

Community Development Permitting Program,

Civic Review Standard Operating Procedures

Purpose:

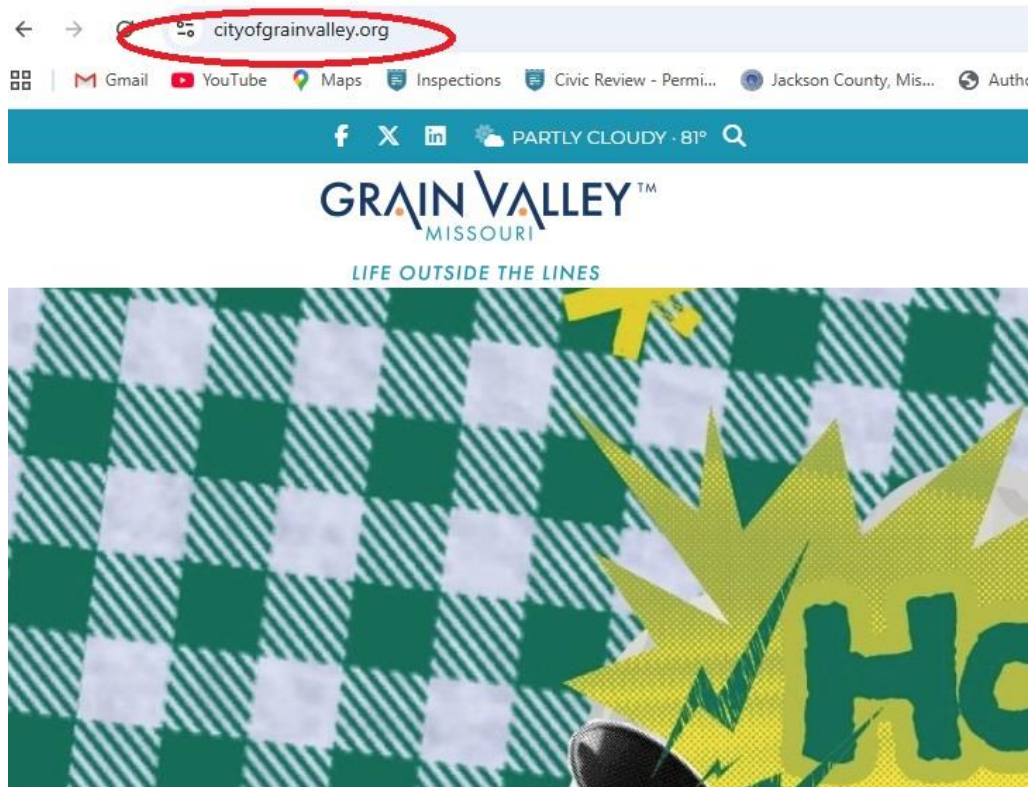
To show a step-by-step procedure on how to enter any Community Development permit or to help a customer when applying, as well as handling the monies from the permits.

Related Topics:

<ul style="list-style-type: none">● Building Permits<ul style="list-style-type: none">▪ New Residential▪ New Commercial▪ Commercial Remodel▪ Residential Remodel▪ Commercial Tenant Finish▪ Electrical▪ Fence▪ Irrigation▪ Mechanical▪ Plumbing▪ Pool▪ Roof▪ Shed/Garage▪ Commercial Other▪ Deck▪ Basement Finish▪ Demolition▪ Solar● Construction Permit● Right-of-Way● Variance● Searching for business license● Scheduling Inspections	<ul style="list-style-type: none">● Planning and Zoning<ul style="list-style-type: none">▪ Rezoning▪ Ordinance Amendment▪ Special/Conditional Use Permit▪ Temporary Use Permit▪ Preliminary Plat▪ Final Plat▪ Lot Split▪ Preliminary Development/Site Plan▪ Final Development/Site Plan▪ Site Plan▪ Vacation of Right-of-Way or Easement▪ Future Land Use Map▪ Land Disturbance▪ Annexation● Floodplain Development● Sign Permit● Certificate of Occupancy● Final and close Permits● Finding parcel number

How to apply for a permit:

