

Community Development Permitting Program,

Civic Review Standard Operating Procedures

Purpose:

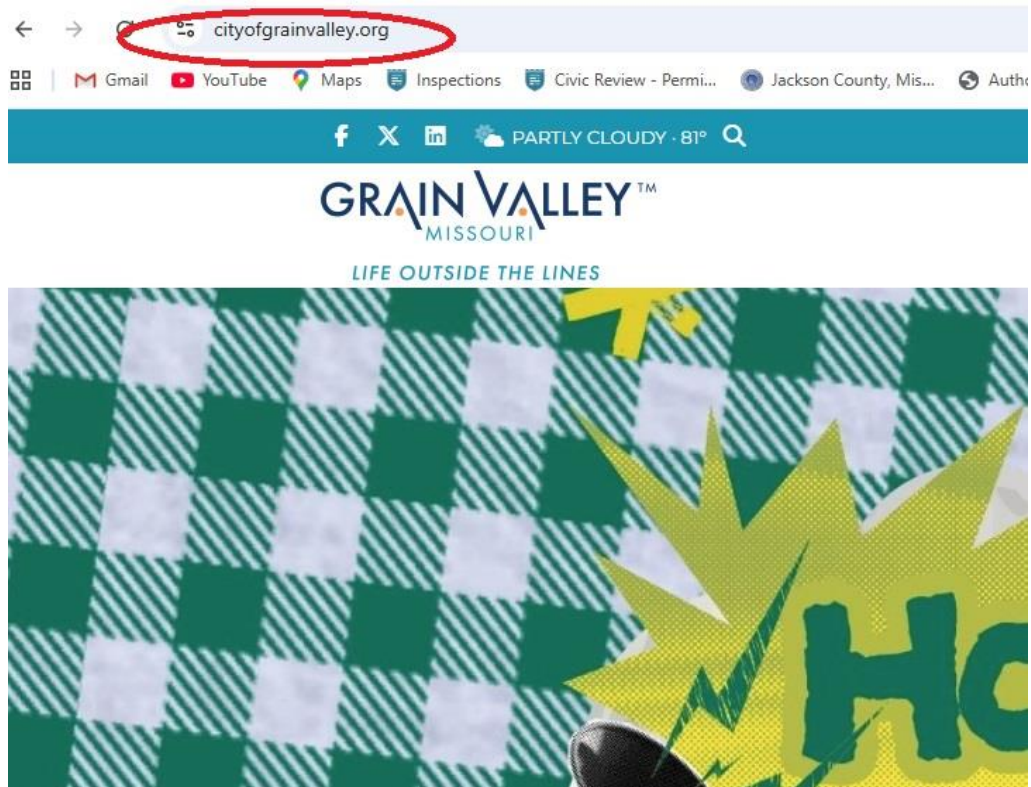
To show a step-by-step procedure on how to enter any Community Development permit or to help a customer when applying, as well as handling the monies from the permits.

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 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.)

The screenshot shows a web application interface for an applicant. On the left is a sidebar with a vertical list of steps: 'Applicant' (selected with a blue circle), 'Project Overview', 'Location', 'Fees', 'Signature', and 'Review'. Below these steps is a 'Save to finish later' button with a clock icon. At the bottom of the sidebar is a 'Contact Us' section with a phone number '(816) 847-6220' and an address '711 Main Street, Grain Valley, MO 64029'. The main content area is titled 'Applicant' and contains several input fields: 'First Name*' with the value 'JOE', 'Last Name*' with the value 'SMITH', 'Email*' with the value 'joesmith@email.com', and 'Phone Number*' with the value '(816) 847-6226'. Below the phone number field is a text label 'What email should we send inspection reports to?' followed by an input field containing 'joesmith@email.com'. A note below the email field states 'This email will be used to receive official notifications regarding your application.' At the bottom of the form is a blue button labeled 'Save & Continue', which is circled in red.

Applicant

First Name*

JOE

Last Name*

SMITH

Email*

joesmith@email.com

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

Phone Number*

(816) 847-6226

What email should we send inspection reports to?

joesmith@email.com

Save & Continue

Click **Save & Continue** when completed.

5. Fill in the **Project Overview** page. In the drop-down box labeled Project Type choose **Plumbing**.

(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*

Plumbing

Project Valuation*

5000

Is this Residential or Commercial?*

☒ Residential ☐ Commercial

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.)

The screenshot shows a web form titled "General Contractor". On the left is a sidebar with a list of steps: Applicant, Project Overview, Location, General Contractor (selected), Subcontractors, Property Owner, Residential Square Footage, Water Meters, Details, Fees, Signature, and Review. Below the sidebar is a "Contact Us" section with a phone number and address. The main form area contains the following fields: "General Contractor Name*" (MIKES BUILDINGS), "Phone Number*" ((816) 847-6226), "Email*" (joesmith@email.com), "Business License Number" (1234, with a red note "Can be found on clerks page. See in SOP."), "Contractor Street Address*" (711 Main St.), "City*" (Grain Valley), "State*" (MO), and "Zip Code*" (64029). At the bottom of the form is a blue button labeled "Save & Continue", which is circled in red.

Click **Save & Continue** when completed.

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

The screenshot shows a page titled "Projected Fees" with the subtext "Fees will be due after your application has been approved." Below this is a section titled "Your Fees" containing a table:

Construction Fee 1	\$40.00
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Below the table, a note states: "Fees are subject to change upon review. Payment is due after your application is approved." To the right of this note, the "Projected Total: \$40.00" is displayed. At the bottom left of the page is a blue button labeled "Save & Continue", which is circled in red.

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*



Click **Save & Continue** when completed.

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