



City of Belton
520 Main Street
Belton, MO 64012
PH: 816-331-4331 FAX: 816-331-6973

City of Belton

New Commercial Construction Forms and Submittal Requirements

Pre-Application – The City of Belton holds Design Review Committee (DRC) meetings each Wednesday morning. These meetings are free, informal and include a representative from each department. Meeting with the DRC prior to applying for a building permit often answers many of the questions or issues that other jurisdictions handle through the plan review process. Call before 4:30 p.m. the Monday proceeding the Wednesday you wish to meet and schedule a time slot.

Building Permit Application – Must be complete. Include the name and address of General Contractor (GC) and names of all sub-contractors. The GC and sub-contractors must hold a valid Belton Business License. If the GC is the owner of the property and is building for his/her own use, a Business License is not required. **A permit may not be issued until all Business Licenses are in place and all fees are paid.** Any changes to the list of sub-contractors must be reported to the Building Inspection Department.

Submit the following along with the building permit application:

1. **Arterial Street Impact Fee Application**
2. **Sewer Impact Fee Application**
3. **Water Impact Fee Application**
4. **Right of Way Permit Application**
5. **Permit letter to Grade and Install Sediment and Erosion Controls** – Applies only to areas of One (1) Acre or less.

Building Plans – Submit five (5) sets of Building Plans. Plan sets should include Site Plans, Architectural Plans and Construction Plans. A minimum of two plan sets shall have original wet seals signed in a color other than black. One set will be returned for construction.

All plans must be prepared in accordance with the 2012 International Codes, the 2011 National Electric Code and the Belton Unified Development Code (UDC) and Public Works Design Manual. The UDC may be referenced by going to www.belton.org Under Government, click on Code or Ordinances and Unified Development Code. Reference Chapter 10 for local

amendments to the building codes.

Sign Application – May be submitted later in the construction process but before the sign is installed. Contact the City Planner for details.

Review, Construction, Inspection

Review – Plans are reviewed by the Building Inspection Department, Planning & Zoning, Public Works Department and Fire Marshal. All plan review comments will be forwarded in one letter rather than from each department.

Permit Issued – Permits are issued only upon satisfactory response to all review comments, confirmation of Business Licenses and payment of fees.

Grading and Erosion Control – Once grading is commenced, **erosion control must be installed and maintained throughout the duration of the project or until landscaping is complete.**

Inspections – All inspection must be complete before a Certificate of Occupancy may be issued.

An Inspection Request call line is provided to schedule inspections. Call 816-892-1260 by 4:30 p.m. the day before you need an inspection. Leave a contact name, permit number and address of the job, type of inspection requested, and preference for morning or afternoon inspection. Be sure to schedule your inspection for when you feel you will be ready. If circumstances change, call the general number (816-331-4331) and ask for Inspections to re-schedule.

If a deficiency is noted during an inspection, you are entitled to one re-inspection. If re-inspection finds that the noted deficiency has not been corrected, there will be a \$42.00 re-inspection fee payable before any further inspections are made.

Certificate of Occupancy – Once all inspections have been satisfactorily completed, a Certificate of Occupancy may be issued. A Temporary Certificate of occupancy may be granted **only** for reasons of incomplete landscaping and after a proper landscape escrow is in place with the City of Belton.

A Certificate of Occupancy or Temporary Certificate of Occupancy is required before any occupancy of the building may take place. Placement of furniture, storage of personal effects or inventory is considered occupancy. Shell structures awaiting further Tenant Finish work will be granted occupancy to proceed with Tenant Finish work.

Operating from your new building:

Once a CO or TCO has been issued, you may occupy the structure. However, before you begin to conduct business, you must obtain a Belton Business License or transfer an existing license to the new address.

City of Belton, MO

Application for the license may be made at the Belton City Hall. Once the site is set up as it is intended to be during operation, an inspection will be made by the Building Inspection Department and the Fire Marshal to assure that all life-safety issues are properly addressed.