



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

Parkville Commercial Construction Guidelines

The following guidelines are provided to assist property owners, contractors and design professionals with the orderly construction of residential projects within the provisions of the adopted Parkville Building Codes, Zoning Ordinances and other City Ordinances. Please read them carefully and understand that they do not include all the code requirements but are summarized for this guideline.

Current Adopted Codes

The Codes currently adopted by the City of Parkville are as follows:

- 2024 International Residential Code (IRC)
- 2024 International Building Code (IBC)
- 2024 International Plumbing Code (IPC)
- 2024 International Mechanical Code (IMC)
- 2024 International Fuel Gas Code (IFGC)
- 2024 International Fire Code (IFC)
- 2024 International Existing Building Code (IEBC)
- 2023 National Electrical Code (NEC)
- 2017 ANSI 117 of the Americans with Disability Act
- National Pollutants Discharge Elimination System (NPDESII)



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Section One

How to Apply Online

1. Visit the City of Parkville's website at Parkvillemo.gov
2. Click 'Licenses and Permits'
3. Click 'Development Permits'
4. Scroll down and click on the appropriate permit application. This will take you to the online portal.
5. Create an account or login if you have an existing account.
6. On the left-hand side of the screen, you can apply for a permit.
7. Fill out the applicable form and information, and Parkville staff will review the application.



Section Two

Building Permits and Plan Review

Building Permits

The following information is required to obtain a building permit:

- A completed building permit application.
- One pre-construction staked plot plan, sealed by a Missouri registered land surveyor. Please refer to the plot plan checklist on page 8 for all other requirements.
- A septic tank permit is required, from the Platte County Health Department. 816-858-2412.
- A sewer permits from Platte County Regional Sewer District. 816-858-2052.
- A full set of building plans sealed by a Missouri registered Architect or Engineer. Plans must show details as described in the attached minimum plan information for new construction.
- The builder and subcontractors must have a current City of Parkville occupational license. Electrical and plumbing contractors must show proof of a master's license, proof of a passing score on an Experior test or furnish a copy of a license from a municipality in the metro area.

The review of commercial architectural plans will take 3 to 5 business days.

Permit fees are based upon the valuation of work, labor and material. See [Section 8](#) for permit fee schedule.

Addresses will be given out at permit issuance.

Duration of permit: Every permit issued shall expire six months from date of issuance. One six-month extension may be granted by the building official if the project is not in violation of any other city codes or ordinances.



Minimum Building Plan Information

The following information is required to be shown on plans submitted for permit.

General

- All floor plans shall be a minimum of 1/4 inch scale and elevations a minimum of 1/8 inch scale.
- A minimum of one full set of plans will be required in a digital format. It will be the builder's responsibility to have the approved copy on the site for utilization during the inspection.
- A registered design professional licensed in the state of Missouri shall seal the proposed plans. In lieu of sealed plans, the plans can be accompanied by a sealed affidavit from a registered design professional licensed in the state of Missouri indicating his/her review and compliance.
- If any changes or deviations from the plans are made during construction, the contractor shall notify the City of Parkville, Community Development Department. Changes will require revised drawings and/or calculations.
- The builder and subcontractors must have a current City of Parkville business license. Electrical, Plumbing and Mechanical contractors must have a contractor's license with the city.

Foundation Plan

This is a scale drawing of proposed building's foundation including the following information:

- A plan view of the building foundation system.
- Required anchor bolts and any special hold-down anchor locations and types.
- Show or indicate by note that all footings meet, or exceed, a minimum frost depth of 36 inches.
- Unless indicated on plans, assumed allowable soil-bearing values will be 2000 psf.
- The footing dimensions and footing reinforcement details.
- Indicate foundation wall height, thickness and required reinforcement.
- Show or indicate by note, slab thickness and reinforcement.



