



APPLICATION FOR COMMERCIAL PLAN REVIEW AND PERMIT

CITY OF SPRINGFIELD MISSOURI

Department of Building Development Services

840 Boonville

Springfield, MO 65802

PRJ# \_\_\_\_\_

(417)864-1055 Office  
 (417)864-1057 Fax  
 www.springfieldmo.gov

**I. LOCATION OF BUILDING**

Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Zoning \_\_\_\_\_ If Planned Development: PD# \_\_\_\_\_ Administrative Subdivision# \_\_\_\_\_

**II. PERMITS REQUESTED**

\_\_\_\_\_ Building \_\_\_\_\_ Electrical \_\_\_\_\_ Fire Suppression Overhead  
 \_\_\_\_\_ Mechanical \_\_\_\_\_ Plumbing \_\_\_\_\_ Fire Suppression Underground  
 \_\_\_\_\_ Gas

**III. TYPE AND COST OF BUILDING**

A. \_\_\_\_\_ New Building \_\_\_\_\_ Infill \_\_\_\_\_ Addition  
 \_\_\_\_\_ Alterations, Repair, Replacement  
 B. Use Group \_\_\_\_\_ (If mixed use - check applicable: \_\_\_\_\_ non-separated; \_\_\_\_\_ separated)  
 C. Construction Type \_\_\_\_\_  
 D. Number of Stories \_\_\_\_\_ Total Sq. Footage \_\_\_\_\_  
 E. Total Cost of Improvement \$ \_\_\_\_\_  
 F. Proposed Use of Building \_\_\_\_\_  
 Name of Business or Tenant \_\_\_\_\_  
 Describe Work to be Done \_\_\_\_\_  
 \_\_\_\_\_  
 If Change of Use, enter proposed use \_\_\_\_\_

**IV. IDENTIFICATION** (*Must* be completed by all applicants)

NAMES	MAILING ADDRESS	TELEPHONE/FAX NO.
Property Owner	Mailing _____ _____	Phone # _____ Fax # _____
Tenant (If different from Property Owner)	Mailing _____ _____	Phone # _____ Fax # _____
Designer of Record	Mailing _____ E-mail Address _____	Phone # _____ Fax # _____
Contractor	Mailing _____ _____	Phone # _____ Fax # _____

*I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Print Name Signature Telephone Number Date

Comments \_\_\_\_\_

**FOR DEPARTMENT USE ONLY**

**V. ROUTING**

Building Development Services	Sanitary Services - BDS
Flood Plain - BDS	Traffic
City Utilities	Storm Water
Planning	Storm Water Land Disturbance
Health	

**Due Date:** \_\_\_\_\_

**VI. PLAN REVIEW RECORD**

PERMITS	APPROVAL DATE	PLAN REVIEWER	PERMITS	APPROVAL DATE	PLAN REVIEWER
BUILDING			GAS		
MECHANICAL			FIRE SUPPRESSION		
ELECTRICAL			FIS UNDRGRD		
PLUMBING					
M-E-P UNDRGRD					

**PLAN REVIEWER COMMENTS/REQUIREMENTS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VII. VALIDATION**

*NEW FEE PROCESS EFFECTIVE JULY 1, 2011: All fees are to be calculated to even dollar amounts.*

**Permit Fee**                    \$ \_\_\_\_\_ *(If the cents portion equals .49¢ or less, round down to the even dollar amount)  
(If the cents portion equals .50¢ or more, round up to the next even dollar amount)*

**Plan Review Fee**            \$ \_\_\_\_\_ **(Minimum \$132.00)**

**Provisional Fee**             \$ \_\_\_\_\_

**Total Fees**                    \$ \_\_\_\_\_

**Amount Paid**                \$ \_\_\_\_\_                    **Method of Payment** \_\_\_\_\_

**Balance Due**                 \$ \_\_\_\_\_

( ) Interdepartmental Transfer Dept. \_\_\_\_\_ Acct No. \_\_\_\_\_

**COMMERCIAL BUILDING PERMIT FEE WORKSHEET  
BUILDING DEVELOPMENT SERVICES**

**ADDRESS:** \_\_\_\_\_

**I. USE GROUP/CONSTRUCTION TYPE**

Area 1 Use Group \_\_\_\_\_ Construction Type \_\_\_\_\_ Square Footage \_\_\_\_\_  
 Area 2 Use Group \_\_\_\_\_ Construction Type \_\_\_\_\_ Square Footage \_\_\_\_\_  
 Area 3 Use Group \_\_\_\_\_ Construction Type \_\_\_\_\_ Square Footage \_\_\_\_\_

