



Commercial Development Packet

General Information

Getting Started:

All applicants are **strongly encouraged** to schedule a pre-development meeting with the Development Review Committee (DRC) staff. To schedule this meeting contact:

Ann Keeton, Belton City Hall
(816) 331-4331

During this meeting, staff can provide you with general guidance to assist you in the development process. This is not designed to replace formal review but will likely shorten review time and reduce revisions required.

Review Process:

Construction documents must be submitted for review in accordance with Section 105.4 of the 2012 International Fire Code (IFC). To avoid potential pitfalls and delays, please check the following:

- All construction documents are prepared and stamped by a registered design professional.
- Submittal meets the minimum information required (see attached checklist).
- Adequate details are provided for fire protection systems.
- Revisions based on comments from the fire department are forwarded directly to our offices.

Once documents are submitted for review, the plans enter the system in the order in which they are received. This is necessary to ensure fairness to all applicants. Revisions based on comments provided are placed at the top of the schedule. Timelines vary greatly based upon workload but every attempt is made to get plans reviewed and comments issued within 2 weeks of initial submittal.



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Permit Information

Construction permits are required for the following work in accordance with Section 105.7 of the 2012 IFC:

- Automatic Fire Extinguishing Systems*
- Battery Systems
- Compressed Gasses
- Fire Alarm and Detection Systems**
- Fire Pumps
- Flammable and Combustible Liquids
- Hazardous Materials facilities
- LP Gas systems
- Standpipe Systems
- Temporary Membrane Structures

Permit fees are based on the total valuation of the system or facility proposed. Supportive documentation should be submitted with plans detailing project costs. Fees are based on the City of Belton Code of Ordinances Section 7-21.

<i>Total Valuation</i>	<i>Fee</i>
\$100.00 to \$2,000.00	\$10.00
\$2,001.00 to \$25,000.00	\$35.00 for the first \$2,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$205.00 for the first \$25,000.00 plus \$5.80 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,000.00 to \$100,000.00	\$350.00 for the first \$50,000.00 plus \$5.50 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$625.00 for the first \$100,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
Over \$500,000.00	See Section 7-21

*Local amendments require a 15% safety margin on all fire sprinkler designs.

**Local amendments require manual pull stations at every exit in sprinklered buildings.



Belton Emergency Services

Fire Prevention Bureau

Fire Protection Systems Permit Application

Submit this application along with two (2) sets of complete plans, specs, manufacturer's cut-sheets & calculations prepared and sealed by a PE or NICET level III or above.

PROJECT INFORMATION					
Project Name:					
Project Location:					
Square Footage:		Number of Stories:		Construction Type:	
SYSTEM INFORMATION					
<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Hood System	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Clean Agent	<input type="checkbox"/> Special Haz.	<input type="checkbox"/> Other
Hazard Classification:					
Occupancy Type & Use Group:					
Coverage: <input type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL		If partial, describe location:			
Describe the specific work to be completed:					
Valuation of Job: (provide supportive documentation) \$ _____					
CONTRACTOR/INSTALLER INFORMATION					
Installing Contractor:			Phone:		
Address:			Fax:		
City:			State:	Zip:	
Contact person:			Phone:		

To avoid pitfalls and possible delays in review or rejection of application:

- Fill out application completely and provide supportive documentation upon submittal.
- Submit application and supportive documents as early as possible **before** installation is scheduled.
- Insure systems are NFPA and IFC compliant **before** submittal.
- Insure all submittals are legible and clear. No "pencil" or "sketch" drawings will be accepted.
- All contractors are required to have current City of Belton Business License.

APPLICANT CERTIFICATION	
By signing I certify that: <ul style="list-style-type: none">- The information contained in this application is true and accurate to the best of my knowledge.- I understand that all applicable codes apply and all work is subject to the requirements of the 2012 International Fire Code, and City of Belton regulations.- I understand that NO WORK is to commence without prior approval of the Fire Prevention Bureau.- I understand that all work is to remain uncovered and accessible for inspection until approved by the Fire Prevention Bureau.	
Applicant Signature:	Date:

16300 N. Mullen Road • Belton, MO • 64012
Phone (816) 331-7969 • fax (816) 322-7368



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Local Amendments to the 2012 International Fire Code

Section	Add/Mod	Summary
105.2	Modification	Establishes permit fees per City of Belton Code of Ordinances, Section 7-21.
108.1	Modification	Defines Appeals Board.
307.4.3	Addition	Permits the use of certain commercially available outdoor fireplaces while maintaining nuisance stipulations for smoke/odors.
503.4.1	Addition	Makes it a violation to install "speed bumps" in fire lanes. These traffic calming devices slow fire department response and cause undue damage to fire apparatus. Several acceptable alternatives exist.
507.2.1	Addition	Requires that private fire service mains be designed in such a manner that, in the event of a break in the main, causing the available fire flow in the main to be disrupted, that disruption can affect no more than two fire hydrants on the main.
511	Addition	Requires an exterior electrical disconnect be installed.
903.5.3	Addition	Requires the designer to allow for a 15% safety margin when designing fire sprinkler systems.
907.2.1 thru .9	Modification	Removes the exception for manual fire alarm boxes in sprinklered buildings in groups A, B, E, F, M, R-1 & R-2.
5704.2.9.6.1	Modification	Prohibits outdoor storage of flammable and combustible liquids in areas zoned R, C-1, C-2, C-3, C-4, & BP.
5706.2.4.3	Modification	Prohibits outdoor storage of flammable and combustible liquids in areas zoned R, C-1, C-2, C-3, C-4, & BP.
6104.2	Modification	Prohibits storage of LP gas in containers over 2000 gallons in areas zoned R, C-1, C-2, C-3, C-4, & BP.



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Required Inspections

Routine Inspections:

Several building functions are required to be inspected and accepted by the Fire Prevention Bureau for **each** newly constructed building. Those typical, routine items requiring inspections include (but not limited to):

- Emergency Lighting
- Exit Signage
- Adequate Exiting
- Fire Extinguisher Type and Placement
- Building Identification (address)
- Approved Use/Required Separation
- Proper/Safe Wiring and Electrical Distribution
- Adequate Clearance & Proper Storage of Combustibles

Technical Inspections:

More detailed, technical inspections are required for certain systems and functions. Typically these systems will be tested by the installation contractor and witnessed by the Fire Prevention Bureau. These include (but not limited to):

- Fire Suppression Systems
- Fire Alarm Systems
- Fire Resistance Rated Construction
- Items Requiring Construction Permits Under the Fire Code

Important Considerations:

To insure timely and complete inspections, with minimum disruption, please note the following considerations:

- All work must **remain uncovered** until accepted by the Fire Prevention Bureau.
- All work is subject to the requirements of the International Fire Code and City of Belton standards.
- Work **may not** commence without prior approval.

Approvals:

For clarification, a Certificate of Occupancy (C of O) will be issued once it is determined that the building is complete and can be occupied safely. Occupying the space allows for stocking, training, ect. This is different from the City's "Occupation (Business) License" which is required prior to opening for business. Systems acceptance is not complete until all required NFPA paperwork is submitted.

Requesting Inspections:

Call the Belton Fire Department Inspection Hotline at:

(816) 265-6161

Fire Inspection Hotline