



## CODE ENFORCEMENT



### **DEVELOPMENT REVIEW COMMITTEE PROCEDURES Commercial, Industrial and Apartment Houses (over two dwelling units)**

#### **INTRODUCTION**

Within the City of Sedalia, each time a structure is altered, new structure built, or a structure is demolished a building permit is required. In order to facilitate the review and permitting of more complex building projects (currently defined by the city of Sedalia as any building other than a residential structure with duplex or fewer units or an accessory building serving the same) the City of Sedalia has established a Development Review Process to expedite the building permitting process.

The Development Review Committee (DRC) meets weekly on Mondays at 1:30 pm. The developer submits up to five (5) sets of paper copies and one (1) electronic set of plans to the second (2nd) floor of the Municipal Building. All plans and specifications are required to be prepared, designed and stamped by an engineer and/or architect licensed by the State of Missouri except as listed in exceptions. An address may be assigned at this time so that during review and until the project is completed, the project may be referred to by assigned address in order to eliminate confusion between all concerned parties.

During the initial meeting, the DRC members will review the project and determine a date for final review. Also, the DRC will present requirements for any changes to the plans. The Code Enforcement will inform the applicant of any additional information which may be required and inform the applicant of the time for the final review. The applicant may be asked to attend the final review session.

At the final review meeting, the DRC will review the revised plans for compliance. Under most circumstances, approval of the project will occur during the final review meeting, and a building permit will be issued. If there are any other DRC project requirements, the applicant will be informed. The building permit will be issued when the applicant has agreed to the DRC project requirements in writing.

When construction is complete, Code Enforcement will make a final inspection prior to the issuance of a Certificate of Occupancy. This final inspection will insure that all requirements and ordinances charged to the Code Enforcement have been complied with.

The development review process is given top priority by each department that is a member of the DRC. In most cases, a building permit will be issued within fifteen (15) days after receipt of adequate building plans unless major alterations are required. Therefore, DRC recommends submittal of all plans required at the earliest point possible in the development schedule. Expense can be saved if plans are submitted to DRC prior to bidding should alterations in the plans be required. Members of the DRC will be happy to work with the applicant prior to plans submittal to avoid problems in the review process.

The Development Review Committee requires that certain information be provided for each project. Information required of each applicant may include the following:

**PLANS AND SPECIFICATIONS – EXCEPTIONS**  
**For seal of Engineer or Architect**

1. A dwelling house
2. A multiple family dwelling house, flat or apartment containing not more than two families
3. Accessory use structures containing less than one thousand five hundred (1,500) square feet
4. A building structure used exclusively for farm purposes
5. The following “remodeling” type of work:
  - a. Non-bearing walls
  - b. Facing of walls (e.g. paneling or sheetrock, a concrete or block wall for cosmetic purpose, provided that fire rating is satisfied)
  - c. Display walls or racks that do not extend to the present ceilingThese three exceptions (a-c) will be approved only if **ALL** of the following conditions are met:
  1. Clearly does not affect in any way exits or corridors
  2. There is no change in occupancy or use
  3. Total wall length involved is less than 75 feet
  4. No plumbing or mechanical work is involved
  5. Not more than six (6) electrical receptacles are added
6. As approved and accepted by the Code Enforcement Department per building code guidelines set for construction documents.

**PROJECT DESCRIPTION**

The project description may be provided on a separate cover sheet or provided on the cover sheet of a plain set. The project description shall include:

- a) Project title
- b) Proposed use (of building or land)
- c) Legal description of the site (verifiable by deed or survey)
- d) Name, address and telephone number of contact person who can answer questions regarding the plans and information submitted to DRC

- e) Occupancy classification
- f) Type of construction
- g) Design loads
- h) Zoning
- i) Valuation

## **PLANS AND SPECIFICATIONS**

**BUILDING INSPECTION DEPARTMENT** – The Building Inspection Department requires up to five (5) sets of building plans submitted, along with one (1) electronic copy. Plans shall include:

