

Community Development Permitting Program,

Civic Review Standard Operating Procedures

Purpose:

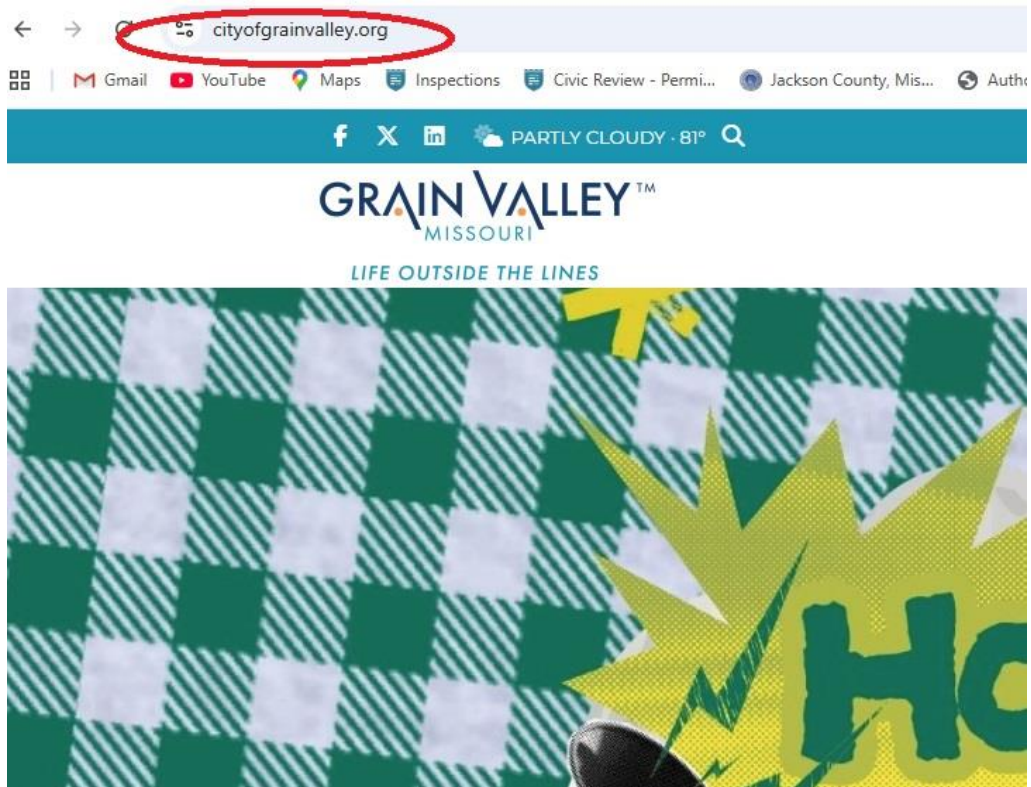
To show a step-by-step procedure on how to enter any Community Development permit or to help a customer when applying, as well as handling the monies from the permits.

Related Topics:

