

City of Lone Jack Public Works Department

207 N Bynum Rd. Lone Jack MO 64070

Building Official PLEASE TEXT 816-401-5401 Utility Clerk 816-345-9035

Required Building Inspections

For Office Use Only

Permit # _____ Inspection Record

	TYPE OF INSPECTION	DATE	PASS/FAIL
	Permit Application Review		
	Plan Review		
	Erosion Control (Where required)		
	Footing		
	Foundation Wall (Over ten feet in height)		
	Structural Concrete Floor (Where required)		
	Ground Rough Plumbing		
	Top Rough Plumbing		
	Rough Framing		
	Rough Mechanical		
	Rough Gas Piping		
	Gas Service Release		
	Rough Electrical		
	Electrical Service Release 200 Amp 400 Amp		
	Under Ground Electric Ditch & Conduit		
	Water Ditch & Pipe		
	Sewer Ditch & Pipe		
	Grinder Pump Installation		
	Deck Piers		
	Deck		
	Type X Sheet Rock (Where required)		
	Driveway Approach		
	City Sidewalk		
	Swimming Pool		
	Fence		
	Final Approval		
	Occupancy		
	TYPE OF RE-INSPECTION	DATE	PASS/FAIL
	Re-		
	Re-		
	Re-		
	Re-		

Notice to Applicant: Foundation walls in excess of ten (10) ft in height and structural concrete floors are required to be designed by an engineer and inspected per the design requirements. The permit holder or their duly authorized agent is required to make an appointment with the Building Official twenty-four (24) hours in advance of an inspection request. All items to be inspected are required to be completed prior to the scheduled inspection. Any type of inspection that requires a second re-inspection will be charged an additional fee of forty (\$40) dollars per inspection, additional fees must be paid in full, and all required inspections must be completed before a certificate of occupancy or final approval will be issued.

City of Lone Jack Public Works Department

207 N Bynum Rd. Lone Jack MO 64070

Building Official PLEASE TEXT 816-401-5401 Utility Clerk 816-345-9035

Building Permit Application Package Information

What you are given:

1. File Folder
2. Building Permit Application Package Information
3. List of Contractors/Sub-Contractors
4. Landscaping and Screening Letter
5. International Building Codes
6. Required Building Inspections
7. Inspection Requests/Required Inspections Checklist
8. Sewer Service Application
9. Residential Plan Review Checklist
10. Important Grinder Pump Care Information
11. Approved suppliers of products and service for Grinder Pumps

What you must return for review:

All forms must be completed in full for application to be accepted.

1. File Folder
2. Building Permit Application Information *(Completed and signed)*
3. Building Permit Application
4. List of Contractors/Sub-Contractors *(Completed and signed)*
5. Landscaping and Screening Letter *(Signed)*
6. International Building Codes *(Signed and Dated)*
7. Required Building Inspections *(Signed)*
8. Sewer Service Application with \$100 cash, check or money order *(Completed and signed)*
9. Two (2) copies Plot Plan with silt fencing highlighted, if silt fencing is required
10. Two (2) copies Complete Building Plans with Original Missouri Engineer Stamp
11. One (1) digital copy of Plot Plan and Building Plans
12. Provide or Show Proof of current Occupation/Business License for the City of Lone Jack

What you will keep:

1. Inspection Requests/Required Inspections Checklist
2. Residential Plan Review Checklist
3. Grinder Pump Information and approved suppliers *(If sewer available at address)*
4. Approved suppliers of products and service for Grinder Pumps

Returned by

Date returned

City of Lone Jack Public Works Department

207 N Bynum Rd. Lone Jack MO 64070

Building Official PLEASE TEXT 816-401-5401 Utility Clerk 816-345-9035

BUILDING PERMIT APPLICATION

Date Submitted _____ Permit # _____
Project Address _____
Subdivision _____ Lot # _____
Applicant _____ Owner _____
Address _____ Address _____
City/State/Zip _____ City/State/Zip _____
Phone _____ Phone _____
Email _____ Email _____

DESCRIPTION OF WORK

Single/Multi Family	New	Addition	Alteration	Repair	_____	Other	_____
Commercial	New	Addition	Alteration	Repair	_____	Other	_____
Outbuilding	New	Addition	Alteration	Repair	_____	Other	_____