Floor Plan

These are scale drawings of the proposed building's floors including the following features/information:

- A plan view of each floor of the building, including the lowest level.
- Provide dimensions for each room and architectural features (hallways, stairs, etc.).
- Total square footage of each floor level.
- Note on plans, the use of each room.
- Show size and spacing of proposed floor and ceiling framing members, provide grade and species of lumber, or indicate minimum allowable extreme fiber stress (FB) and modules of elasticity (E) to be used for framing members. Provide dimensions and/or specifications for other types of structural elements used (steel framing, LVL's, gluelams, etc.). Framing information may be shown on floor plans or on separate framing plans.
- Show types of fasteners, such as bolts, for fletched beams or beams using multiple 2x lumber.
- If pre-engineered wood trusses are used in floor framing, provide truss drawings, which identify member sizes to be used. Wood trusses shall be designed in accordance with approved engineering practice.
- For a structural reinforced concrete slab over a usable area, submit sealed engineered details and calculations.

Roof Plan

This is a scale drawing of the proposed building's roof including the following information:

- A note that the roof is designed for 20-psf-roof snow load as a minimum.
- Show purlins, hips and valley bracing; bearing walls and point loads.
- Type of roof covering used.
- Show size and spacing of proposed roof framing members, provide grade and species of lumber or indicate minimum FB and E to be used for framing members. Provide dimensions and/or specifications for other types of structural elements used (steel framing, LVL's, gluelams, etc.).



Details and Notes

These are drawings of portions of the building showing greater detail for specific areas. Notes are added to drawings and details clarifying how building code requirements are met in certain instances.

Details and notes are to address the following information:

- Windows: note where safety glazing is to be installed: size, location, and type of windows used to satisfy any egress requirements.
- Smoke detectors and locations, as well as appropriate fire suppression methods.
- Stairs: note rise, run, head clearance and width; provide details for special stairs e.g., spiral and winders.

Structural Details

- Provide sufficient details and/or sections to show the transfer of roof, ceiling, and floor loads through the various structural elements in the building. Identify all load-bearing walls.
- Provide sufficient details to clearly demonstrate structural adequacy in such situations as offset bearing walls, cantilevered beams, vaulted ceilings, and stairways.
- Note on plans the size of all beams, headers and columns used.
- Required wall bracing construction details and locations.

Energy Conservation

Note type and thickness of wall, crawl spaces and attic insulation to be used; include R-values for each.



Plot Plan Checklist

Required information for plot plan approval for new construction.

- North Arrow and Scale.
- Legend.
- Plot plan is drawn, signed and sealed by a licensed surveyor, submitted on 12x18, 11x17, or 8.5x14 inch paper.
- Legal description which includes plat or phase number, lot number and the street address.
- Property boundary distances and bearings (as shown on the recorded plat).
- Erosion Control Measures (Silt Fence, Gutter Buddies, Ditch Checks).
- Front building line and dimensions to the front, side and rear of the building.
- Deck location, with dimensions to the property lines.
- Driveway width at property line.
- Type of foundation.
- Right-of-way with dimension.
- Check adjacent plot plans/plats for continued features (sidewalks & drainage).
- Location and dimensions of easements.
- Sidewalks with dimensions which include ADA ramps, check plat and engineering plans.
- Existing and finished elevations at building footprint corners.
- Existing and finished elevations at all property corners.
- Top of curb elevations at the end of the driveway and at lot corners adjacent to the street.
- Top of foundation elevation.
- Garage floor elevation.
- Basement floor elevation.
- Drainage swales/berms (if applicable).
- 1' contours, spot elevations, and drainage flow arrows shall be provided on the lot OR 2' contours with drainage swale center line shown.
- 100-year floodplain (where applicable).
- Show all manholes, water valve boxes, fire hydrants, sanitary sewer and stormwater structures.
- A. Minimum Building Opening Elevation (MBOE) and location on the structure.
- B. Basement egress location(s) and elevation of the lowest adjacent grade.



Section Three

Storm water and Sediment Erosion Control

Controlling Building Site Erosion and Sedimentation

The City of Parkville requires effective erosion control measures to be in place prior to footing inspection. The Community Development department will not pass any footing where erosion control measures are not in place.