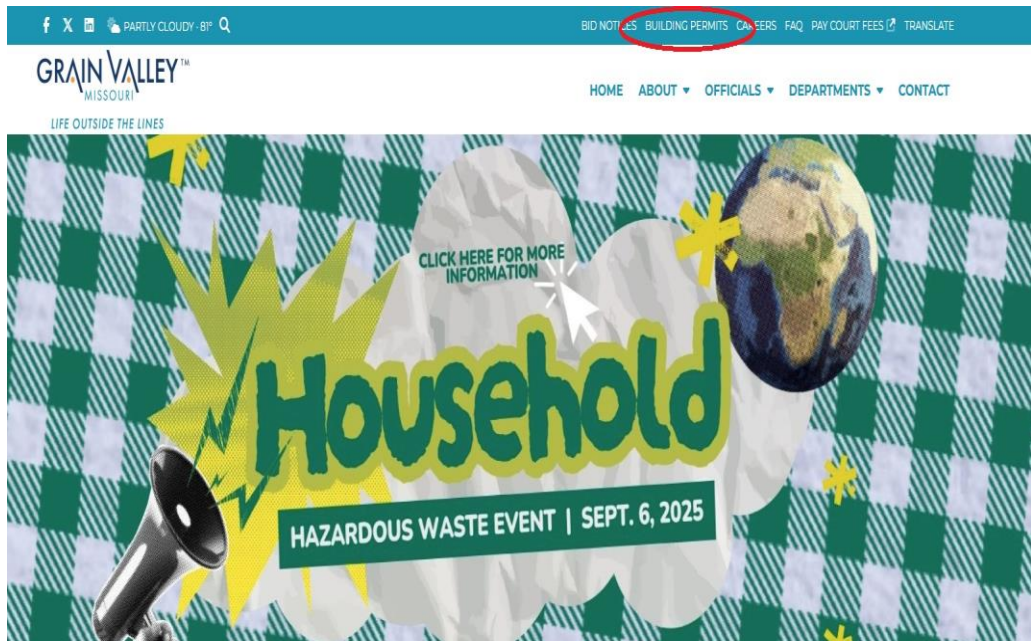
<ul style="list-style-type: none">• Building Permits<ul style="list-style-type: none">▪ New Residential▪ New Commercial▪ Commercial Remodel▪ Residential Remodel▪ Commercial Tenant Finish▪ Electrical▪ Fence▪ Irrigation▪ Mechanical▪ Plumbing▪ Pool▪ Roof▪ Shed/Garage▪ Commercial Other▪ Deck▪ Basement Finish▪ 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• Code Enforcement

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 Information** 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

First Name*

Mike

Last Name*

Russell

Phone Number*

816-847-6226

Email*

email@email.com

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

Do you have an additional contact person?*

☐ Yes ☒ No

Save & Continue

Click **Save & Continue** when completed.

5. Fill in the **Project Type** page. Select **Lot Split** from the drop down bar.

Project Type

What type of project is this?*

Lot Split

Please provide a description of the project*

Splitting one lot into two

Save & Continue

Click **Save & Continue** when completed.

6. Fill in the **Project 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.)

Project Location

Project Street Address*

711 Main St.

City

Grain Valley

State*

MO

Zip Code*

64029

Lot #

1

Subdivision

N/A

To find your correct zone, click here: [Zoning Map](#)

Zoning District*

R-1 Single-Family Residential District

Save & Continue

Click **Save & Continue** when completed.

7. Fill in the **Company** 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.)

Company

Company Name*

Street Address*

City*

State*

Zip Code*

Save & Continue

Click **Save & Continue** when completed.

8. Fill in the **Property Owners / Agent** 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.)

Property Owner/Agent

First Name*

Mike

Last Name*

Russell

Phone Number*

816-847-6226

Street Address*

711 Main St.

City*

Grain Valley

State*

MO

Zip Code*

64029

Save & Continue

Click **Save & Continue** when completed.

9. Fill in **Attachments** page. This is the page to add any attachments to the application.

Attachments

Please provide a legal description of subject property*

Mikes legal property

Please upload a copy of the final plat

Download Final Plat
here.

Try dropping some files here, or
click to select files to upload.



Files cannot exceed 160MB

Please upload construction plans for all public works improvements*

Download construction
plans here.

Try dropping some files here, or
click to select files to upload.



Files cannot exceed 160MB

Please upload copies of tax certificates from City and County*

Download copies of tax
certificates here.

Try dropping some files here, or
click to select files to upload.



Please upload proof of ownership or control of property (deed, contract, lease) or permission from property owner*

Download proof of
ownership here.

Try dropping some files here, or
click to select files to upload.



Files cannot exceed 160MB

Please upload a copy of off-site easements

Download offsite
easements here.

Try dropping some files here, or
click to select files to upload.



Files cannot exceed 160MB

If necessary

How many lots will be used?*

2

Save & Continue

Click **Save & Continue** when completed.

10. Review Fees page for correct fees.

Fees

Your Fees

Final Plat/Lot Split	\$320.00
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Total: \$320.00

Save & Continue

Projected Fees

Fees will be due after your application has been pre-approved.

Your Fees

There are no fees. You may continue.

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

Projected Total: \$0.00

Click **Save & Continue** when completed.

11. Sign customers name.

Electronic Signature

I understand and agree that as a condition to the issuance of this permit the permittee 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 of perjury.

Sign electronically by typing your full name*

Save & Continue

Click **Save & Continue** when completed.

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