

# Community Development Permitting Program,

## Civic Review Standard Operating Procedures

### Purpose:

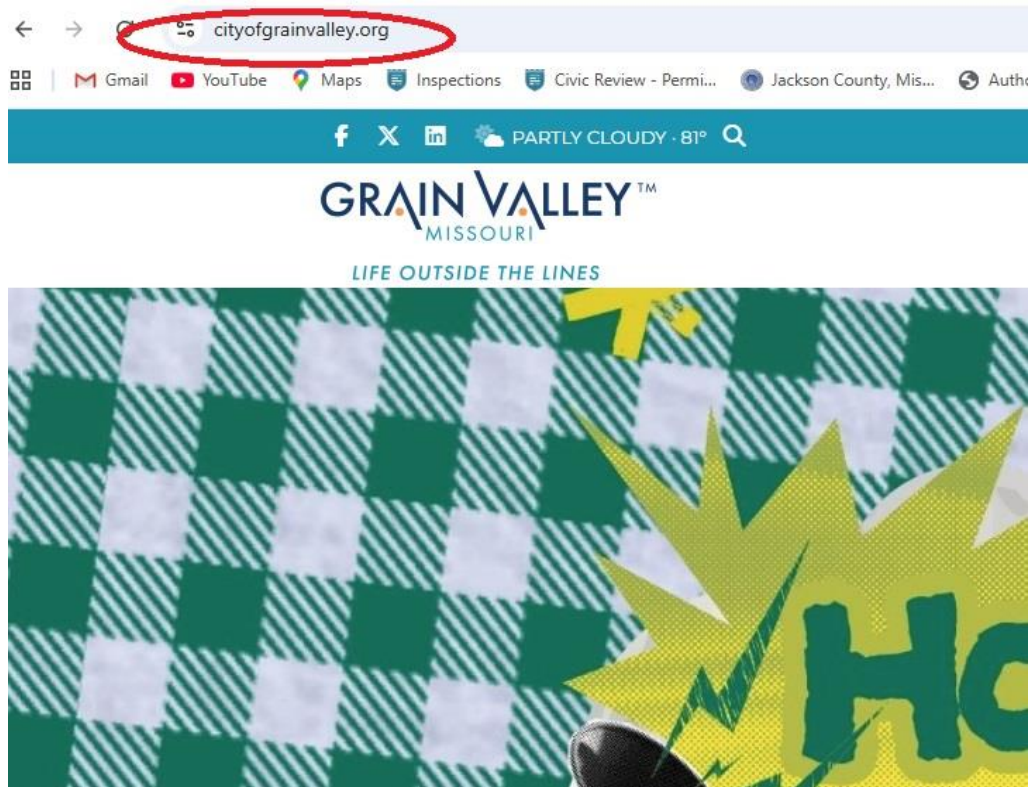
To show a step-by-step procedure on how to enter any Community Development permit or to help a customer when applying, as well as handling the monies from the permits.

### Related Topics:

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

How to apply for a permit:

1. Visit the City Website [www.cityofgrainvalley.org](http://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                                  | <a href="#">Permit</a> |  |   |
| Basement Finishes                                 | <a href="#">Permit</a> |  | <a href="#">Basement Finish</a>   |
| Buildings: Commercial (new build, remodel, demo)  | <a href="#">Permit</a> | <a href="#">Commercial Site Plan Requirements</a><br><a href="#">Builder Checklist</a> | <a href="#">NEW Commercial</a><br><a href="#">Commercial Remodel</a><br><a href="#">Commercial Tenant Finish</a><br><a href="#">Commercial Demolition</a><br><a href="#">Commercial (Other)</a> |
| Buildings: Residential (new build, remodel, demo) | <a href="#">Permit</a> | <a href="#">Builder Checklist</a>  | <a href="#">NEW Residential</a><br><a href="#">Residential Remodel</a><br><a href="#">Residential Demolition</a>  |
| Construction & Infrastructure Permit              | <a href="#">Permit</a> | <a href="#">Standard Detail Drawings</a>   | <a href="#">Construction</a>  |
| Decks and Porches <a href="#">Brochure</a>        | <a href="#">Permit</a> |  | <a href="#">Decks</a>   |
| Driveway Permit                                   | <a href="#">Permit</a> | <a href="#">Standard Detail Drawings</a>   |   |
| Electrical Work                                   | <a href="#">Permit</a> |  | <a href="#">Electrical</a>  |
| Fences <a href="#">Brochure</a>                   | <a href="#">Permit</a> |  | <a href="#">Fences</a>  |
| Fire Alarm Permit (with CJCFPD)**                 | <a href="#">Permit</a> | **see CJCFPD note below  |   |
| Fire Sprinkler Permit (with CJCFPD)**             | <a href="#">Permit</a> | **see CJCFPD note below  |   |
| Flood Plain Development                           | <a href="#">Permit</a> |  | <a href="#">Flood Plain Dev.</a>  |

See next page for more selections.

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

4. Fill in the **Permit Details** page. In the **Permit Type** use the drop down box and select appropriate type.

## Permit Details

Permit Type\*

Water

What is your Missouri One Call Ticket Number?\*

1234

Do you have a Bond on file?\*

☒ Yes ☐ No

Do you have a Certificate of Insurance on file?\*

☒ Yes ☐ No

Is a Permit Estimate required?\*

☒ Yes ☐ No

Estimated Cost of Construction\*

10000

Save & Continue

5. 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

First Name\*

Last Name\*

Email\*

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

Phone Number\*

Street Address\*

City\*

State\*

Zip Code\*

**Save & Continue**

Click **Save & Continue** when completed.

6. Fill in the **Contractor** page.

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

## Contractor

First Name\*

Last Name\*

Phone Number\*

Street Address\*

City\*

State\*

Zip Code\*

Do you have a business license from the City of Grain Valley?\*

☒ Yes ☐ No

Business License Number

**Save & Continue**

Click **Save & Continue** when completed.

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

## Facility Owner

First Name\*

Last Name\*

Phone Number\*

Street Address\*

City\*

State\*

Zip Code\*

Bonding Company\*

Bond Number\*

Save & Continue

Click **Save & Continue** when completed.



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

## Site Location

Permit Location and/or Street Address\*

City\*

State

Zip Code\*

Parcel #\*

Subdivision Name

Save & Continue

Click **Save & Continue** when completed.

9. Fill in the **Site Information** page with proper information. Use drop down box in **Affected Area** and select appropriate answer. All boxes must be filled in. (If the answer is not known an N/A can be typed in proceed. This can be corrected in the review stage.)

## Site Information

Purpose of Work

☐ Repair ☒ Replacement ☐ New Installation ☐ Other

Installation Method\*

☐ Open cut ☒ Tunneling/Boring ☐ Other

What type of equipment is being used?\*

Affected Area\*

Save & Continue

Click **Save & Continue** when completed.

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

## Site Details

Is this a Street Cut?\*

☐ Yes ☒ No

Start Date\*

03/01/2024

Completion Date\*

03/01/2024

Total Disturbed Area\*


5

In Lineal Feet

Please upload a copy of your plans depicting the areas that will be affected by this work\*

Download plans heres.

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



Files cannot exceed 160MB

Save & Continue

Click **Save & Continue** when completed.

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

## Projected Fees

Fees will be due after your application has been approved.

Your Fees

|                  |         |
|------------------|---------|
| Right-of-Way Fee | \$35.00 |
|------------------|---------|

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

Projected Total: \$35.00

Save & Continue

Click **Save & Continue** when completed.

12. Sign customers name.

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## 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

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Click **Save & Continue** when completed.

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