All soil and stormwater runoff facilities and measures shall be maintained in accordance with Parkville codes and ordinances. No inspections will be performed unless effective erosion controls are in place. Please read the following and see attached sample details of effective erosion control measures.

Evaluate the site

- The best time to provide for adequate lot drainage is before construction begins; with proper planning, most drainage problems can be avoided.

Identify problem areas

- Identify the areas where sediment-laden runoff could leave the construction site.

Select perimeter controls

- Select perimeter controls to minimize the potential for off-site sedimentation, it is important that those perimeter controls are in place before construction begins. Acceptable practices are vegetation, silt fencing, gravel drives, mulch berms and in special cases, straw waddles.

Install perimeter erosion and sediment controls

- Use silt fence along perimeter of the lots down-slope side(s) to trap sediment.
- Install gravel drives and restrict all lot access to this drive to prevent vehicles from tracking mud onto roadways.
- Protect storm sewer inlets by using stone filled geotextile bags, gutter buddies.



Maintenance

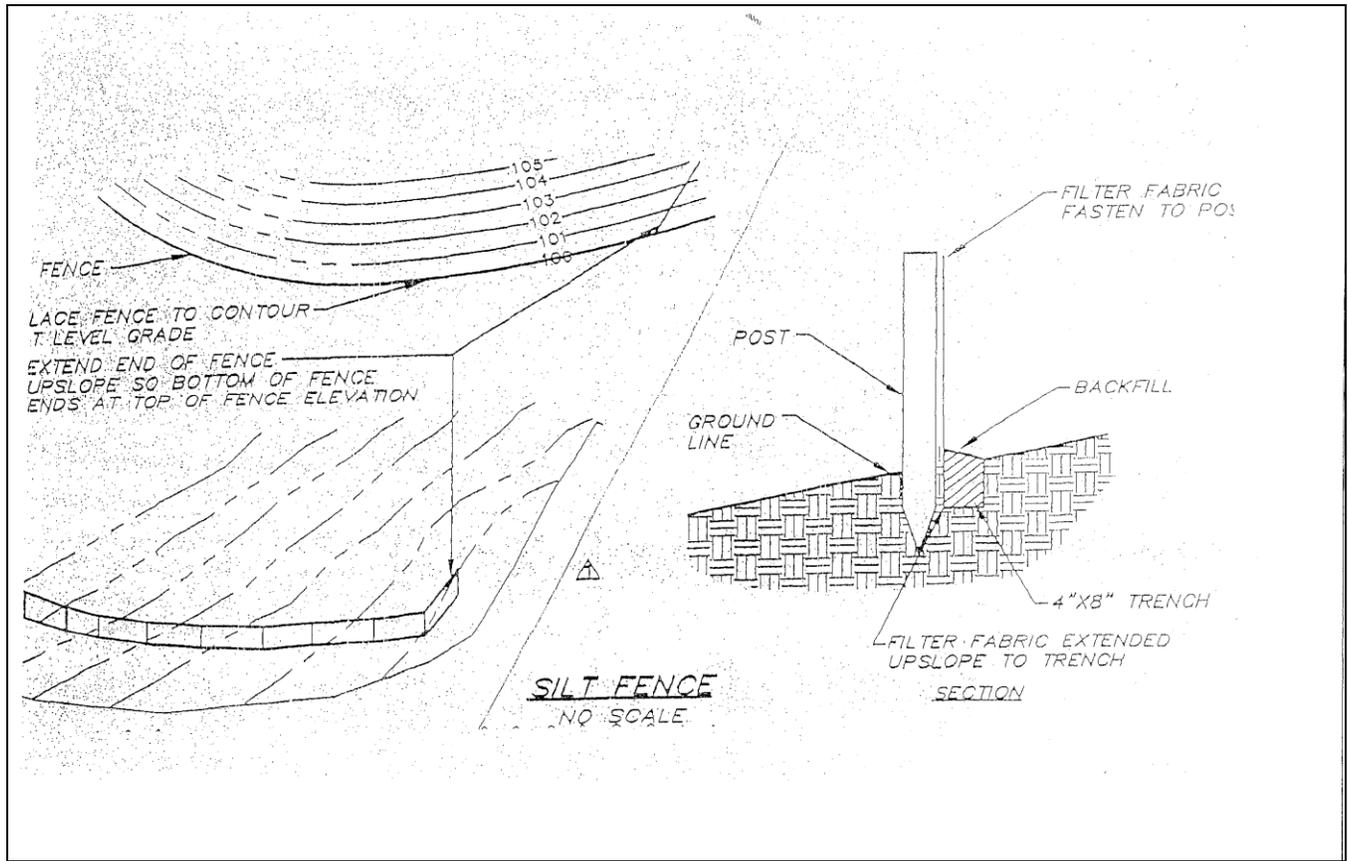
- All soil and run-off control facilities and measures shall be maintained for the duration of the project.
- All building sites should be inspected by builders or developers once a week and after each rainfall. When a problem is identified, repair or replace the facility immediately, according to the Missouri Department of Natural Resources (MDNR) codes.
- Any sediment that is tracked onto public streets shall be scraped and deposited in a stable area. Do not flush sediment from streets with water.
- Avoid filling in existing drainage channels and roadside ditches that could result in water retention and other problems on adjacent property and/or damage to adjacent roadways.