**II. COMPUTE CONSTRUCTION FACTOR FOR NEW BUILDINGS & ADDITIONS:**

\*Refer to 2008 International Building Code Building Permit Fee Calculation Data

Area 1 Square Footage \_\_\_\_\_ x Gross Area Modifier (85) x \*Type of Construction Factor \_\_\_\_\_ = \_\_\_\_\_  
 Area 2 Square Footage \_\_\_\_\_ x Gross Area Modifier (85) x \*Type of Construction Factor \_\_\_\_\_ = \_\_\_\_\_  
 Area 3 Square Footage \_\_\_\_\_ x Gross Area Modifier (85) x \*Type of Construction Factor \_\_\_\_\_ = \_\_\_\_\_

**III. INFILLS AND REMODEL/RENOVATIONS FACTORS:**

Square Footage (Area Involved in Alteration Only) \_\_\_\_\_ x (85) x 0.30 = \_\_\_\_\_

**Total (Summary of Part II & III) \$ \_\_\_\_\_**

**IV. PERMIT FEE CALCULATIONS: Using Total Above.**

1st 50,000 \_\_\_\_\_ x 0.004 (\$200.00 max) = \$ \_\_\_\_\_  
 2nd 50,000 \_\_\_\_\_ x 0.003 (\$150.00 max) = \$ \_\_\_\_\_  
 3rd 50,000 \_\_\_\_\_ x 0.002 (\$100.00 max) = \$ \_\_\_\_\_  
 Over 150,000 \_\_\_\_\_ x 0.001 = \$ \_\_\_\_\_

**TOTAL BUILDING PERMIT FEE \$ \_\_\_\_\_**

**V. MISCELLANEOUS PERMITS: (\*STAND ALONE PROJECTS ONLY\*)**

Fire Sprinkler System Installation **new \$200.00** = \$ \_\_\_\_\_  
 Plan Review Fee **\$50.00** = \$ \_\_\_\_\_  
 Fire Sprinkler Modifications to **existing systems \$100.00** = \$ \_\_\_\_\_  
 Fuel Tanks **\$100.00** per tank **if not part of a building plan** = \$ \_\_\_\_\_  
 Swimming Pool Installation **\$100.00** = \$ \_\_\_\_\_

**PARKING LOTS** (Stand alone facilities) 1st 20,000 Sq. Ft. \_\_\_\_\_ x 0.0015 = \$ \_\_\_\_\_  
 Over 20,000 Sq. Ft. \_\_\_\_\_ x 0.0010 = \$ \_\_\_\_\_  
**(Minimum \$100.00)**

**TOWERS** Tower Height \_\_\_\_\_, 1st 100 ft of height shall be **\$50.00** plus **\$20.00** for each additional 100 ft or fraction thereof or a minimum of **\$150.00** whichever is higher = \$ \_\_\_\_\_  
**Minimum Plan Review Fee is \$275.00** per tower regardless of height = \$ \_\_\_\_\_  
**Co-location Projects Fee is \$85.00** per antenna assembly = \$ \_\_\_\_\_

**NEW FEE PROCESS EFFECTIVE JULY 1, 2011. All fees are to be calculated to even dollar amounts.** (If the cents portion of fee equals .49¢ or less, round down to the even dollar amount)  
 (If the cents portion of fee equals .50¢ or more, round up to the next even dollar amount)

**Building Permit Fee (Minimum \$100.00)** \$ \_\_\_\_\_

**\*Plan Review Fee (70% of Building Permit Fee or minimum \$132.00. \*This amount is due at time of application submittal)** \$ \_\_\_\_\_

**Provisional Fee, if applicable foundation only (30% of Building Permit Fee or Minimum \$100.00)** \$ \_\_\_\_\_

**TOTAL PERMIT FEE DUE \$ \_\_\_\_\_**