1. Visit the City Website www.cityofgrainvalley.org



2. Click on Building Permits in the top blue bar.



3. Select the permit you wish to apply for.

Grain Valley Permits

Request Type	Permit Link	Policy Info	Permit Instructions
After Hours Work	Permit		
Basement Finishes	Permit		Basement Finish
Buildings: Commercial (new build, remodel, demo)	Permit	Commercial Site Plan Requirements Builder Checklist	NEW Commercial Commercial Remodel Commercial Tenant Finish Commercial Demolition Commercial (Other)
Buildings: Residential (new build, remodel, demo)	Permit	Builder Checklist	NEW Residential Residential Remodel Residential Demolition
Construction & Infrastructure Permit	Permit	Standard Detail Drawings	Construction
Decks and Porches Brochure	Permit		Decks
Driveway Permit	Permit	Standard Detail Drawings	
Electrical Work	Permit		Electrical
Fences Brochure	Permit		Fences
Fire Alarm Permit (with CJCFPD)**	Permit	**see CJCFPD note below	
Fire Sprinkler Permit (with CJCFPD)**	Permit	**see CJCFPD note below	
Flood Plain Development	Permit		Flood Plain Dev.

See next page for more selections.

Irrigation	Permit		Irrigation
Mechanical Work	Permit		Mechanical
Plumbing Work	Permit		Plumbing
Pools, Hot Tubs, and Spas Brochure	Permit	Pool Info	Pools
Right-of-Way Permit	Permit	Standard Detail Drawings	Right-of-Way
Planning & Zoning Permits *	Permit	<i>*see list below of P&Z permit types</i> Ownership Affidavit form	Annexation
			Conditional Use (CUP)
			Final Dev. Site Plan
			Final Plat
			Future Land Use
			Land Disturbance
			Lot Split
			Ordinance Ammend
			Prelim. Dev. Site Plan
			Prelim. Plat
			Rezoning
			Site Plan
			Temporary Use
			Vacation of ROW or Easement
Roofs	Permit		Roofs
Sheds and Detached Garages Brochure	Permit		Sheds / Garages
Sign Permit	Permit		Signs
Solar Panels	Permit		Solar Panels
Sump Pump Discharge Information	None	Policy	
Traffic Calming Application	Application	Traffic Calming Policy	
Variance Application	Application		Variance

4. Fill in the **Applicant** page with proper information. All boxes must be filled in. (If the answer is not known “N/A” can be typed in to proceed. This can be corrected in the review stage.)

Applicant Information

Applicant Name

Mike R

Phone Number

(816) 847-6226

Email

EMAIL@EMAIL.COM

This email will be used to receive official notifications regarding your application.

Street Address

711 Main St.

City

Grain Valley

State

MO

Zip Code

64029

Save & Continue

Click **Save & Continue** when completed.

5. Fill in the **Project Location** page.

(If the answer is not known “N/A” can be typed in to proceed. This can be corrected in the review stage.)

Project Location

Project Street Address

City

State

Zip Code

Subdivision

Lot #

Phase #

Save & Continue

Click **Save & Continue** when completed.

6. Fill in the **Project Details** page with proper information. All boxes must be filled in. (If the answer is no a zero can be typed in proceed. This can be corrected in the review stage.)

Project Details

Linear Feet of Roadway

Sanitary Sewer

Sanitary Sewer Linear Feet

Storm Sewer Linear Feet

Storm Sewer

Water Line

5

Water Line Linear Feet

5

Water Line Linear Feet

Traffic Sign and Street Sign

Sewer Basin Land Area

Water Usage

Street Light Upgrade

Save & Continue

Click **Save & Continue** when completed.

7. Review the **Projected Fees** confirming all information is correct.

Projected Fees

Fees will be due after your application has been approved.

Your Fees

Plan Review	\$350.00
Roadway	\$525.00
Sanitary Sewer 8 Inch	\$105.00
Storm Sewer 15 Inch	\$63.00
Water Line 8 Inch	\$27.90
Traffic Sign and Street Sign (\$280.00 ea.)	\$280.00
Water Usage	\$0.59
Street Light Upgrade (\$3,000.00 ea.)	\$3,000.00

Fees are subject to change upon review. Payment is due after your application is approved.

Projected Total: \$4,351.49

[Save & Continue](#)

Click **Save & Continue** when completed.

8. Sign customers name.

Electronic Signature

I agree that the facts stated in this application are true, and upon changes I will provide notification as needed.

Sign electronically by typing your full name*

[Save & Continue](#)

Click **Save & Continue** when completed.

9. Review all information. If everything is correct click Submit Application at bottom of the page.