFORMATION	City of Republic Business License No.:
Company Name:	Contact Name:
Mailing Address (Street, City, State, Zip):	
E-Mail:	Phone:

PROJECT INFORMATION		
Commercial: <input type="checkbox"/>	Multi-Family Residential: <input type="checkbox"/>	Industrial: <input type="checkbox"/>
Project Description:		

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**Project Contact Information:** Contact Name & Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

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Use Group(s): \_\_\_\_\_ Type of Construction: \_\_\_\_\_

Number of Dwelling Units to be Included in Finished Product (If Applicable): \_\_\_\_\_ Project Valuation (\$): \_\_\_\_\_

Project Square Footage: \_\_\_\_\_

*By signing this application form, I hereby acknowledge that the information I have provided is complete and accurate to the best of my knowledge. Furthermore, I acknowledge my responsibility to conform to the applicable federal, state and local regulations pertaining to the project described by this application and attachments. I also understand that this application will expire within 180 days of the date of my signing, unless extended in writing by the Building Official.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



R E P U B L I C  
**BUILDS**  
Public Works • Community Development

## GUARANTEE OF PAYMENT AGREEMENT

By signing this agreement, I acknowledge and accept full responsibility for payment to the City of Republic for all fees and charges incurred by 3<sup>rd</sup> party consultant review and any/all fees related to the review of drawings and specifications associated with this project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please print the following information for billing purposes:

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **COMMERCIAL BUILDING PERMIT INSTRUCTION PACKET**

Required Submittal Documents for all **New Commercial Building/Addition Permit Projects**:

- Pre-Application Meeting
- Permit Application
- Completed Guarantee of Payment Agreement
- Site Plan
- Grading Plan
- Sediment/Erosion Control Plan
- Engineering Reports
- Site Utility plan
- Floor Plans
- MEP Plans
- Building Elevations
- Landscaping Plan
- Structural Plans
- Sprinkler Plans/Calculations
- Department of Natural Resources (DNR) Permits

**Two (2) Complete Drawing Sets** are required for the 1st and Final Submittal and an **electronic copy** of the Complete Drawing Set for each Submittal.

The Community Development Department administers the acceptance, review, issuance, and inspection of all commercial structures within the city limits of Republic. The **Technical Review Team (TRT)** comprised of Staff Members of the Community Development Department, Fire Department, Public Works Department, and Consultants, review all Commercial Building Permits for compliance with applicable **City Codes** and the adopted **International Code Council's (ICC) Building Codes**.

The Technical Review Team (TRT) conducts all Commercial Building Permit Application reviews with urgency and in accordance with the **City's Mission, Vision, and Values**. The TRT Project Manager will issue a Submittal Review Letter to the Applicant and the Applicant's Registered Design Professional for all Submittals; the Project Manager serves as the centralized point of contact throughout the permitting of the project.

**First Submittal Review: Up to ten (10) Business Days**

**Resubmittals: Up to five (5) Business Days**

Republic BUILDS  
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