



**COMMERCIAL BUILDING PERMIT APPLICATION**  
**CITY of CAPE GIRARDEAU**

DEVELOPMENT SERVICES DEPARTMENT, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703, (573) 339-6327

Mark ALL that apply:    **New**                      **Addition**                      **Change in Use**                      **Remodel**                      **Repair**

**Project Title**

**Property Address/Location**

**Project Description**

**Project also includes:**    **Fence**                      **Signage**                      **Driveway**                      **Sidewalk**                      **Retaining Wall**  
    **Solar**                      **Demolition**                      **Generator**                      **Right of Way/Excavation**

*If any of these are by a separate contractor, please provide their contact information (attach sheets as necessary)*

Use Group		Occupancy		Occupant Load		Type of Construction	
Water Tap Size		S.F. Construction Area		Total Cost of Construction		Building Height (Ft)	
<b>Sprinklers?</b>		<b>Yes</b> <b>No</b>		<b>Expedited?</b>		<b>Yes (additional plan review fees apply)</b>	
<b>Applicant/Tenant</b>				<b>Property Owner (if other than Applicant)</b>			
Mailing Address		City, State, Zip		Mailing Address		City, State, Zip	
Telephone	Email/fax			Telephone	Email/fax		
<b>Contractor</b>				<b>Design Professional of Record</b>			
Mailing Address		City, State, Zip		Mailing Address		City, State, Zip	
Telephone	Email			Telephone	Email		

**CERTIFICATION**

I CERTIFY THAT I AM THE OWNER IN FEE OR AGENT AUTHORIZED TO APPLY FOR THIS BUILDING PERMIT. I UNDERSTAND THAT THE SUBMITTAL OF INCOMPLETE PLANS OR FAILURE TO COMPLETE THIS APPLICATION IN ITS ENTIRETY MAY RESULT IN THE DELAY OF PLAN REVIEW AND PERMIT APPROVAL. I HAVE READ THE APPLICATION AND INFORMATION SHEET AND I FULLY COMPREHEND THE INFORMATION I AM REQUIRED TO SUBMIT FOR PLAN REVIEW.

\_\_\_\_\_  
 Owner/Agent Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Owner/Agent Printed Name

The City likes to celebrate new development. Click here if you do not want this project shared on social media.

**OFFICE USE ONLY**

Date Received \_\_\_\_\_ Munis App # \_\_\_\_\_

Permit Number \_\_\_\_\_

**CITY OF CAPE GIRARDEAU  
COMMERCIAL BUILDING PERMIT APPLICATION  
INFORMATION SHEET**

Please read this information sheet in its entirety.

Plans are expected to be complete when submitted for review. If plans appear to be preliminary in nature, they will be returned for revision and resubmittal.

Submit the following items to the Development Services Department for review:

1. A completed building permit application.
2. Code review block and life safety plan.
3. Three (3) sets of stormwater plans with completed Stormwater Management Permit Application, including Stormwater Pollution Prevention Plan (SWPPP), Stormwater Management Plan (SWMP) and stormwater calculations.
4. Floodplain Development Permit Application, if applicable.
5. Three (3) **complete** sets of detailed plans, four (4) sets if food service is involved, including a Site/Stormwater Plan where new construction, additions or changes in use are involved. **Complete plans** shall be comprised of, but not limited to, plan sheets from the following disciplines where applicable: Surveying, Civil, Demolition, Architectural, Structural, Mechanical, Plumbing, Electrical and Landscaping. A Site Plan shall be drawn to scale in accordance with an accurate boundary line survey showing the location of all property lines, set back distances, easements, utilities, adjacent streets, drainage facilities, proposed and existing grades, north arrow, the proposed ADA compliant driveway and sidewalks (where applicable); the proposed building with finished floor elevations and existing buildings and improvements on the property including signs, fences and retaining walls; the dimensioned parking layout including accessibility concerns and fire lanes, landscape plan, site photometric plan, plus any other items specifically required by the City of Cape Girardeau Code of Ordinances.
6. Two sets of structural calculations, including lateral force calculations.
7. Two sets of water calculations, including the tap and meter sizes.
8. Soils and foundation investigation report, where required.
9. Calculations for grease interceptor or oil separator, where required.
10. Completed permit applications, where applicable, for Demolition, Retaining Walls, Fences, Right of Way/Excavation, Signage, Driveway, Sidewalk, Generator, and Solar.

When required, submit the following items to the Fire Marshal (573) 339-6330 for review. These items may be submitted with the building permit application, or may be deferred submittals.

1. One (1) set fire sprinkler plans
2. Fire sprinkler calculations

All driveway and excavation permits for State Highways, i.e. Routes K and W, Highways 61, 177 and 74, shall be obtained from the Missouri Department of Transportation: (573) 472-5389.

Plans submitted shall detail complete compliance with City of Cape Girardeau Ordinance No. 4702, dated June 1, 2015, adopting the following model codes: 2015 International Building Code, 2015 International Fire Code, 2015 International Mechanical Code, 2015 International Fuel Gas Code, 2015 International Plumbing Code, 2014 National Electrical Code and 2009 International Energy Conservation Code in addition to other applicable City of Cape Girardeau Ordinances, as appropriate.

The plans shall be drawn on standard sheets of paper, i.e. 18 x 24 minimum and sealed, signed and dated by a Missouri registered design professional according to the Rules of the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects 20 CSR 2030-3.010.

Submittals are subject to a minimum fifteen (15) business days review process. Plan Review will not begin before the completed permit application form is submitted. The client has the option of using the Plan Review Services of the International Code Council at their expense.