

Commercial Plan Review Checklist

Required for all Commercial Project Submittals

Building Development
City of St. Joseph, Missouri

The following items are necessary to complete the Initial Plan Review, where applicable per scope of work. Failure to supply the following will result in submittals being returned during Quality Control Review.

- ___ Commercial Construction Permit Application
- ___ Commercial Plan Review Checklist
- ___ One (1) Full Set of PDF Stamped Plans (Civil, Architectural and M.E.P.)
- ___ One (1) Full Set of Structural Specifications, Calculations & Design
- ___ One (1) Full Electronic (PDF) Submittals of All Documents

Please answer the following questions and submit required documents where applicable per scope of work. Please see Commercial Plan Review Information Sheet for more information. Failure to supply required documents will result in submittals being returned during Quality Control Review

Will any development occur within the 100-year floodplain? YES ___ NO ___
If yes: ___ Floodplain Development Permit Application

Will you be disturbing more than 1,000 sqft of land? YES ___ NO ___
If yes: ___ Land Disturbance Permit Application ___ Erosion & Sediment Control Plan

Will you be disturbing more than 1 Acre of land? YES ___ NO ___
If yes: ___ Land Disturbance Permit Application ___ Erosion & Sediment Control Plan
___ Stormwater Pollution Prevention Plan (SWPPP) ___ MoDNR Permit Number
___ One (1) Full Set of Stormwater Specifications & Hydraulic Calculations

Will non-domestic (not sanitary) wastewater be discharged to the sewer? YES ___ NO ___
If yes: ___ Industrial Wastewater Survey Questionnaire

Will there be food preparation and/or commercial kitchen? YES ___ NO ___
If yes: ___ Fats, Oils and Greases Permit Application
___ Food Facilities Plan Review Application

Signature: _____ Title: _____ Date: _____