

**City of Mexico
Building Division
573-581-2100**

Plan Review Process

Pre-Construction Meetings

Pre construction meetings are encouraged. This provides the opportunity to clarify any questions regarding zoning, codes, plan review and the permitting process.

Preliminary Review

As a courtesy, a brief preliminary review may be conducted at the time drawings are submitted. An appointment with the building Official must be made for this service. Some of the items reviewed at this stage are:

- Required seal and signature on the construction documents and specifications.
- Complete code summary
- Codes and standards used for the design
- Soils report
- Structural calculations
- Statement of special inspections

Special Permits

Signs:

- Site documents showing the location of all structures, property lines, easements and ROW for free standing signs
- Footing details
- Wiring details indicating methods, materials and disconnect and grounding

Elevators:

Swimming Pools:

- Site plan with dimensions to property lines, existing buildings or other structures and fencing
- Section of the pool showing pool construction, depth, stairs and ladders
- Electrical plans showing wiring methods, conductor size, materials and grounding and bonding details
- Plumbing plans of the water supply, filtration and drainage systems including anti-vortex drain fittings
- Details of the pool enclosure including height, spacing, locking, latching and alarm notification devices
- Plans must be drawn to scale and of sufficient clarity to identify nature of work.

Fences:

- Site documents showing the location of all structures, property lines, easements and ROW
- Details of the proposed fencing indicating type of fence, height and location

I. PLAN SUBMITTAL

Construction documents may be required to be reviewed by several agencies of the City of Mexico as follows.

- Landscape – tree inventory, landscape plan
- City Engineer – storm water retention or road easements
- Public Works – water & sewer, curb & gutter or grease trap

Fire Department – sprinklers, fire hydrants, fire lanes
Health Department – food service occupancies

Applicants are to submit a minimum of two (2) complete sets of construction documents (all of the written, graphic and pictorial documents prepared or assembled for describing the design, location and physical characteristics of the elements of the project) drawn to appropriate scale, with sufficient clarity and detail dimensions to show the nature and character of the work to be performed, including general construction, structural, mechanical, electrical work to the Building Official. Each drawing sheet shall be sealed, signed and dated by a registered architect or professional engineer, registered and in good standing in the State of Missouri. Specifications are to be sealed, signed and dated on the cover. All construction documents shall be bound into complete sets and submitted from one office. A plan review application shall be included with the plans submitted for review and must indicate the design professional in responsible charge.

Plans are required for the following activities:

- Construct or alter a structure
- Construct and addition
- Demolish or move a structure
- Make a change of occupancy

II. CONSTRUCTION DOCUMENTS

A. Site Plan

1. Legend and symbols
2. Drawn in accordance with an accurate boundary line survey and certify as to the date survey was done *If the drawing scale is 1:50 then all critical distances shall be dimensioned.*
3. Flood plain certification
4. North arrow
5. Legal description of the existing tract of record
6. Multi-occupancy structures shall include tenant space identification
7. Zoning of the parcel
8. Area of the land parcel
9. Setbacks & location of all easements shall be shown
10. Height of structure in feet and stories
11. Finished floor elevations
12. Street names, location of right-of-ways and established grades
13. Location of existing and proposed signs, fences and walls
Location and size of existing and proposed public utilities and private services including electric, gas, sanitary sewer, and water
14. Location of existing and proposed fire hydrants
15. Site drainage plan including contours and elevations
16. Parking lot lay-out with dimensions of all elements
17. Parking calculations
Details of accessible parking, access isle and accessible route including appropriate dimensions, elevations and slopes
18. Joint drive or cooperative parking agreements
19. Location of all other structures on the parcel
20. Identify all fire lanes

B. Building Plans shall consist of:

1. Legend and symbols

2. Narrative of scope of work, including occupancy description
3. Statement of special inspections
 - a) Complete list of materials or work requiring special inspections
 - b) The type and extent of each special inspection
 - c) The type and extent of each test
 - d) Additional requirements for special inspections or testing for seismic or wind resistance
 - e) Identification as to whether special inspections will be periodic or continuous
4. Code summary
 - a) Use group – Mixed/separated
 - b) Construction type
 - c) Use and occupancy load for all rooms and spaces
 - d) Building area per story – include area modification calculations
 - e) Height and area calculations
 - f) Design loads
 - g) Specifications
 - h) Codes/Standards used for the design
 - i) Special use and occupancy areas
5. Foundation plan:
 - a) Soils type
 - b) Soil bearing capacity
 - c) Soils report
 - d) Prepared fill
 - e) Waterproofing and dampproofing
 - f) Retaining walls
6. Building elevations and sections
7. Roof framing plan
8. Floor/ceiling framing
9. Floor plan
10. Fire-resistance rated construction
11. Identify all fire-resistance rated construction by location, fire rating in hours, fire-resistance rating design number, wall section with complete description of materials and the assembly
12. Construction details and tested design numbers for a all single and through penetrations of fire-resistance rated assemblies
13. Door hardware and schedule
14. Accessibility requirements
15. Fire protection system
16. Sprinkler plan and calculations (submitted and approved prior to installation)
17. Thermal efficiency calculations
18. Interior finish schedule which lists material class
19. Exterior finish material
20. Structural erection drawings

III. Plumbing plan:

- A. Legend and symbols
- B. Plan view and riser of potable and DWV systems
- C. Material schedule
- D. Fixture schedule
- E. Accessibility details
- F. Traps, interceptors and valves including backwater

- G. Water service riser diagram
- H. Backflow device/specifications

IV. Mechanical plan:

- A. Legend and symbols
- B. Gas piping layout indicating size, distance to meter and loads
- C. Gas piping material, connection, valves and flue
- D. Appliance location
- E. Combustion air requirements
- F. Ventilation requirements
- G. Plan view of air distribution system
- H. Any specific use ventilation or exhaust systems such as kitchen hood, toilet rooms, etc.

V. Electrical plans:

- A. Legend and symbols
- B. Service riser diagram
- C. Panel schedule
- D. Wiring methods
- E. Identify "Class" and "Division" in hazardous locations
- F. Exit and emergency lighting
- G. Fire protection system drawings
- H. Specifications
- I. Electrical load summary calculations

VI. Existing structures

- A. Projects whose design is based on IBC Chapter 34, Compliance Alternative, shall include evaluation work sheet

Revisions and Addendums

Any changes to the scope of approved work must be submitted to the Building Official for review and approval.

Revisions to plans must be clouded and numbered indicating revision date and include a brief description of any changes.

All revisions must be signed and sealed.

Submit revision in duplicate.