- a. A complete code review section showing:
  - 1. Use group;
  - 2. Type of construction
  - 3. Area allowed
  - 4. Area increases taken
  - 5. Sprinkler system required or not required;
  - 6. Location on property and protection required
  - 7. Occupant load and exits required; and
  - 8. Additional information as appropriate.
- b. Building foundation plans
- c. Structural plans
- d. Floor plans
- e. Building elevations including exterior materials
- f. Occupancy separation walls and draft stops
- g. Area separation walls including termination
- h. Fire walls and protected openings required as per location on property
- i. Electrical, plumbing and mechanical details
- j. Proposed fire exits
- k. Proposed fire escapes
- l. Proposed sprinkler systems
- m. Proposed smoke towers
- n. Proposed stand pipes
- o. Proposed fire alarm system
- p. Proposed fire control and detection equipment
- q. Proposed fire pumps
- r. Proposed shaft ways including rating and construction details
- s. Proposed smoke detectors and/or heat detectors
- t. Site plans including
  - 1. Proposed and/or existing setbacks
  - 2. Proposed and/or existing curb cuts
  - 3. Proposed and/or existing drives and walks
  - 4. Proposed and/or existing grades
  - 5. Proposed and/or existing signage
  - 6. Proposed and/or existing screening

7. Proposed and/or existing off-street parking, both number required and surfacing material
8. Proposed landscaping
9. Location with regards to streets (lot and block or tract)
10. The location of all utilities and utility easements on the site
11. Location of any new proposed easements
12. Proposed electrical service requirements
13. Proposed location for electrical service to originate
14. All existing and/or proposed underground services of electrical and natural gas
15. Scale – 1 inch = 20 feet or 1 foot = 1/16 minimum
16. Lot and number block of the parcel
17. Dimensions of the plot and north point
18. Dimensions of the front, rear and side yards, right-of-way, and street back of curb to back of curb
19. Location dimensions and type of structure(s) proposed uses
20. Location of walks, driveways, approaches, fire hydrants, fire access road
21. Location of steps, terraces, porches and retaining walls
22. Location and dimensions of easements and established setback requirements
23. Elevations at the following points:
  - a) First floor structure
  - b) Finished curb
  - c) Location and existing elevation of sanitary sewer stub to be utilized on the lot shown and dimensions to manhole and elevation to top and flow line
  - d) Elevation of top of foundation
  - e) Finished grade at both sides of abrupt changes in grade such as retaining walls, slopes, etc.
  - f) Other elevations that may be necessary to show grading and draining – utilize drainage arrows if applicable

On the back page of the packet a sample site plan is displayed for guidance in the preparation of the plans.

- u. Sign elevations including dimensions, materials and mechanics
- v. Other information as required

## **FOOD SERVICE REQUIREMENTS**

Plans and specifications of layout arrangement and building materials in work areas and the location, size and type of fixed equipment and facilities shall be submitted for:

1. Food service establishments;
2. Taverns;
3. Schools and hospitals.

## **PUBLIC WORKS DEPARTMENT**

### **SANITARY SEWER**

1. Stamped civil drawings including plans and specifications showing location, size and type of all sanitary sewer discharge lines into the municipal system. If any private lateral crosses other private property, a recorded permanent easement and any temporary construction easements must also be presented.
2. Type of waste produced and method of sewage disposal including projected daily sewage load (gallons).
3. Plans and specifications for suitable flow measuring and sampling structure for all major contributing industries.
4. Plans and specifications for all pre-treatment systems designed for pollutant removal from waste waters.
5. Ordinance #9920 requires that any property located within 500 feet of a public sewer main is required to hook into City Sewer. If a sanitary sewer main extension is required, you must provide the following:
  - a. DNR Permit Application and Construction Permit
  - b. Continuing Authority Paperwork for the City to take over ownership & maintenance
  - c. Easement documents if necessary.
6. As-Built drawings will be required to be submitted to the City once construction is complete and before A Certificate of Occupancy will be issued.
7. A Flood Plain permit will be required for any infrastructure located within the FEMA Flood Plain.
8. Ordinance #9804 requires that an excavation permit will be required for any construction activity occurring with the City's Right-of-Way
9. Ordinance #9966 must be followed in order to comply with the City's standard specifications and details when constructing infrastructure located within the City's Right-of-Way.