Other _____

MATERIALS

Foundation _____

Exterior _____

Roofing _____

SETBACK LINES _____

Front Yard _____

Side Yards _____

Rear Yard _____

Tract Dimensions _____

Area of Ground _____

SQUARE FOOTAGE

Primary Floor Area _____

Accessory Floor Area _____

Total Floor Area _____

Number of Rooms _____

Number of Floors _____

Height of Structure _____

Estimated Cost _____

Type of Sewage Facilities _____

Total Value of Project _____

The applicant hereby agrees to abide by and comply with the conditions of all building and health laws and by the Zoning Order of and furthermore, understands that any variance from the provisions of the above mentioned ordinances shall constitute cause for the retraction of this permit and subject to prosecution. I certify that the information furnished on this application is true to the best of my knowledge and belief.

Signature of Owner _____ Date _____

Permit Fee _____

Sewer Tap Fee _____

Sewer Impact Fee _____

Permit Total _____

Signature of Agent _____ Date _____

Street Impact Fee _____

Sewer Deposit Fee _____

Approved by: _____

Date approved: _____

City of Lone Jack Public Works Department

207 N Bynum Rd. Lone Jack MO 64070

Building Official PLEASE TEXT 816-401-5401 Utility Clerk 816-345-9035

FINAL INSPECTION WILL NOT BE SCHEDULED UNTIL ALL SUBS HAVE BUSINESS LICENSES

LIST OF CONTRACTORS/SUB-CONTRACTORS

Project Address _____ City _____ Zip Code _____
Lot _____ Subdivision _____

Applicant _____
Address _____
City/State/Zip _____
Phone _____
Email _____

Owner _____
Address _____
City/State/Zip _____
Phone _____
Email _____

BUILDER

Name _____
Address _____
City/State/Zip _____

Phone _____
Email _____
Business License # _____ Office use only

FOOTING/FOUNDATION

Name _____
Address _____
City/State/Zip _____

Phone _____
Email _____
Business License # _____ Office use only

GROUND ROUGH

Name _____
Address _____
City/State/Zip _____

Phone _____
Email _____
Business License # _____ Office use only

FLOOR/FLATWORK

Name _____
Address _____
City/State/Zip _____

Phone _____
Email _____
Business License # _____ Office use only

FRAMER

Name _____
Address _____
City/State/Zip _____

Phone _____
Email _____
Business License # _____ Office use only

ELECTRICIAN

Name _____
Address _____
City/State/Zip _____

Phone _____
Email _____
Business License # _____ Office use only

PLUMBER

Name _____
Address _____
City/State/Zip _____

Phone _____
Email _____
Business License # _____ Office use only

MECHANICAL

Name _____
Address _____
City/State/Zip _____

Phone _____
Email _____
Business License # _____ Office use only

City of Lone Jack Public Works Department

207 N Bynum Rd. Lone Jack MO 64070

Building Official PLEASE TEXT 816-401-5401 Utility Clerk 816-345-9035

TRENCH DIGGER

Name _____
Address _____
City/State/Zip _____

Phone _____
Email _____
Business License # _____ Office use only

SHEETROCK/DRYWALL

Name _____
Address _____
City/State/Zip _____

Phone _____
Email _____
Business License # _____ Office use only

EXTERIOR/FLATWORK

Name _____
Address _____
City/State/Zip _____

Phone _____
Email _____
Business License # _____ Office use only

PORCHES/DECKS

Name _____
Address _____
City/State/Zip _____

Phone _____
Email _____
Business License # _____ Office use only

PAINTER

Name _____
Address _____
City/State/Zip _____

Phone _____
Email _____
Business License # _____ Office use only

CARPET/TILE/ETC.

