

Community Development Permitting Program,

Civic Review Standard Operating Procedures

Purpose:

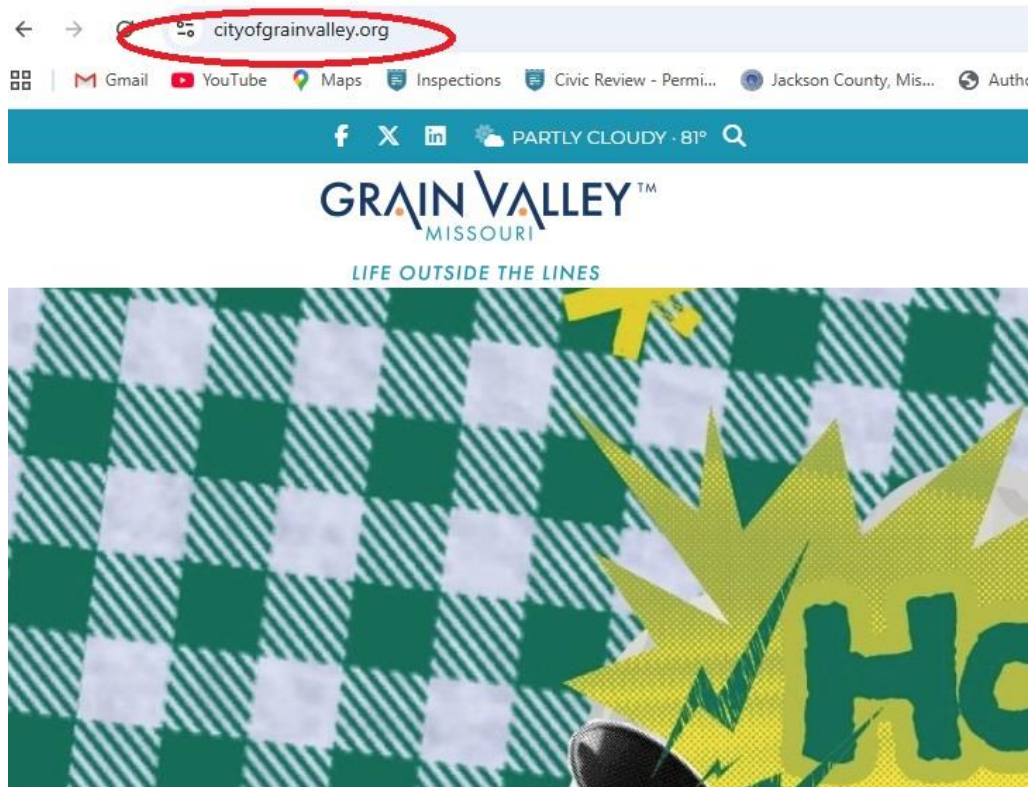
To show a step-by-step procedure on how to enter any Community Development permit or to help a customer when applying, as well as handling the monies from the permits.

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 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*

Last Name*

Email*

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

Business Name*

Business Phone Number*

Save & Continue

Click **Save & Continue** when completed.

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

Mailing Address

Street Address*

City*

State*

Zip Code*

Save & Continue

Click **Save & Continue** when completed.

6. Fill in the **Sign 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.)

Sign Company

Sign Company Name*

Business License Number*

Sign Company Mailing Address*

City*

State*

Zip Code*

Do you have a License Electrical Contractor?*

☐ Yes ☐ No

Save & Continue

Click **Save & Continue** when completed.

7. Fill in the **Location of Sign** 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 of Sign

Street Address*

City*

State*

Zip Code*

Save & Continue

Click **Save & Continue** when completed.

8. Fill in **Sign Details** page. (If the answer is not known “N/A” can be typed in proceed. This can be corrected in the review stage.)

Sign Details

Type of Sign Construction*

☒ New ☐ Alteration

Type of Sign*

Is the sign Single Faced or Double Faced?*

☒ Single Faced ☐ Double Faced ☐ Other

Is the sign illuminated?*

☐ Yes ☒ No

Is this sign permanent or temporary?*

☒ Permanent ☐ Temporary

Is the sign On-Site or Off-Site?*

☒ On-Site ☐ Off-Site

Save & Continue

Click **Save & Continue** when completed.

9. Fill in **Sign Construction** page. (If the answer is not known “N/A” can be typed in proceed. This can be corrected in the review stage.)

Sign Construction

Freestanding Height

6

Please include feet and inches

Sign Height

8

Please include feet and inches

Sign Length

12

Please include feet and inches

Sign Width*

12

Please include feet and inches

Sign Area

96

In Sq. Ft.

Wall Height*

10

Please include feet and inches

Wall Length*

20

Please include feet and inches

Wall Area*

200

In Sq. Ft.

Save & Continue

Click **Save & Continue** when completed.


10. Fill in **Permanent Sign Construction** page. (Attach detail drawings and scaled elevations here.)

Permanent Sign Attachments

Please upload a detailed drawing of the sign and any supporting structures, including dimensions, colors, materials, and methods of illumination.*

**DOWNLOAD DETAILED
DRAWS HERE.**

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




Files cannot exceed 200MB

Please upload a scaled elevation of the wall showing the proposed placement of the sign. Elevations should include detailed dimensional information of the entire wall upon which the sign is to be placed and shall not be hand-drawn.*

**DOWNLOAD SCALED
ELEVATIONS HERE.**

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



Files cannot exceed 200MB

Save & Continue

Click **Save & Continue** when completed.

11. Review the Fees page confirming all information is correct.

Projected Fees

Fees will be due after your application has been approved.

Your Fees

Sign Permit	\$100.00
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Fees are subject to change upon review. Payment is due after your application is approved.

Projected Total: \$100.00

Save & Continue


Click **Save & Continue** when completed.

12. 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.

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