## **STORM SEWER**

10. Stamped civil drawings including plans and specifications pertaining to the connection of roof, areaway, garage or foundation drains into the municipal system. By ordinance, no surface water may discharge into the sanitary sewer system.
11. Any adjustments or reconstruction to be done to existing storm sewer facilities (piping, inlets, streams, channels, etc.) will need to be detailed. Verification that Corp of Engineer involvement will or will not be required must be presented as well.
12. As-Built drawings will be required to be submitted to the City once construction is complete and before A Certificate of Occupancy will be issued. A request for the City to take over ownership and maintenance may be submitted once it has been verified by the City inspector that the infrastructure was installed per City specifications.
13. A Flood Plain permit will be required for any infrastructure located within the FEMA Flood Plain.
14. Ordinance #9804 requires that an excavation permit will be required for any construction activity occurring with the City's Right-of-Way
15. Ordinance #9976 and Ordinance #10112 must be followed in order to comply with the City's stormwater quality and detention requirements.
16. Ordinance #9966 must be followed in order to comply with the City's standard specifications and details when constructing infrastructure located within the City's Right-of-Way.

## **STREETS**

17. Stamped civil drawings including plans and specifications showing:
  - a. Streets
  - b. Intersections
  - c. Driveways
  - d. Sidewalks
  - e. Curb & Gutter
  - f. Street Light Locations
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### **SUBDIVISION PLATS**

22. Each lot must be labeled with acreages.
23. Right-of-Way and easements must be shown along with legal descriptions and dedication information.
24. No lots will be allowed to be landlocked
25. Vertical benchmark is required
26. Preliminary Plat to be stamped by a Professional Engineer
27. Final Plat to be stamped by a Professional Land Surveyor
28. Plat must show a scale
29. Signature areas for City Council and Planning & Zoning are required
30. Certification of Survey is required
31. FEMA Flood Plain must be depicted

### **SEDALIA WATER DEPARTMENT**

In addition to the information provided previously, the Sedalia Water Department will require:

- a) A statement by applicant and/or designer as to availability of water pressure sufficient to serve uses anticipated on the site. If the construction of the applicant and/or designer is that additional water capacity is required, a main extension may be required to be constructed at the applicants expense
- b) Proposed location of meter and or meter pit
- c) Backflow preventer
- d) Developer must present a preliminary plant of the proposed project to the Water Department showing all streets, property lines, and locations of any gas, electric, phone and sewer lines.
- e) Water Department personnel will then work with the developer's engineer to place water lines and any fire hydrants in their proper location. The size of the water lines will be decided at this time also.
- f) After the size and location of the water lines has been decided, the developer's engineer must send two (2) copies with his seal to the Department of Natural Resources showing size and location of all water lines, fire hydrants, sewer lines, etc. Along with the two (2) copies must be sent an application for approval. The Water Department can supply this application if needed.
- g) After the design has been approved by the Department of Natural Resources the Water Department will meet with the developer and the contract will be signed,

and a date to start on the project will be set. Also at this time, payment must be made to the Water Department to cover all material and labor costs.

## **FIRE DEPARTMENT**

In addition to the plans required above, the Sedalia Fire Department will require in accordance with City Code:

- a) Fire hydrant location
- b) Fire apparatus access road
- c) Floor plan when there will be storage of hazardous materials showing:
  1. Type of container
  2. Location of building
  3. Construction materials used in storage area
- d) All new or major renovation construction of non-residential facilities that are required by Code to have automatic fire alarms or fire suppression sprinkler systems will be required to participate in the KNOX BOX system. The Knox Box is a surface or inset security container that will hold emergency information and building entrance keys. All Knox Box containers will be registered with the Sedalia Fire Department and all containers will be keyed to the department master key.
- e) All new or major renovation of structural fire suppression systems will have a minimum of one 4-inch Storz intake at the pump in station. The 4-inch Storz intake and Storz blind cap will be rigid aluminum alloy hard coated or similar material using the appropriate sealing gaskets. The Storz cap will be secure with a security chain or cable to prevent loss.

## **UTILITY COMPANIES**

Applicant must contact all utility companies for their requirements.

## **BUILDING PERMIT**

The following design criteria is to be used:

- a) Seismic Design Category to be established as per I.B.C.
- b) 105 MPH speed (SW). An exposure shall be assigned at each site for which a building or structure is to be designed or as determined by Section 1609
- c) 20 PSF roof snow load with no restrictions
- d) 32" frost depth

The following is a list of codes that are in use:

- a) 2015 International Building Code
- b) 2015 International Residential Code
- c) 2015 International Plumbing Code
- d) 2015 International Fuel Gas Code
- e) 2015 International Mechanical Code
- f) 2015 International Fire Code
- g) 2014 National Electrical Code
- h) 2015 International Existing Building Code

The City of Sedalia will issue a building permit upon successful review of the plans mentioned earlier in this document. For each permit issued, there shall be charged and collected a building permit fee in accordance with the following schedule:

**Building Permit** - \$25.00 for first thousand dollars plus \$6.00 for each one thousand dollars or fraction thereof of permit valuation. Permit valuations shall include total value of work including materials and labor. Penalty for commencement of construction without permit – as percentage of applicable permit fee – 200%.

