



6090 Woodson St  
Mission, KS 66202  
913-676-8360

## Community Development Department Commercial Permit/Plan Submittal Standards

Thank you for your interest in building within the City of Mission. We look forward to working with you. Please do not hesitate to contact us if you have any questions.

- Commercial plans submitted for permit application shall contain the following information.
- Prior to submitting a building permit application, applicants must self-certify that they have met the requirements for application submission. Please check appropriate box for completeness. Note: Staff recognizes that not all items may be applicable to all projects. In the case where items are not applicable, write N/A in the appropriate box.
- Two (2) complete sets of building design plans, prepared, stamped and sealed by a Kansas Licensed Architect/Engineer/Technical Professional, including any specifications or soils reports will be necessary to complete a detailed code review of commercial projects. A code footprint/analysis is also required.
- The hard copies of the plans may be mailed to:  
City of Mission Community Development Department  
Attn: Jim Brown, Building Official & Karie Kneller, City Planner  
6090 Woodson Street  
Mission, KS 66202
- In addition, plans may be submitted electronically along with the commercial permit application to: [jbrown@missionks.org](mailto:jbrown@missionks.org) & [kkneller@missionks.org](mailto:kkneller@missionks.org). City staff will forward a copy of the electronic plans to the Fire Marshal (CFD#2) and the Public Works Director for their respected reviews as applicable.
- The City of Mission Community Development Department strives for a **Twenty (20) business day** turnaround for initial review of commercial plan submittals (including post issuance/ deferred submittals, addendums, etc.) and; **Fourteen (14) business day** turnaround for review of corrections submitted in response to initial plan review comments. However, complex reviews may require additional time. If that is the case you will be notified and provided an alternate review completion date. At the conclusion of the City's review, the applicant will either receive a written response in the form of a plan review letter or a permit will be issued. A plan review letter requires a response from the applicant in the form of revised plans and/or additional information. A permit may be issued with Special Conditions and Deferred Submittals.

**Please allow adequate time in your project schedule to accommodate the initial plan review (20 business days) and Deferred Submittals reviews (14 business days each) as well as subsequent reviews for Correction items (14 business days).**

**A. PLAN QUANTITY**

- New or expanded buildings (additions) require two (2) sets of complete plans. (hard copies, stamped and sealed). Also provide via email an electronic submittal of the plans.
- Remodels, white box (shell) and tenant finish projects require two (2) sets of complete plans and submittals. (hard copies, stamped and sealed). Also provide via email a digital submittal of the plans.
- All drawings shall be to a recognizable architect's and engineer's scale as applicable.
- All drawings must be legible.

**B. DESIGN SEALS**

- All plans required by KSBTP shall be sealed and signed by the appropriate design professional in accordance with the provisions of The Kansas State Board of Technical Professions (KSBTP).

**C. COVER SHEETS**

- Date, proper address and legal description of property
- Edition & name of codes
- Total square footage of project
- Estimated occupant load
- Type of construction
- Occupancy/Use group
- Schedule of Special Inspections (or provide on Structural Sheets)
- Page index
- Owner's name, address, phone, e-mail address & fax
- Designer's name, address, phone, e-mail address & fax

**D. SITE PLANS/CIVIL PLANS/SURVEYS**

- North arrow and scale.
- Location of existing rights-of-way, recorded easements and infrastructure (streets, alleys, sewers, water lines, etc.).
- Size and location of existing and proposed structures and drives on the subject property and existing structures and drives on surrounding properties.
- Flood zone designations including the base flood elevation (BFE)
- Location of proposed drives and parking areas (including all ADA spaces).
- Property lines & dimensions at a recognized measurable scale
- Platted setback lines.
- Distances between structures & from property lines to structures
- Elevations of proposed buildings.
- Final grades to be shown by solid lines, existing grades by dashed lines.
- Stormwater pollution prevention plan. Site map must include:
  - Sequence of major activities.
  - Location of surface waters.
  - Location and steepness of slopes after grading.
  - Drainage patterns after grading and location of stormwater discharge points (provided velocity control).

