

Building Inspections
100 Municipal Circle
Raymore, MO 64083
816-331-7916

Commercial Tenant Finish/ Remodel Projects

This information provides general requirements for commercial tenant finish or remodel projects, but is not the complete list of code requirements. A complete list of code requirements may be found in the codes and ordinances adopted by the City of Raymore. Some information below may not be applicable to all projects. Assuring the information below is on each set of plan will reduce the time required to obtain permits and reduce the number of revisions required to obtain a permit.

Required Documents

Please contact Building Inspections representative at 816-331-7916 if you have fee questions or would like copies of forms faxed to you. Forms may also be found on the web site at www.raymore.com.

- Two (2) sets of plans.
- Completed Commercial permit application.
- Plan review fees are required to be paid at the time of submittal.
- The plans are required to be sealed by a design professional that is licensed in the State of Missouri.

Architectural Plans

- Key Plan – a site location plan is required that indicates the location of the tenant in the building. The site location plan should indicate the building's exits, stairs, ramps, and corridors.
- Code Data Summary – the code data for the building is required to be on the plans. This should include the code edition, construction type, use group, occupant load, tenant square footage and whether the building is fully suppressed (automatic sprinkler system with a fire alarm system).
- Floor Plan – complete floor plan that shows all rooms, spaces and egress components. Plans shall be dimensioned and show the use of all rooms and spaces.
- Partition Schedule – clearly identify the different types of partitions with appropriate labels and details. Identify the construction materials, fire-resistance design ratings and how walls will terminate at the top. Where rated walls are required, provide full assembly details from an approved laboratory (such as U.L. Listing, or ICC testing) and through/stop penetration details. Identify all existing fire-rated assemblies such as those associated with rated corridors, tenant separations, occupancy separations and specific use separations.
- Door/ Window Schedule – provide a door and window schedule. Show door and frame assembly ratings, door sized, hardware and any closing or locking information. If sidelights provided, include the type of glazing size and frame information.

- Accessibility: An accessible route throughout the tenant space shall be clearly delineated. Provide standard diagrams from ANSI 117.1 (current adopted edition) depicting the clearances, turning radius and grab bar locations for all plumbing fixtures. Where latch side clearance adjacent to doors is an issue, provide appropriate dimensions or diagrams.

Exception: Where an accessible route and/or accessible feature are not provided, please not on the plans and provide a letter from architect which summarizes the expenditures for ADA upgrades equal to 20 percent or more of the cost of the alteration.

- Elevations – prepare a building elevation drawing if any changes are being made to the outside of the building.
- Exterior Work – associated with the remodel (ie: screening of HVAC units, exterior wall finishes, or similar work) require approval of the Development Services Department. Plans will be routed to that office for approval.

Electrical Plans

Plans should include general notes describing the scope of the electrical work to be performed. Plans shall clearly indicate any new work that is being performed. To verify code compliance, information shall include but not be limited to the following:

- Complete electrical floor and ceiling plans where new power and lighting systems are being installed.
- Complete panel schedules where new panels are being installed.
- Indicate the location and types of all exit signs and emergency egress lighting and indicate sources of emergency power.
- In buildings with existing fire alarm systems, indicate the location of all smoke detectors, fire alarm pull stations, fire alarm panel, heat detectors, fire horns and strobes. Include the decibel and candela ratings for the horns and strobes. New tenant finish or extensive remodeling may require the submittal of fire alarm shop drawings.
- List all electrical materials and wiring methods that are to be used.
- For new, replaced or upgraded services and feeders, provide an electrical riser diagram. The line diagram should indicate all types and sizes of conductors, conduits and any other electrical components. The grounding methods need to be clearly defined.

Note: City of Raymore has an amended NEC Code – all electrical commercial work shall be in minimum flexible metal conduit (FMC).

Plumbing Plans

Plans shall clearly show any new work that is being performed. To verify code compliance, information shall include but not be limited to the following:

- Plumbing floor plans, including all new sanitary drains and water lines being installed or replaced in accordance with the 2012 Uniform Plumbing Code.
- List the materials to be used.
- Indicate the size, slope and location of all new piping.
- Include a plumbing riser diagram that indicates all new sanitary drain, waste and vent piping.
- Occupancy Groups serving food or contain a space that prepares food may require a grease trap or grease interceptor and shall be included in the plumbing plan for approval.

Mechanical Plans

Plans shall clearly reflect the scope of mechanical work to be performed. Complete mechanical floor plans for finished areas of the building include the following:

- The location, size and materials used for all ducts, plenums, vents and piping.
- Mechanical floor plans indicating the location of all main duct runs.
- Locations and specification for all mechanical equipment including boilers, water heaters, exhaust hoods, exhaust fans, chillers and HVAC equipment.
- For any change in use or addition of new mechanical systems, provide complete air balance schedule including the quantities of outside air introduced into the building, the amount of air exhaust from the building and the amount of the air re-circulating.
- The location of all smoke detectors used to shut down the air handling system and the method used to monitor the detectors.
- Provide location and rating of all required fire dampers, smoke dampers and combination fire/smoke dampers. For minor tenant upgrade, mechanical information may be limited to only the work included in the remodel such as diffuser relocation with no changes to trunk lines for example.
- Restaurants, eateries, or commercial kitchens installing hood and duct systems, when installing a pre-manufactured hood, submit the manufacturer's listing information. When installing a site-built kitchen hood, provide drawings and specifications in accordance with Chapter 5 of the 2012 Uniform Mechanical Code.