Excavation of site

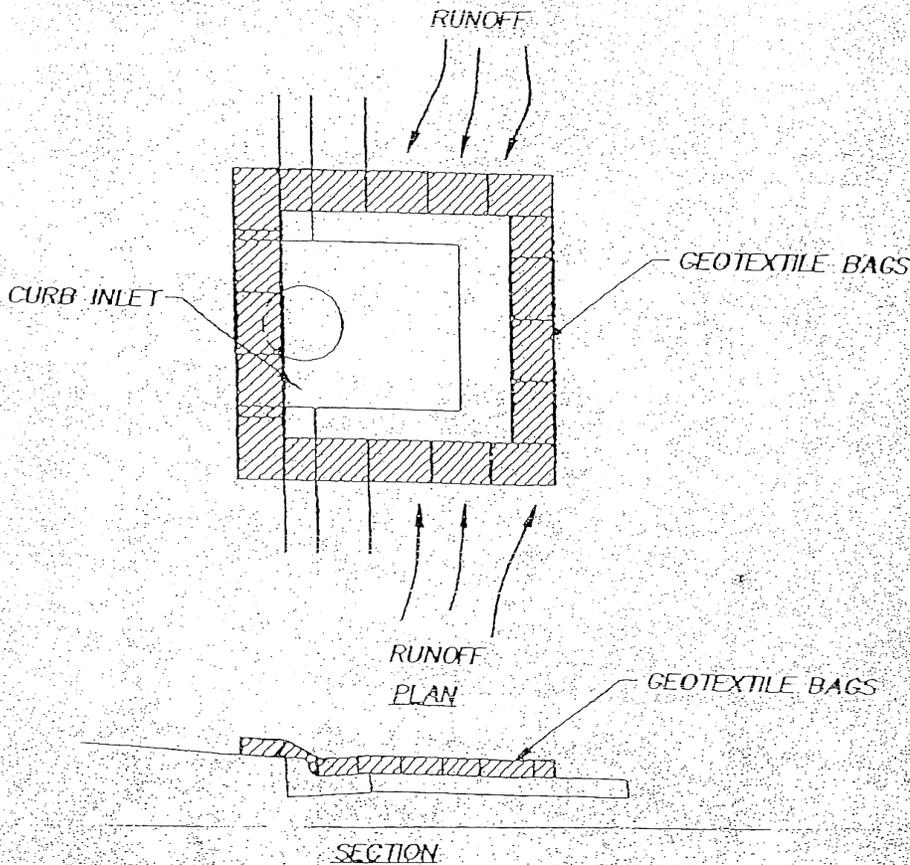
- Locate the excavation stockpiles away from any down-slope street, lake wetland, ditch, or drainage-way.
- Immediately after stockpiling, place sediment barriers around the perimeter of the piles.

