



New Residential Construction

The following must be submitted for new residential permits:

- Completed **Building Permit application**
- Plot plan (signed/sealed by licensed Engineer or Surveyor) (see attached checklist)
- Building plans (2 sets) (see Master Plan option for plans proposed to be used more than once)
- Right-of-Way permit (see **Public Works Permit Center**)
- Land Disturbance permit (see **Public Works Permit Center**)

All general contractors and subcontractors must be licensed with the City of Belton. Master licenses are required for all electrical, plumbing, and mechanical permits. A permit cannot be issued until all required contractors and subcontractors have been listed and licenses have been approved.

Once issued, permits are valid for 12 months from the date of issuance. Permits may be extended without incurring a fee if an extension is requested prior to the expiration date (a **permit extension request form** must be completed and submitted). Any permit that has had no inspections within 180 days will be considered abandoned and will require the issuance of a new permit and associated fees.

Helpful links:

Public Works Design & Construction Manual

Unified Development Code

- **Residential zoning districts requirements** (PUDs may have more specific standards)
- **IRC 2018 with local amendments**
- **Residential landscaping requirements**
 - All single-family lots require a minimum of 1 front yard and 1 rear yard tree, and all yard areas sodded prior to final occupancy.
 - Additional requirements may apply to PUDs and non-single-family neighborhoods.
- **Improvement Procedures & Erosion Control**
 - Erosion control is required for all disturbed soil areas and shall be maintained for the duration of construction until final grading and sodding/vegetation has been established.

Inspections (a general residential inspection check list is attached – additional inspections may be required)

- Building Inspection Line – 816-892-1260
- Public Works Inspection Line – 816-892-1283



New Residential Building Plan Checklist

The following must be included in a new residential building plan set:

- Plans must meet the 2018 IRC and be noted on the plat set.
- Plans must be signed and sealed by a Missouri-licensed Architect or Engineer.
- Plans must be to scale with scale noted.
- Building elevations with materials noted.
- Footing and foundation details provided.
- Dimensioned floor plan of all levels showing both finished and unfinished spaces.
- Building square footage of both finished and unfinished areas of each level.
- Roof and truss details.
- Wall details.

Master Plan Residential Building Plan Checklist

For building plan sets that are proposed to be used more than once, a builder may set a Master Plan that includes the following:

- All requirements listed in the “New Residential Building Plan Checklist” above.
- Building elevations with materials noted with varying options (Option A, B, C, etc.), which may include variations of:
 - Exterior building materials
 - Window/door designs
 - Modifications in rooflines that have minimal impact to the overall structures, such as dormers
 - Basement types (walkout, daylight, etc.)
 - Foundation types (full basement, crawlspace, slab)
 - Garage types (such as third-car garage option)
 - Outdoor space (patio, deck, covered patio or deck, etc.)
- Floor plan modifications based on the building elevation options.

CITY OF BELTON

RESIDENTIAL INSPECTION LIST



 **INSPECTION LINE: 816.892.1260**

- Footing
- Pads And Column
- Foundation Wall
- Plumbing Ground Rough
- Slab
- Water And Sewer Service Line
- Temporary - Electrical Service
- Rough-In: Framing, Concealed Plumbing, Electrical, HVAC
- Firewalls
- Permanent - Electrical Service
- Deck Pier Holes
- Final For Certificate of Occupancy
- Landscape (Must Be 100% Complete to Receive a Full CO)
- Special Inspections or Third-Party Inspections Are Acceptable

NOTE: Erosion control will be inspected during each visit to the property, if the erosion control is in a state of failure, then the inspection will be cancelled until the erosion control failure(s) are repaired

***Other Inspections may be required**



Residential Plot Plan Checklist

Plot Plans must be provided for all new, and additions to existing, single-family, two-family, and multi-family buildings. Plot plans shall include the following:

- Plot plan must be signed/sealed by a Registered Professional Engineer or Land Surveyor licensed in the State of Missouri.
- Plot plan drawn to scale with north arrow.
- Legal description with subdivision name, lot number, and street address.
- All property boundaries dimensioned.
- All easements delineated and labeled.
- Building footprint (including decks and patios) delineated with building setback dimensions from the proposed structure to all property lines (building footprint must match footprint of building plans). Setback dimensions must also be provided from all decks over 30" in height and covered patios or decks.
- Location of egress window wells.
- Dimensioned and labeled all public or private streets adjacent to property.
- Public sidewalk delineated, dimensioned, and labeled in right-of-way.
- Location of driveway dimensioned at the right-of-way line with both paving material and paved coverage area in the front yard noted. See [Residential Driveway Standards](#).
- Existing and proposed contours at 2' intervals shall be provided. Note: minimum 2% slope, maximum 4:1 slope.
- The following elevations shall be provided:
 - Label top of finish curb elevation at the property line and at the middle of the driveway approach.
 - Existing and proposed elevations at each property corner and corner of the house.
 - Elevation of garage floor (must be a minimum of 1.3' above back of finish curb elevation).
 - Elevation of basement floor.
 - Elevation of top of foundation.
- The location of all retaining walls shall be delineated and labeled with top and bottom elevations. Retaining walls over 30" require guardrails. Retaining walls over 4' require plans signed/sealed by a Registered Professional Engineer.
- The following utility items shall be provided:
 - Location of public water main, fire hydrants, and valves.
 - Public sanitary sewer main with elevation on structures.
 - Public storm water with elevations on structures.
 - Private water service line and meter pit.
 - Sanitary sewer wye locate with elevations.
 - Theoretical minimum low opening.

Helpful links:

[Public Works Design & Construction Manual](#)
[Unified Development Code](#)