Name _____
Address _____
City/State/Zip _____

Phone _____
Email _____
Business License # _____ Office use only

ROOFING

Name _____
Address _____
City/State/Zip _____

Phone _____
Email _____
Business License # _____ Office use only

EXTERIOR/SIDING

Name _____
Address _____
City/State/Zip _____

Phone _____
Email _____
Business License # _____ Office use only

LANDSCAPING

Name _____
Address _____
City/State/Zip _____

Phone _____
Email _____
Business License # _____ Office use only

_____ (SPECIALTY)

Name _____
Address _____
City/State/Zip _____

Phone _____
Email _____
Business License # _____ Office use only

City of Lone Jack Public Works Department

207 N Bynum Rd. Lone Jack MO 64070

Building Official PLEASE TEXT 816-401-5401 Utility Clerk 816-345-9035

_____ (SPECIALTY)
Name _____
Address _____
City/State/Zip _____

Phone _____
Email _____
Business License # _____ Office use only

_____ (SPECIALTY)
Name _____
Address _____
City/State/Zip _____

Phone _____
Email _____
Business License # _____ Office use only

_____ (SPECIALTY)
Name _____
Address _____
City/State/Zip _____

Phone _____
Email _____
Business License # _____ Office use only

The applicant and or agent hereby agrees to abide by and comply with the conditions of all building and health laws and by the Zoning Order of and furthermore, understands that any variance from the ordinances shall constitute cause for the retraction of this permit and subject to prosecution.

I certify that the contractor information furnished on this document is true to the best of my knowledge and belief.

Signature of Owner

Date

Signature of Agent

Date

FINAL INSPECTION WILL NOT BE SCHEDULED UNTIL ALL SUBS HAVE BUSINESS LICENSES

Office use only

Description of Work _____ Total Project Value _____

Plan Review? Yes No Review Date _____ By _____

Certificate of Occupancy? Yes No Date Issued _____

Temporary Certificate of Occupancy Yes No Date Issued _____

City of Lone Jack Public Works Department

207 N Bynum Rd. Lone Jack MO 64070

Building Official PLEASE TEXT 816-401-5401 Utility Clerk 816-345-9035

To: All Builders

Regarding: Landscaping & Screening for New Construction within the City of Lone Jack

The purpose of this Ordinance is to improve the aesthetic qualities of the City of Lone Jack and to protect and preserve the appearance, character, and value of its' neighborhoods, refer to Lone Jack Unified Development Ordinance Section 7 for landscaping details. A landscaping and screening plan shall be required upon application for a Building Permit for new construction or structural alteration of buildings in all Zoning Districts, excluding single family and duplex structures.

In cases where landscaping plan approval would cause harmful delay to the start of construction, the Building Official may issue footing and foundation permits for the project so that construction may proceed. Permits for construction beyond the footing and foundation shall not be issued until the landscaping plans have been submitted and approved.

This Ordinance shall not apply to structures for which landscaping and screening plans have previously been submitted and approved. Except as noted herein, Landscaping and Screening plans shall be approved prior to the issuance of a Building Permit.

1. The minimum landscaping requirements for all uses shall be either two (2) trees per building lot, or one (1) tree and two (2) shrubs per building lot. Said trees shall be planted on private property, not on public property, shall not be more than forty (40) feet apart and shall be located in the front or side yard. Said trees shall be a minimum of 1 – 1 ½ inches in diameter.
2. During all phases of construction water meters and sewer shut-off valves, if applicable, must remain exposed and properly capped. Do not stack or cover these items with any building material. During all construction phases any damage to these items will be the responsibility of the builder to repair and or replace. **Upon final grading and sodding ensure that meters and cutout valves are properly marked, capped and visible.**

Please feel free to discuss your landscaping and screening plans with me prior to installation to avoid any future problems and or violations.

Building Official

City of Lone Jack, MO

The applicant and or agent hereby agrees to abide by and comply with the Landscaping and Screening Ordinance for new construction within the City of Lone Jack.

Signature of Owner

Date

Signature of Agent

Date

City of Lone Jack Public Works Department

207 N Bynum Rd. Lone Jack MO 64070

Building Official PLEASE TEXT 816-401-5401 Utility Clerk 816-345-9035

1. The City of Lone Jack has adopted the **2012 International Building Codes**. The Board of Aldermen further adopts any future revisions, modifications, and updates of the below stated codes and such each becomes incorporated as a portion of Section 5.64 of the City Code. At this time the listed codes are being enforced for all new construction within the City of Lone Jack.