Revegetating the building site

- The lot must be revegetated immediately after all outside construction activities are completed; stabilize the lot with sod and/or seed.
- Once the sod and/or vegetation are established, remove any remaining temporary erosion and sediment control practices unless ordered to leave such in place.



1. FILL GEOTEXTILE BAGS APPROXIMATELY HALF FULL WITH 2 TO 3 INCH STONE OR GRAVEL.
2. LAY TIGHTLY IN A ROW CURVING UPSLOPE FROM THE CURB AND AWAY FROM THE INLET.
3. OVERLAP BAGS ONTO THE CURB AND EXTEND A MINIMUM OF 3 FEET INTO THE STREET.
4. IF USING MORE THAN ONE LAYER OF BAGS, OVERLAP THE BAGS WITH ROW BENEATH, AND LEAVE A ONE BAG GAP IN THE MIDDLE ON THE TOP ROW TO SERVE AS A SPILLWAY.
5. INSTALL DOWNSLOPE OF THE LOT TO KEEP SEDIMENT FROM WASHING DOWN THE STREET.
6. PLACE BAGS IN AN ARC AROUND CURB INLETS THAT ARE IN A SUMP POSITION.
7. INSPECT AND REPAIR AS NEEDED, AND REMOVE ANY ACCUMULATED SEDIMENTS AFTER EVERY STORM.



PROTECTING A SUMP POSITION
CURB INLET (LOW POINT)



Section Four

Inspections Required

Inspections are required to be done at certain phases of construction to check for compliance with the currently adopted codes. To arrange for an inspection, contact the Community Development Department at inspections@parkvillemo.gov. Please have the **Construction Address, Permit Number and Permit Holders Name** included in your email. A minimum of 24 hours' notice is needed to allow scheduling.

No inspections will be carried out until erosion controls are in place per Parkville Construction Guidelines.

Inspections

Excavation and Footing Inspection

- A footing inspection is required after all forms and reinforcement steel is in place and before concrete is placed.
- Engineer's soil test report and/or special design of footing may be required.
- Third party inspections are allowed by an approved design professional and in some cases may be required.

Foundation Wall Inspection

- A foundation inspection is required after all forms and reinforcement steel is in place and before concrete is placed.
- Third party inspections are allowed by an approved design professional and in some cases may be required.

Pre-backfill Inspection

- A pre-backfill inspection is required after all waterproofing is complete and drain tile is in place.
- Bracing or supporting requirements of *Section R404.1.7 Backfill Placement* of the 2024 IRC are met.



Ground Rough Plumbing

- All underground or under slab plumbing must be inspected prior to covering.

Water Inspection

- A water inspection is required after all underground piping; meter yoke, pit and lid are in place.
- Meter pit installation is required and inspected by Missouri American Water Company (816) 741-2992.

Sewer Inspection

- A sewer inspection is required when building sewer is connected to the sewer main and before backfilling.
- For sewer line inspections please call Platte County Regional Sewer District, (816) 858-2052
- For septic tank inspections please call Platte County Health Department (816) 858-2412

Structural Slab Inspection

- A structural slab inspection is required after all forms and reinforcement steel is in place and before concrete is placed.
- Third party inspections are allowed by an approved design professional and in some cases may be required.

Framing Inspection

- Building framing must be inspected after all framing and furring is complete and before covering with insulation or drywall.

Top Rough Plumbing

- All rough plumbing must be inspected when drain/waste/vents and water piping are roughed in and before covering with insulation or drywall.

Electrical Rough Inspection

- The electrical wiring must be inspected after all wiring, boxes, and recessed fixtures are installed and before covering with insulation or drywall.
- Boxes should be made up, and home runs should be extended to the service location.



Mechanical Rough Inspection

- Mechanical vents, ducts, and return air spaces require inspection and before covering with insulation or drywall.

Gas Inspection

- All gas piping on the building side of the gas meter needs to be inspected after all piping is installed and before covering with insulation or drywall.
- Spire will not install a gas meter until the inspection has passed and is cleared by the city.

Driveway Approach Inspection

- A driveway approach inspection is required after all forms and reinforcement steel is in place and before concrete is placed (if applicable).
- A final inspection is required after concrete has been poured.