- Erosion control, including stabilization measures, for disturbed areas and structural controls to divert runoff and remove sediment.
- Disposal of construction waste material.
- Overhead & underground utility and storm drain locations
- Location map with section number
- Location of gas, electric & water meters
- Locations of private sanitary sewer and water service lines with tap location to public mains.
- Site Grading & elevations
- Fire hydrant locations (proposed & existing)
- Water main size with flow calculations for each hydrant
- Type of soils characteristics and geotechnical report
- Exterior lighting plan
- Name and address of landowner.
- Name and address of architect, landscape architect, planner, engineer, surveyor or other person involved in the preparation of the plan.
- Date of preparation of the plan.
- Landscape plan
  - North point and scale.
  - Topographic information and final grading adequate to identify and properly specify planting for areas needing slope protection.
  - The location, sizes and surface of materials of all structures and parking areas.
  - The location, size and type of all above ground and underground utilities and structures with proper notation, where appropriate, as to any safety hazards to avoid during landscaping installation.
  - The location, type, size and quantity of all proposed landscape materials, along with common and botanical names of all plant species. The size, grade and condition shall be specified according to American Association of Nurserymen Standards.
  - Fencing and screening elements, including screening for dumpsters and roof-mounted mechanical equipment
  - The location, size and common name of all existing plant materials to be retained on the site.
  - Mature sizes of plant material drawn to scale and called out on plan by common name or appropriate key.
  - Location of hose connections and other watering sources.
  - The location of all trees twelve (12) inches caliper or larger measured at four and one-half (4½) feet above ground level on site that are proposed for removal.

## **E. ACCESSIBILITY**

- Parking
- Accessible routes
- Signage
- Clearances; reach & height tolerances
- Restrooms

- Drinking Fountains
- Phones and other elements
- ADA Standard for Accessible Design 20% Rule Application

**F. FOUNDATION & PLAN DETAILS**

- Size and depth of footings, piers, column pads, etc.
- Foundation wall & floor slab details
- Reinforcing steel - size, spacing & location
- Structural components

**G. BUILDING PLANS**

- Code Footprint, in accordance with the Office of the State Fire Marshal (OSFM) regulations and K.A.R. 22-1-7
- Room dimensions & space usage
- Location & size of doors and windows
- Location of heating & cooling equipment
- Provide location and Maximum Allowable Quantities (MAQ) of Hazardous Materials in accordance with Tables 5003.1.1(1) through 5003.1.1 (4) of the IFC.
- Stationary appliances, furniture, displays, etc.
- Fire & U.L. ratings for walls, floors, doors, etc.
- Location of all fire extinguishers
- Fire Alarm and Fire Sprinkler Plans and Details
- Locations of Fire Service Line and tap, Fire Sprinkler Riser Room and Fire Alarm Panel.

**H. EXTERIOR ELEVATIONS**

- All stories, details, dimensions & compass directions (North, South, East and West)

**I. ROOF, CEILING & FLOOR FRAMING PLANS**

- Size, spacing, direction of span & bearing for all framing members
- Types of fastening including clips, hangers, etc.
- Load bearing locations

**J. TYPICAL BUILDING SECTION & DETAILS**

- Roof, ceiling & floor construction
- Roofing
- Interior & exterior wall construction
- Structural connections
- Concrete & masonry reinforcing
- Fireplace details
- Stairway details
- Specify & give complete information on construction materials such as strength, size, type, grade, etc.

**K. MECHANICAL**

- Size & location of all mechanical equipment
- Size & location of all ducts
- Indication of plenum-rated devices & equipment when applicable
- R-value of insulation
- Location, rating & type of fire or smoke dampers and smoke detectors
- Location of automatic shutdowns
- Size & type of gas piping
- CFM of fresh air
- Motor horsepower
- BTU input ratings
- Balancing requirements
- Type, size & location of vents
- Termination height of vents
- Location of service receptacles with GFCI protection
- Details of securing all equipment ducts, pipes, etc.
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## **L. ELECTRICAL**

- Voltages
- Total connected loads
- Available fault current & calculations
- One line/riser diagram
- Complete grounding details
- Schedules & phase balance
- Derating factors for conduit fill, ambient temperatures & distances
- Sizing & type of all conductors & conduits
- Locations, ampacity & interrupt rating of mains
- Location of all devices & electrically driven equipment
- Circuit distribution & layout
- Location of electrical lighting, switching and receptacles
- Location of all emergency lights and exit signs
- Location of panels, transformers & all equipment within electrical room
- Panel room dimensions and exit locations
- Exterior lighting plan

## **M. PLUMBING**

- Riser diagram
- Location of all plumbing fixtures and total fixture count in accordance with UPC Table 422.1, as amended, in the Salina Code.
- Size & material of all pipes
- Distribution of piping system
- Location and details/specifications for grease interceptors and/or sand/oil separators.
- Designation of fixtures & DWV pipes
- Roof penetration location for vents
- Dimensions for vents, trap arms & waste lines
- Type & location of traps
- Type & location of pressure expansion tanks & pressure reducing valves when supply

- P.S.I. exceeds 80 lbs.
- Sewer and water tap permits
- Condensate lines

**N. STORM WATER MANAGEMENT PLAN**

- 1 foot contours
- Location of streams, waterways, channels, ponds
- Location of established flood plains & 100-year flood line
- Location of storm drainage with flow rates & capacity
- Location of downspouts
- Location of flow line of existing sanitary, storm and/or combined sewers
- Type of soils, characteristics & Geotechnical report
- Method to control increased runoff & calculations for determining runoff