### SCHEDULE OF ELECTRICAL FEES

For the issuance of each permit	\$25.00
Receptacle drop or fixture – each	1.00
Circuit – each	1.00
Motors and generators:	
Motors up to and including ¼ horsepower	1.00
Motors over ¼ horsepower, each	1.00
Generators used for lighting or power, including switchboard, each	1.00
Motor generators for charging or picture machines, each	1.00
Transformers – over 30 KVA each	15.00
Ceiling Fans, each	1.00
Emergency or Exit Lights– each	1.00
Electric ranges and heating devices, each	5.00
Services:	
Temporary	25.00
Up to 200 amperes	25.00
From 201 up to 1,000 amperes	40.00
1,000 or higher amperes	100.00

### **Schedule of Plumbing Fees**

The applicant under this division shall pay for each permit issued at the time of issuance, a fee in accordance with the following schedule, and at the rate provided for each classification shown herein:

For issuing each permit	\$25.00
Fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow protection devices), each	5.00
Building sewer, each	20.00
Rainwater system – Per drain inside building	5.00
Water heater or vent, each	5.00
Gas piping system:	
Up to four outlets	5.00
Each outlets over four	1.00
Industrial waste pretreatment interceptor, with trap and vent (except kitchen type grease interceptors functioning as fixture traps	5.00
Water piping, water conditioning equipment or water treatment Equipment – each installation, alteration or repair	5.00
Draining or vent piping – each alteration or repair	5.00
Lawn sprinkler system on one meter, including backflow protection devices – each	5.00
Vacuum breakers or backflow protective devices, including any Water piping:	
Up to four breakers or devices	5.00
Each breaker or devices over four	1.00

### **Schedule of Excavation Fees**

Street	275.00
Alley	200.00
Sewer Connection Fee	100.00

These permits can be obtained through Public Works Department

### **Schedule of Mechanical Permit Fee**

The applicant under this division shall pay for each permit issued at the time of issuance, a fee in accordance with the following schedule and at the rate provided for each classification shown herein:

**Residential** – Buildings containing one and two-family detached dwellings and their accessory structures.

Basic Fee – each permit	\$ 30.00
Additions to basic permit fees:	
Furnace unit – each	\$ 15.00
Air-cooling unit – each	\$ 15.00

**Commercial** – Buildings or structures other than one and two-family detached dwellings.

Basic Fee – each permit	\$ 50.00
Additions to basic permit fee:	
Up to \$10,000.00	\$ 45.00
\$10,001.00 to \$200,000.00	\$ 150.00
\$200,001.00 to \$500,000.00	\$ 800.00
Over \$500,000.00	\$ 2,000.00

### **SEDALIA FIRE DEPARTMENT FIRE HYDRANT SPECIFICATIONS**

Fire hydrants shall meet or exceed AWWA C502, latest revision. Rated working pressure shall be 250 p.s.i. Test pressure will be a minimum of 400 p.s.i. and hydrants shall include the following specific design criteria:

1. The nozzle section, upper and lower standpipes and hydrant base shall be ductile iron.
2. The main valve closure shall be of the compression type, opening against the pressure and closing with the pressure. Water discharge outlets shall be designed for easy 360-degree rotation by the loosening of no more than eight (8) bolts.
3. The seat diameter shall be determined by the manufacture. The hydrant must be designed so that removal of all working parts can be accomplished without excavating.
4. The draining system of the hydrants shall be activated by the main opening rod. Hydrants shall be furnished with bronze drain valves.
5. Hydrant must have an internal travel stop nut located in the top of the hydrant housing.
6. Hydrant must have a traffic flange allowing for quick repair of damage resulting from impact.
7. Hydrants shall be Waterous-Pacer, Clow-Medallion or equal.
8. Hydrants may be purchased from the Sedalia Water Department if available.

## SEDALIA FIRE DEPARTMENT FIRE HYDRANT SPECIFICATIONS