City Sidewalk Inspection

- A city sidewalk inspection is required after all forms and reinforcement steel is in place and before concrete is placed.
- A final inspection is required after concrete has been poured.

Occupancy Inspection

- An occupancy inspection is required prior to any occupancy of a building or addition.
- Occupancy inspections should not be called for until all items on the occupancy checklist in Section 5 of these guidelines are met.



Section Five

Final Inspection and Certificate of Occupancy

NOTE: Occupancy inspections should not be scheduled until all items are complete.

OCCUPANCY INSPECTION: An occupancy inspection is required before permitting any occupancy of any building or addition.

ISSUANCE OF CERTIFICATE: After the building official inspects the building or structure and finds no violations of the adopted code or other laws that are enforced by the code enforcement agency, the building official shall issue a certificate of occupancy.

TEMPORARY CERTIFICATE OF OCCUPANCY: If the building official finds that no substantial hazard will result from occupancy of building or portion of the same building that has not yet been completed, a temporary certificate may be issued for the use of a portion or portions of a building or structure prior to the completion of the entire building or structure.

POSTING: The temporary certificate of occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the building official.

Prior to issuance of a TCO, a nonrefundable fee of \$50.00 must be paid along with any other applicable fees associated with determining building compliance for temporary occupancy.

A TCO is valid for 30 days, unless approved for a 30-day extension. Except for seasonal work, no TCO shall be extended for more than a total of 90 days. For seasonal work a TCO may be allowed for 180 days. Prior to issuance of any extension of said TCO, a nonrefundable \$25.00 issuance fee must be paid for each extension.



Section Six

Definitions

Actual Building Area vs. Allowable Area – Based on type of construction and occupancy. Refer to 2024 IBC and Parkville Zoning.

Base Flood Elevation – Minimum basement floor elevation to comply with City Floodplain Management Ordinance based on the National Flood Insurance Program (NFIP). The contractor must submit flood-proofing design to a height of 1 foot above the Base Flood Elevation (BFE). Calculations, details, and approve technical data shall be provided as evidence of compliance and provided with a completed flood plain development permit application.

Drawing Index – Should be complete with Drawing Numbers, Drawing Title and Revision Numbers.

Occupancy Classification – Structure is to be designed in accordance with its occupancy classification. Refer to 2024 IBC, Chapter 3. Classifications include:

A-1. For the production and viewing of the following:

- Motion picture theaters.
- Symphony and concert halls.
- Television and radio studios admitting an audience.

A-2. For the consumption of food and/or liquor. Includes the following building types:

- Banquet halls
- Casinos (Gaming areas)
- Nightclubs
- Restaurants, cafeterias and similar dining facilities

A-3. For the following functions:

- Worship
- Recreation
- Amusement
- Gatherings



- A-4. Spaces for viewing indoor sporting events with spectator seating:
- Arenas
 - Skating rinks
 - Swimming pools
 - Tennis courts
- A-5. For the following functions:
- Participating in outdoor activities
 - Amusement park structures
 - Bleachers
 - Grandstands
 - Stadiums
- B. Includes buildings or parts of buildings used for the following:
- Offices
 - Professional transactions
 - Service transactions
 - Storage of records
 - Storage of accounts
- E. Includes buildings or parts of buildings used for the following:
- Serving 12th grade or lower
 - Serving more than 6 people at one time
 - Day care facilities
- F. Includes buildings or parts of buildings used for any of the following functions, which are not classified as Occupancy H.
- Assembling
 - Disassembling
 - Fabricating
 - Finishing
 - Manufacturing
 - Packaging
 - Repair
 - Processing operations



F-1. Moderate-Hazard Occupancy includes factory and industrial functions such as:

- Aircraft
- Publishing
- Rug cleaning
- Printing
- Textiles
- Laundries
- Food processing
- Cabinet making
- Carpet cleaning

For a complete list of Group F-1, see 2024 IBC Section 306.2.

