



# Commercial Permit Process

The City of Branson Planning & Development Department would like to assist you with your building project. We are available to answer any questions that you may have in relation to building codes and local ordinances.

### When is a permit required?

A building permit application shall be required for any construction not exempted in the IBC Section 105.2, permits are required for:

- New buildings
- Renovations
- Plumbing
- Landscaping
- HVAC systems
- Additions
- Demolitions
- Electrical systems
- Temporary buildings
- Prefabricated structures

### How much does a permit cost?

<b>Processing</b>	<b>\$53.00</b>
<b>Plan review fee:</b>	<b>50% of permit fee</b>
<b>Permit fee:</b>	<b>\$5.30 per \$1,000 value</b>

(Sewer capacity/connection fees, inspection fees, addendum fees, and landscaping fees may be applied, as well. For your convenience, an example of how to calculate fees can be found at [www.bransonmo.gov](http://www.bransonmo.gov))

### Checklist for Commercial Application and Plans

- Building Permit Application with all applicable worksheets and fields completed, as well as original signature.

Permit Applications may be downloaded at [www.bransonmo.gov.309/Applications-Permits](http://www.bransonmo.gov.309/Applications-Permits)

- All Utility Connection Applications completed.
- A Floodplain Development Application and Elevation Certificate (if applicable).
- Plan Review and Processing Fees.
- Seven (7) complete sets of plans for review including:
  - Site Plan:
    - Location of proposed construction and any existing on-site structures, including their dimensions.
    - If demolition is included, the location of buildings to be demolished.
    - Footprint dimensions of the proposed building(s)
    - Names and addresses of current businesses/occupancies immediately adjacent to only the building site. (This applies if the businesses/structures are physically connected.)

- Means of Egress – show in sufficient detail the location, construction, size, and character of all portions of the means of egress. Include number of occupants to be accommodated on every floor and in all rooms and spaces.
- Building Exterior wall envelope.
- Fire Department Shop Drawings, which must be approved prior to initiating any installation.

### Who is responsible for obtaining a permit, and do I need one to build on my own property?

The property owner or contractor is responsible for obtaining a permit. The City of Branson ordinance requires you to obtain a permit to ensure that minimum building standards are met for your own safety and for the safety of future property owners and occupants.

### Steps to Obtain and Finalize a Permit

**Step 1. At the beginning your project**, contact our Department to discuss your project with our staff to see if you may benefit from the Open for Business program.

OFB consists of representatives from various City departments involved with the development and land use activities within Branson and long range planning areas. The OFB is a free service offered by the City. It is an informal setting where business owners and city representatives meet to discuss and resolve technical issues affecting a business proposal for development, so delays can be avoided during the plan review.

**Step 2. Submit a permit application and your plans for review.**

Seven (7) sets (two [2] wet seal, five [5] copies) of 24” X 36” drawings are required for the plan review process. It is important to have the **911 address** and the **estimated value of the work** on your application. A plan review fee and processing fee will be collected at this time. Plans will be reviewed to the adopted and amended City of Branson Municipal Code and the ICC 2015 International Building Code (IBC), the Plumbing, Mechanical, Fire, Fuel Gas Codes, the 2014 National Electrical Code, and the 2009 edition of the ICC/ANSI A117.1 Accessibility Code. All submitted plans shall be drawn, signed, and sealed by a Missouri Registered Design Professional architect and/or engineer.

**Step 3. Pay fees and obtain building permits.** You will be notified when your plans have been approved and your permit is ready to be issued. Construction may begin only after a permit has been issued.

**Step 4. Arrange for building inspections.** Contact the 24-hour automated voicemail system at **417-337-8505** before 8 a.m. on any business day, and an inspection will be scheduled on that same day. If you call after 8 a.m., your inspection will be scheduled on the next business day.

A good “rule of thumb” is to not cover anything before it has been inspected. **EXAMPLE:** Before you pour concrete, install sheetrock, etc. If you are unsure about the need for an inspection, please contact our Department.

**Step 5. Build while your permit is valid.** Your permit expires if work does not commence within 180 days from the date of its issuance. Once an inspection has been performed, the 180-day period begins anew. If you cannot complete the work within a 180-day period and do not wish to abandon the project, you may submit a written request to extend your permit for an additional 180-day period.

**Step 6. Receive final approval.** When the project is complete, call for a required final inspections. The building inspector will conduct a final inspection and sign the inspection card, if all work is approved. Once your inspection card has been signed by all applicable departments and returned to our Department, a Certificate of Occupancy or Certificate of Completion will be issued.