Community Development Permitting Program,

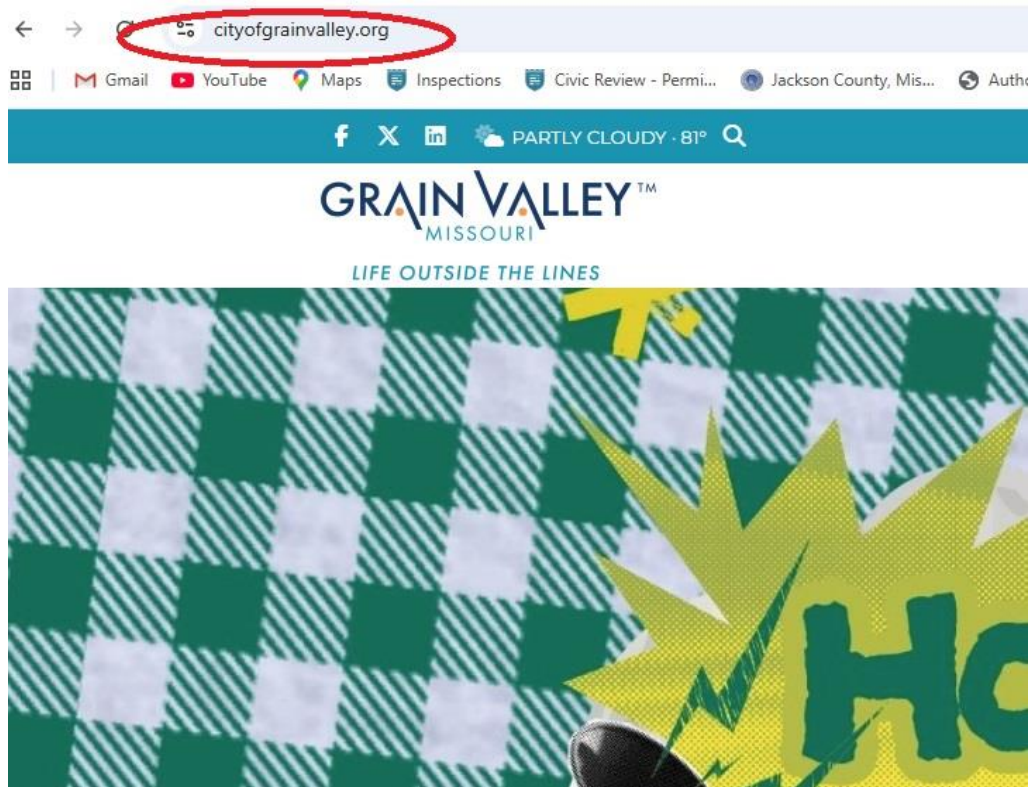# Civic Review Standard Operating Procedures

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:

- Building Permits
  - 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
- Planning and Zoning
  - 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 selctions.

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**	*see list below of P&Z permit types* 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.)

Click ***Save & Continue*** when completed.

5. Fill in the **Project Overview** page. In the drop-down box labeled Project Type choose **Electrical.**
   (If the answer is not known "N/A" can be typed in to proceed. This can be corrected in the review stage.)

Project Overview

Project Type*

Electrical

Project Valuation*

5000

Is this Residential or Commercial?*
◉ Residential ○ Commercial

Service Amps*

200

Purpose of Work*
○ Repair ◉ Replacement ○ New Installation ○ Other

Who is completing the work?*
○ Owner ◉ Contractor

Plan Name

N/A

Resub?
○ Yes ◉ No

Save & Continue

Click **Save & Continue** when completed.

6. Fill in the **Location** page with proper information. All boxes must be filled in. (If the answer is not known "N/A" can be typed in proceed. This can be corrected in the review stage.)

Location

Street Address*

711 Main St.

City*

Grain Valley

State*

MO

Zip Code*

64029

To see a zoning map, click here: Zoning Map

Zoning

R-1 Single-Family Residential District

Parcel #

37-820-21-11-01-0-00-000

Save & Continue

Click **Save & Continue** when completed.

7. Fill in the **General Contractor** page with proper information. All boxes must be filled in. (If the answer is not known "N/A" can be typed in proceed. This can be corrected in the review stage.)

Click **Save & Continue** when completed.

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

Click **Save & Continue** when completed.

9. Sign customers name.

Electronic Signature

I understand and agree that as a condition to the issuance of this permit the permit shall agree to defend, indemnify, and hold harmless the City, its officers, employees, and agents, from any and all suits, claims, or liabilities caused by or arising out of any use authorized by any such permit. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction and that I make this statement under penalty or perjury.

Sign electronically by typing your full name*

Save & Continue

Click **Save & Continue** when completed.

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