F-2. Factory Industrial Low Hazard Occupancy includes factory and industrial functions that use noncombustible materials that do not cause significant fire hazards. Including but not limited to:

- Beverages: Up to and including 20% alcohol content
- Brick and masonry
- Glass Products
- Ice
- Metal products (fabrication and assembly)

H. Hazardous Occupancies. Buildings that contain Class I Class II and Class III-A flammables, combustible materials or I that pose physical hazards or health hazards. For a complete list of all H classifications, please refer to 2024 IBC Code sections 307.3-307.8.

I-1. Buildings that are occupied by more than 16 people, excluding staff, who reside on a 24-hour basis, that receive custodial care. Including but not limited to:

I-2. Buildings that are used for medical care on a 24-hour basis for more than 5 people who are incapable of self-preservation.

- Foster care facilities
- Detoxification facilities
- Hospitals
- Nursing homes

For a complete list of institutional occupancies, please refer to the 2024 IBC Section 308.

M. Includes buildings or parts of buildings used for the display and sale of merchandise.

R-1. Buildings where residents are primarily transient:

- Hotels
- Motels
- Transient boarding houses



R-2. Buildings with more than 2 dwelling units; residents are primarily permanent:

- Apartment houses
- Dormitories
- Fraternities and sororities

R-3. Buildings with less than 2 dwelling units; residents are primarily permanent:

- Single-family dwellings

R-4. Residential care/assisted living facilities with the number of residents served is more than 5 and less than 16.

S. Includes buildings or parts of buildings used for storage. For a complete list of S occupancies refer to 2024 IBC Section 311.

U. Buildings or structures that are not in any other occupancy classification:

- Agriculture buildings
- Barns
- Carports
- Fences
- Stables
- Towers
- Sheds
- Greenhouses

Parking Plan – A plan showing the number of vehicle parking spaces provided, with ingress, egress, location, dimensions, driveways, loading spaces, accessible spaces, off street parking, shared parking, landscaping and screening as per [Chapter 408.050 Parking Design](#) of the Zoning Ordinance.

Planned District – (B-4, R-5, OTD) These districts provide primarily for transition areas to achieve the highest and best use of the land while preserving the adjacent properties. Permits can only be issued after Planning Commission and Board of Aldermen review of the plans and proposed uses.

Type of Building Construction – Non-Combustible, Protected, IA, IB, IIA; Non-Combustible, Unprotected, IIB; Combustible, Protected IIIA, IV, VA; Combustible, Unprotected IIIB, VB. Most cases A=Protected, B=Unprotected. I & II Non-Combustible; III, IV, V, Combustible.



Section Seven

Retaining Walls and Fences

Retaining Walls

- All walls retaining over 4 feet of unbalanced fill require a building permit.
- All walls retaining over 4 feet of unbalanced fill require engineering.
- Any wall constructed within 2 feet of property line requires Board of Aldermen approval.
- Wood retaining walls shall use preservative treated wood.

Fences

- All fences over 6 feet in height require a permit.
- Wood fences shall have the finished side facing out.
- Fences shall only be constructed within the property lines.
- All fences on the premises shall be structurally sound and constructed of metal, wood, masonry or other inert material.
- Fences shall be maintained so that they do not constitute a blighting influence, nor an element leading to the progressive deterioration and downgrading of neighborhood property values.



Section Eight

Building Permit Fees

Total Valuation	Fee
\$1 to \$500	\$24
\$ 501 to \$2,000	\$24 for the first \$500; plus \$3 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$40,000	\$69 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, to and including \$40,000
\$40,001 to \$100,000	\$487 for the first \$40,000; plus \$9 for each additional \$1,000.00 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,027 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,827 for the first \$500,000; plus \$5 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000
\$1,000,001 to \$5,000,000	\$6327 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, to and including \$5,000,000
\$5,000,000 and over	\$18,327 for the first \$5,000,000; plus \$1 for each additional \$1,000 or fraction thereof

For any other permit fees please reference the [Schedule of Fees](#)



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Section Nine

Building Code Amendments 2024 IBC

You can find any 2024 Building Code Amendments [here](#).