2012 – International Building Code

2012 – International Residential Code

2012 – International Fire Code

2012 International Plumbing Code

2012 – International Mechanical Code

2012 – International Existing Building Code

2012 - Fuel Gas Code

2012 – International Energy Conservation Code

NEC 2011 – National Electrical Code/International Electric Code Series

2. The Building Permit should be displayed at all times in plain sight on the building site.
3. All construction or work for which a permit is required shall be subject to inspection and it shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes.
4. A **twenty-four (24) hour notice** must be given to the Building Official prior to any inspection. The Building Official will then schedule times and dates for all inspections. **Failure to comply can result in a delay of your inspection.**
5. A representative of the calling party requesting the inspection is requested to be present at the inspection site at the time of the scheduled inspection or has provided the Building Official access to the inspection site. Any job requiring a re-inspection will be charged a fee of \$40.00 (forty dollars) to the Building Permit. All work to be inspected must be completed prior to the scheduled inspection. (Inspections scheduled for after hours or weekends, without prior *approval of the Building Official*, will be charged to the Building Permit at \$40.00 (forty dollars) per inspection.
6. Prior to any Building Permit being issued the following is required:
 - a. Complete the Building Permit Application process by obtaining a Building Permit Application Package and detailed instructions from the City of Lone Jack, Public Works Department Administrative Assistant/Clerk.
 - b. In ordinance with the city code, every person whether or not located in the city, desiring to engage in any business profession or occupation, including building contractors and subcontractors in the city, shall be required to obtain an occupation (business) license from the City of Lone Jack, City Clerk before engaging in such activities.
 - c. A permit fee, sewer tap fee, sewer impact fee, and sewer deposit if required, must be deposited with the City of Lone Jack City Clerk.
 - d. If a Septic System is required, a "Certified Copy" of the Jackson County Permit must be submitted before any Building Permit will be issued.
 - e. If a grinder pump is required, please refer to the approved list of basin and pump packages. A list of installers is also provided. If your choice of grinder pump and basin are not listed, you must provide detailed engineering documents to the Public Works Department for approval.
 - f. Please make check or money order payable to the **City of Lone Jack**.

City of Lone Jack Public Works Department

207 N Bynum Rd. Lone Jack MO 64070

Building Official PLEASE TEXT 816-401-5401 Utility Clerk 816-345-9035

7. No occupancy is permitted until the Final Inspection has been completed and approved. If additional fees have been accumulated, payment is required before the Certificate of Occupancy can be issued. REF: Chapter 502, Section 5.49 of the City Code.
8. **Warning: No person shall make connection of roof downspouts, exterior foundation drains, areaway drains, or other sources of surface runoff of groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sewer.**

Signature(s) of Property Owner or Agent

Date

City of Lone Jack Public Works Department

207 N Bynum Rd. Lone Jack MO 64070

Building Official PLEASE TEXT 816-401-5401 Utility Clerk 816-345-9035

REQUIRED BUILDING INSPECTIONS

All inspections are required before receiving a Certificate of Occupancy

1. The Building Permit should be displayed at all times in plain sight on the building site.
2. All construction or work for which a permit is required shall be subject to inspection and it shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes.
3. An Occupation (**Business**) License is required before any inspection will be performed. In ordinance with the city code, every person whether or not located in the city, desiring to engage in any business profession or occupation, including building contractors and subcontractors in the city, shall be required to obtain an occupation (business) license from the City of Lone Jack City Clerk before engaging in such activities.
4. All inspections require a **twenty-four (24) hour notice**. The 24-hour notice must be given to the Building Official prior to any inspection. The Building Official will then schedule times and dates for all inspections. *Failure to comply can result in a delay of your inspection.*

To schedule an inspection, please text 816-401-5401.

5. The following information is required to be given to the Building Official when scheduling each inspection.
 - a. Permit Number
 - b. Type of Inspection
 - c. Street address
 - d. Locality (Subdivision)
 - e. Lot Number
 - f. Builder (Permit Applicant)
 - g. Inspection for (Contractor Name and Company Name)
 - h. Phone Number (Requestors)
 - i. Date and time premises will be ready for inspection.
6. A representative of the calling part requesting the inspection is requested to be present at the inspection site at the time of the scheduled inspection or has provided the Building Official access to the inspection site. Any job requiring an extraordinary inspection or re-inspection will be charged a fee of \$40.00 (forty) to the Building Permit. All work to be inspected must be completed prior to the scheduled inspection.
7. No Occupancy is permitted until the Final Inspection has been completed and approved and **All subs have an Occupation (Business) License**. If additional fees have accumulated, payment is required before the Certificate of Occupancy can be issued. REF: Chapter 502, Section 5.49 of the City Code.
8. In some cases, Occupancy is permitted before payment is made. All accumulated fees are due upon receipt of invoice.
9. Please make checks or money orders payable to **City of Lone Jack**.

