



## **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**

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