



Clay County Plan Review Submittal

Buildings

(Circle One)

Single Family Commercial Addition Remodel

Date Received _____

Project Address _____ Project Value _____

City _____

Owner Name _____ Builder Name _____

Owner E-mail _____ Builder Address _____

Phone Number _____ Phone Number _____

Check Contact Person _____ Builder E-Mail _____

On-line applications for permits can be submitted at:

<https://www.claycountymo.gov/departments/commission-departments/planning-zoning/planning-zoning-online-applications-permits>

Single Family Residence Permit Checklist

- 1 Set of Drawings (Engineered Truss – Stamped Packages)
- Plot Plan (prepared by a registered land surveyor include distances to all four property lines)
- Receipt** for the water meter (New Builds Only)
- Driveway permit (New Builds Only)
- Septic system permit or site approval (Health Dept 816-595-4350) or private sewer company approval
- Plan review done by fire district if in the Smithville or Kearney Area Fire Protection district
- Elevation Certificate, if any portion of the property is located in the floodplain