City of Lone Jack Public Works Department

207 N Bynum Rd. Lone Jack MO 64070

Building Official PLEASE TEXT 816-401-5401 Utility Clerk 816-345-9035

10. The Building Official requires the following inspections. They do not have to be done in the order listed below.

1. Plan review
2. Permit review
3. Footing
4. Foundation / Wall (only walls over 10 ft)
5. Ground rough plumbing
6. Total rough in
 - a. Framing
 - b. Plumbing
 - c. Electric
 - d. Gas (Pressure test)
 - e. Mechanical
7. Electric service (Trench/conduit)
8. Electric service line (Connection)
9. Water service line (Trench/pipe)
10. Sewer service line (Trench/pipe)
11. Sheetrock/drywall & rated drywall
12. Exterior concrete flatwork
 - a. Driveways (Approach)
 - b. City sidewalks
 - c. Piers
13. Porches/decks
14. Fence
15. Above/below grade pool
16. Final inspection for occupancy

The applicant and or agent hereby agrees to abide by and comply with the conditions of all building and health laws and by the Zoning Order of and furthermore, understands that any variance from the ordinances shall constitute cause for the retraction of this permit and subject to prosecution. **Occupancy prior to final inspection is prohibited by law, and applicant or permittee in violation thereof shall be subject to prosecution.**

I hereby certify to agree to abide by and comply with the required building inspection rules and regulations provided to me in this document.

Signature of Owner

Date

Signature of Agent

Date

City of Lone Jack Public Works Department

207 N Bynum Rd. Lone Jack MO 64070

Building Official PLEASE TEXT 816-401-5401 Utility Clerk 816-345-9035

SECTION 5.48 INSPECTION REQUESTS

- A. It shall be the duty of the holder of the permit of their duly authorized agent to notify the building official in advance of when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspection of such work for any inspections that are required by this Title.

Final inspection is required prior to any use of the permitted project in accordance with Section 5.49.

PLEASE TEXT OUR BUILDING OFFICIAL AT 816-401-5401 TO SET UP INSPECTIONS.

Required Inspections Checklist

- Plan Review
- Permit Review
- Footing
- Foundation/Wall (Only over 10 ft)
- Ground Rough Plumbing
- Total Rough In – Framing, Plumbing, Electric, Gas (Pressure Test), Mechanical
- Electric Service (Trench/Conduit)
- Electric Service (Connection)
- Water Service Line (Trench/Pipe)
- Sewer Service Line (Trench/Pipe)
- Sheetrock/Drywall & Rated Drywall
- Exterior Concrete/Flatwork – Driveways (Approach), City Sidewalks, Piers
- Porches/Decks
- Fence
- Above/Below Grade Pool
- Final Inspection for Occupancy

Builder/Owner please retain this form for your records.

City of Lone Jack Public Works Department

207 N Bynum Rd. Lone Jack MO 64070

Building Official PLEASE TEXT 816-401-5401 Utility Clerk 816-345-9035

RESIDENTIAL PLAN REVIEW CHECKLIST

Submittal Requirements:

Completed permit application

Plot Plan:

Two (2) copies of construction drawings

Footings/foundation requirements

Footing and column pad and grade beams dimensions

Foundation wall thickness, height and reinforcement size and spacing

STRUCTURAL CONCRETE FLOOR DETAILS:

Beam & column locations, size, and material

Location of vertical supports for beams

Concrete reinforcement size and spacing

Concrete thickness and minimum compressive strength

FLOOR PLAN:

Provide square footage of living area , garage area , unfinished basement area

Designate the use of all areas such as living, storage, garage, and attic storage

