

New Commercial Construction Permit

Zoning Requirements – Verifying the zoning requirements for your project before deciding to build is a requirement. Kirksville has 20 separate zoning districts, each with minimum lot size, building height, setback, parking, landscaping, and other requirements. A handbook with both the Zoning Map and Zoning Ordinances is available for purchase from the Codes Department, or can be accessed online at our website for free on the Zoning Information page located at <https://www.kirksville.gov/p/zoning-information>. Any questions can be directed to the City Planner at 660.627.1272.

Adopted Code – The City currently follows the 2021 International Codes listed below. Multi-family dwellings, commercial and industrial buildings, and accessory structures must be designed according to this code and all applicable local codes such as Chapter 6 of the City Ordinances, zoning, sign code, floodplain, and erosion control requirements.

- 2021 International Building Code
- 2021 International Fire Code
- 2021 International Plumbing Code
- 2021 Mechanical Code
- 2021 Fuel Gas Code
- 2015 Energy Conservation Code
- 2020 National Electrical Code

Submission Requirements – Plans submitted as part of a commercial construction permit application are required to be stamped by a Missouri registered architect on each page. This also applies to all resubmittals.

1. 1 electronic, one original set of plans by a Missouri registered architect as required by state law if the floor plan and size of the building is going to exceed 2,000 square feet.
 - a. Storm water pollution prevention plans (SWPP)
 - b. Structural calculations or other substantiation of structural performance
 - c. General specifications
 - d. Fire resistance rating assembly specifications
 - e. Complete Mechanical, Plumbing, and Electrical plans and specifications
 - f. Complete Sprinkler plans and specifications, if required.
2. Site plan drawn to scale and stamped by Missouri registered civil engineer or surveyor showing:
 - a. Lot dimensions
 - b. Existing and proposed structures
 - c. Driveways, adjacent street(s), sidewalk & utility easements
 - d. Parking stalls and access aisles
 - e. Front, rear, and side setbacks
 - f. Address, Subdivision, & Lot Number
 - g. North arrow, scale bar and text
 - h. Dumpster closure
 - i. Signage, if applicable
 - j. Site lighting
 - k. Flood Plain regulations met, if required for the property



Fees – Permit fees are due at the time the building permit is issued.

*For current Permit Fees, please refer to our website and the Exhibit A – Fee Schedule. Any questions can be directed to the Administrative Specialist at 660.627.1272.

Review Time – After all applications and plans have been received, the Plan Review Team will begin the review process. This process generally takes approximately one week. Upon completion, you will be contacted regarding the results of the review.

Contractor licensing – All general and sub-contractors are required to have a current Kirksville Business License. To obtain a business license, contact the Business License Clerk in the Finance Department at 660.627.1251. Contractor licenses will be verified by City staff prior to issuing a building permit.

Inspections – Contact the Codes & Planning office at 660.627.1272 to schedule an inspection. Failure to request a required inspection could result in project modifications at the owner's expense. No work should begin or inspection completed until required permits have been obtained.

Fall Protection – Any project site must provide protection to ensure that pedestrians do not unknowingly come onto a project site and be exposed to a fall hazard. Please find additional information regarding fall protection requirements in Chapter 10 of the City of Kirksville Code of Ordinances.

Stormwater Runoff Control – The City of Kirksville is mandated and supports the requirements of its MO-RO4000 Missouri State Operating Permit as required by the Federal Clean Water Act, therefore all sites must manage stormwater runoff. For construction activities that result in a land disturbance of less than one (1) acre, the owner/developer and contractor will be required to follow best management practices (BMP) that are site specific to control runoff; and for construction activities that result in a land disturbance of greater than or equal to one (1) acre, the owner/developer and contractor must obtain a State of Missouri and (if applicable) City of Kirksville Land Disturbance Permit.



Commercial Building Permit Application

Date: _____

APPLICANT INFORMATION

☐ Owner ☐ Contractor

Name: _____

Address: _____

Phone: _____

E-mail: _____

LOCATION OF PROJECT

Address: _____

Subdivision: _____

Lot(s): _____ Zoning: _____

PROJECT INFORMATION

Name of Business locating in building: _____

Total Lot Area in Sq. Ft. _____

Total Square Feet of Finished Floor: _____

Number of Stories: _____

Utility Easements on property: _____

Please check one of the following:

☐ Multi-Family ☐ Commercial ☐ Industrial

Please check one of the following:

☐ New Construction ☐ Addition ☐ Other _____

CONTRACTORS

The following firms have been engaged to do the work and will be licensed contractors in the City. General Contractor must contact the Codes Dept. if Contractor information changes at any time during the project.

General Contractor: _____

Electrical Contractor: _____

Plumbing Contractor: _____

Mechanical Contractor: _____

Concrete Contractor: _____

Fire Systems Contractor: _____



LAND DISTURBANCE PERMIT

When soil is disturbed on a construction site, a land disturbance permit is required to be issued along with the building permit from the State of Missouri. If your project will disturb the soils on the site, please include the Land Disturbance Permit with the building permit application.

RIGHT OF ENTRY

In the discharge of his/her duties, the Code Official or his/her designated representative shall have the authority to enter at any reasonable hour any building, structure or premises in this jurisdiction to enforce the provisions of the building codes adopted by the city of Kirksville.

PERMIT FEES FOR GOVERNMENTAL & QUASI-GOVERNMENTAL PROJECTS

In December 2003, City Council approved the waiving of building permit fees at the request of governmental and quasi-governmental agencies. City Council Policy #17 outlines the criteria. If you are a tax exempt entity, please provide a copy of your tax exempt letter to see if you qualify to have your permit fees waived.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make the application as his/her authorized agent and agree to conform to all applicable laws of this jurisdiction.

Applicant Name (Please Print)

Signature of Applicant

Date

Address of Applicant

Property Owner

Address

****Electronic plans & application can be submitted to sray@kirksville.gov.**