



COMMERCIAL REMODEL PROJECT CHECKLIST

Please indicate compliance with a check mark or N/A if the item does not apply to your project.

Project Name and Location: _____

ZONING

- ☐ 1) The use of the existing building and indicate the zoning district.
- ☐ 2) If the property is being rezoned to allow the proposed use, show approval by indicating Ordinance number.

SITE PLANS

- ☐ 1) Each drawing must be signed, dated and sealed by a professional architect or engineer, registered in the State of Missouri.
- ☐ 2) The site plan contains a legal description.
- ☐ 3) The site plan shows the correct location and number of drive approaches.
- ☐ 4) The site plan shows the correct number of parking spaces and ADA spaces.
- ☐ 5) The site plan shows all existing structures and other features.
- ☐ 6) The site plan shows the proposed location of new signs and the location of existing signs.
- ☐ 7) The site plan shows all required landscaping and buffer yard requirements.
- ☐ 8) If re-addressing is required, does it conform to the City's addressing standard.

ARCHITECTURAL PLANS

- ☐ 1) The building plans show the existing floor plans and all proposed changes.
- ☐ 2) The building plans show all proposed demolition and removal.
- ☐ 3) The building plans show all new structural walls and design loads.
- ☐ 4) The building plans show all egress requirements, including corridors, occupancy loads, stairs, guards and handrails, and window and door schedules.
- ☐ 5) The building plans show all accessibility and special use requirements.
- ☐ 6) The building plans show all portable fire extinguishers, fire alarm, and fire suppression systems.
- ☐ 7) The building plans show all exit and emergency lighting.
- ☐ 8) The building plans show the required Knox Box for emergency responder access.

MECHANICAL, ELECTRICAL AND PLUMBING PLANS

- ☐ 1) The MEP plans show all proposed demolition and removal.
- ☐ 2) The MEP plans show all gas lines including sizes, materials, connections, and valves.
- ☐ 3) The MEP plans show all combustion air requirements and appliance type and locations.
- ☐ 4) The MEP plans show all kitchen equipment including hood and duct systems.
- ☐ 5) The MEP plans show all air handling equipment and ductwork systems.
- ☐ 6) The MEP plans show all panel locations, riser diagrams including voltage, amperage, and phase.
- ☐ 7) The MEP plans show the proposed panel schedule(s).
- ☐ 8) The MEP plans show the electrical site plan including all lighting, fire alarm, and fixture schedule.
- ☐ 9) The MEP plans show all existing and proposed fixtures.
- ☐ 10) The MEP plans show all accessibility requirements.
- ☐ 11) The MEP plans show all traps, interceptors, and valves.
- ☐ 12) The MEP plans show all backflow and backwater devices.