

# COMMERCIAL PERMIT PROCESS

The City of Branson's 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

## 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 Branson Municipal Code 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. A permit is still required to work on your own property. However, you are not required to have a City of Branson Contractor's License.

## How Much Does a Permit Cost?

Processing Fee: \$50.00

Plan Review Fee: 50% of building permit fee

Building Permit Fee: \$5.30 per \$1,000

Technology Fee: \$30.00

(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 Project:

- Building Permit Applications are available at [Citizenserve.com/Branson](http://Citizenserve.com/Branson).
- A Floodplain Development Application and Elevation Certificate (if applicable).
- Plan Review, Processing and Technology Fees.
- A complete digital set of plans:
  - Site Plan:
    - Location of proposed construction and any existing on-site structures, including their dimensions, and Sediment and Erosion Control.
    - If demolition is included, the location of buildings to be demolished.
    - Footprint dimensions of the proposed building(s)
- 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.

## 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).

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.** You, or your agent, will submit an application and drawings for the plan review process at [Citizenserve.com/Branson](http://Citizenserve.com/Branson). Once you have created an account, click on Building Application. In order to apply, you will need to have the 911 address of the location and the estimated value of the work on your application. When typing in the address of the project, do not include any directional or suffix (ex. 123 S Main St, just type 123 Main). It is important to include all team members on the project at the time of application. A plan review fee, processing fee and technology fee will be collected when the permit is submitted.

Plans will be reviewed to the adopted and amended Branson Municipal Code and the ICC 2018 International Building Code (IBC), the Plumbing, Mechanical, Fire, Fuel Gas Codes, the 2017 National Electrical Code, and the 2010 edition of the ICC/ANSI A117.1 Accessibility Code. All submitted plans shall be drawn, digitally 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 through email when your plans have been approved and your permit fee is due. Once the fee has been paid, you will receive an email with a link to your issued permit card. Construction may begin only after a building permit has been issued. Please utilize your permit card to keep track of the necessary inspections for your project.

**Step 4. Arrange for building inspections.** All inspection requests need to be requested through Citizenserve. When you log in on the portal, click on My Account, then on View my Requests. Click on the permit number in blue and then click on Request an Inspection. Any inspection requested before 8 a.m. on any business day will be performed on that same day, while any requests after 8 a.m., 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, request all required final inspections in order to receive a Certificate of Completion or Certificate of Occupancy.