



<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: \_\_\_\_\_

<b>APPLICANT INFORMATION</b>	City of Republic Business License No.:
Name of Business and Applicant:	
Address (Street, City, State, Zip):	
E-Mail:	Phone:

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

<b>PROJECT INFORMATION</b>		
New Occupation: <input type="checkbox"/>	Whitebox Infill: <input type="checkbox"/>	Remodel: <input type="checkbox"/>
New Occupancy:		
Previous Occupancy (N/A for Infill):		

Project Description - Include any details regarding the new occupancy and describe any changes being made:

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**BUILDING PERMIT APPLICATION  
CHANGE OF OCCUPANCY/USE  
PERMITS@REPUBLICMO.COM**

<b>DESIGN PROFESSIONAL</b>		<i>This section only needs to be filled out when the new occupancy has been classified as a Change of Use.</i>
Company Name:	Contact Name:	
Mailing Address (Street, City, State, Zip):		
E-Mail:	Phone:	

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

Number of Dwelling Units to be Included in Finished Product (If Applicable): \_\_\_\_\_ 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:** \_\_\_\_\_  
**Printed Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

*BUILDS Department · 4221 S. Wilson's Creek Blvd. · Republic, MO 65738*



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 CHANGE OF OCCUPANCY/USE INSTRUCTION PACKET**

### **Initial Review**

The overall intent of this process is to ensure that the new business moving into the building/space meets the basic life safety needs of the building code to protect the well-being of the occupants of the new occupancy.

Whenever a new business moves into an existing building/unit with a previous use or as a new commercial infill a Commercial Change of Occupancy permit is required. This is required even if the business does or does not plan on performing any construction to modify the building. If an existing business changes its use or changes its ownership, a Commercial Change of Occupancy permit is also required.

After filling out the initial permit application City Staff will review all the information that is provided to determine if the new business is a Change of Occupancy or Change of Use. The review will also determine if any additional permitting is needed (i.e. Remodel Building Permit, MEP Building Permit, or a Land Use Application).

### Required Information for **Initial Review**:

Permit Application

- \_\_ Description of new occupancy
- \_\_ Previous occupancy of building/unit
- \_\_ Project description that informs City Staff if there are any changes being made to the building/unit. If there are no changes being made, please specify this in the description.

Completed Guarantee of Payment Agreement

Floor Plan (**Not Required but Recommended for Expedited Review**)

- \_\_ The floor plan shows the proposed use and layout of each room.
- \_\_ The floor plan shows any changes being made to the building/unit.
- \_\_ This floor plan does not need to be designed by a licensed professional. However, it should be done to scale.

### **Initial Review: Up to five (5) Business Days**

### **Change of Occupancy**

A Change of Occupancy inspection will be conducted by the City's building inspector and the City's fire department to determine if the building is safe to occupy and if it meets the current accessibility guides. Exit



signage, emergency lighting, fire extinguishers and other safety issues are some of the items that will be looked at, along with ADA parking and signage, accessible entry into the building and accessible restrooms.

The new business owner will be asked to provide a key to the main door of the business so it can be placed into the key vault attached to the building. If the building does not have a key vault, one will be required to be installed at either the business or building owner's expense.

The cost for the Change of Occupancy application submittal is \$80 and is due when the application is made. The fee includes the \$50 Occupancy Change Permit (accounts for the review and inspection conducted by City Staff) and for the review by the 3rd party consultant.

After the Change of Occupancy inspection has been conducted improvements may be needed to the building/unit to obtain a Certificate of Occupancy. Depending on the scope of the required improvements, additional materials (i.e. floor or building plans designed by a licensed professional) or additional permitting may be needed.

### **Change of Use**

When a new occupancy is determined to be a Change of Use, additional materials will be needed to obtain a Certificate of Occupancy. This will ultimately require the services of a Licensed Design Professional (Architect or Engineer). At minimum the design professional will need to provide a stamped Floor Plan to ensure the new Change of Use abides by the [adopted Building Codes](#).

The determination of a Change of Use is decided when the proposed use has a different occupancy classification group (as outlined in the Adopted Building Codes) from the previously permitted use. When the use falls under a different group additional information (provided by a licensed design professional) is needed to ensure the intended purpose and function of the existing structure meets the minimum requirements of the building code related to fire and life safety protection for the new use.

In some cases, a Change of Use can be assigned even if the previous and proposed use has the same occupancy classification. An example of this special circumstance would be a building changing from a bowling alley to a dance hall. Both uses fall under the same occupancy classification, A-3, but have different requirements outlined in the Adopted Building Codes. Similar to a change of occupancy classification, these special circumstances require a stamped Floor Plan designed by a licensed professional.

### Required Submittal Documents for all **Commercial Change of Use Building Permit Projects**:

Permit Application

\_\_ Same Application as the Change of Occupancy; however, the Design Professional Information must be completed

Floor Plans

MEP Plans, if applicable

Sprinkler Plans/Calculations, if applicable

**One (1) Digital Floor Plan** is required for each Submittal for review.

4221 S. Wilson's Creek Blvd.  
Republic, MO 65738  
(417) 732-3150  
[Permits@RepublicMO.com](mailto:Permits@RepublicMO.com)



**First Submittal Review: Up to five (5) Business Days**

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

Similar to the Change of Occupancy, an inspection will be conducted by the City's building inspector and the City's fire department.

The cost for the Change of Use is the initial \$80 plus the cost of the Floor Plan review. Floor Plan review is subject to 3rd party consultant review and any/all fees related.

Additional Permitting may be required if the Design Professional determines that substantial changes need to be made to the building/unit to ensure that the Change of Use abides by the Adopted Buildings Codes.

**Additional Building Permits**

A Remodel or MEP (Mechanical/Electric/Plumbing) Building Permit will be required if the initial review of the information provided by the applicant indicates substantial changes are being made to building/unit for the new occupancy. Example of substantial changes include, but are not limited to, replacing or upgrading the electrical, plumbing, and mechanical systems and structural changes (removal or construction of walls).

A representative of the Community Development Department will contact you if additional permitting is needed. Additional permitting is subject to a Pre-Application Meeting and a Full Set of Stamped Plans by a Licensed Design Professional.

**Land Use Applications**

Planning and Zoning Staff will review the application to ensure the proposed use abides by Republic's Land Use Code. If the proposed use does not abide by the Land Use Code, additional permits will be required. This could include rezoning the property or requiring a Special Use Permit.

A representative of the Community Development Department will contact you if a rezone or a Special Use Permit is needed. Additional permitting is subject to a Pre-Application Meeting.

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 Fire Department, Republic BUILDS 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.