Mark location of emergency escape locations from bedrooms and basement

Show location and size of electric service panel and grounding location

Provide combustion air calculations for fuel burning appliances located in confined spaces

Designate R-values for all floor, wall, ceiling

Detail any required dwelling unit area separations

JOISTS, BEAMS, HEADERS AND GIRDERS:

Species, grade, and size of all dimensional floor joists

Location, size and material of beams, girders, headers, and vertical supports

Show location of joists under bearing partitions

Identify any blocking or lateral restraint bridging required

Identify any type of manufactured roof or floor trusses to be used

When roof or floor trusses are installed, provide truss package for installation and layout

Size, height, and spacing of studs

Identify braced wall locations and length of braced wall panels

Specific type of wall bracing

Specify exterior sheathing material

Identify interior load bearing walls

Provide size, species, and grade of rafter and ceiling joists

Show locations of vertical supports and purlins

This checklist is provided to assist in the preparation of construction documents & permit applications.

Builder/Owner please retain this form for your records.

City of Lone Jack Public Works Department

207 N Bynum Rd. Lone Jack MO 64070

Building Official PLEASE TEXT 816-401-5401 Utility Clerk 816-345-9035

Important Grinder Pump Care Information

As you may be aware, your property is connected to a low pressure system and utilizes a grinder pump unit to pump and grind your wastewater to the sanitary sewer. Not all properties have an individual pump, but gravity flow to a pump station. In a continuing effort to inform property owners, we are giving a reminder notice about the proper use of your grinder pump. The following items **SHOULD NOT** be put down the drain or otherwise introduced into the grinder pump or into the gravity flow sewer system!

Grease, sand, grit (cat litter, aquarium gravel, etc.) or petroleum products

Glass, powder detergents

Metals of any kind (coins, nuts/washers, screws, and nails, etc.)

Diapers, wet wipes, cleaning wipes, feminine products, rags, cloth, paper towels

Plastic objects (toys, utensils, etc.)

Explosives

Flammable materials

Strong chemicals

Gasoline, diesel fuel, parts cleaner, kerosene, all oil and flammable products

Drug paraphernalia

Building material (drywall mud, paint, etc.)

Any or all sources of groundwater and rainwater (sump pump, etc.)

In the event of a grinder pump malfunction, a red warning light will activate and an audible alarm will sound on the grinder pump control panel that is located on the outside of your house. If you experience a pump malfunction, please contact the emergency line on the front door of the grinder pump control box on the outside of the house. Under no circumstance should the homeowner pull the pump out of the sewer tank or take the lid off the tank. Do not allow a plumber to pull the pump or clean the service line without notifying the company at the emergency line.

By following these simple rules, you will help extend the life of your grinder pump and the gravity flow lift stations.

It is recommended to introduce a small amount of Dawn dish soap into the sewer system occasionally.

Thank you,

Lone Jack Public Works Director

Builder/Owner please retain this form for your records.

City of Lone Jack Public Works Department

207 N Bynum Rd. Lone Jack MO 64070

Building Official PLEASE TEXT 816-401-5401 Utility Clerk 816-345-9035

DEPARTMENT APPROVED BASIN AND GRINDER PUMP PACKAGES

Barnes Ecotran basin with generator receptacle on the panel and OGP2022CE model grinder pump

Barnes Engineered basin with generator receptacle on the panel and OGP2022AUE model grinder pump

E-One basin with generator receptacle on the panel and Extreme model grinder pump

Pentair basin with generator receptacle on the panel and Myers V2 model grinder pump

Redman basin with G-7 200 Series of AMGP pumps (no generator receptacle on panel offered)

Product and Services

Barnes distributor

Alliance Pump and Mechanical

627 S Cottage Ave

Independence MO 64050

816-833-4811

ATTN: Mark Peden

E-One distributor

Haynes Equipment

15725 South Pflumm Road

Olathe KS 66062

913-782-4962

ATTN: John Bellerive

Myers distributor

Enviro-Line

P O Box 308

Osawatomie KS 66064

913-782-4443

ATTN: Tom Lay

Redman distributor

WET Environmental

1201 Commercial Drive

Excelsior Springs MO 64024

ATTN: Mark Geisinger

Builder/Owner please retain this form for your records.