



Community Development Department

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Guide to Opening a Business in Harrisonville

Step 1: Verify Business Type and Zoning

Before leasing or purchasing property, check with the city's Community Development Department to ensure the business type is allowed in the selected location. Some businesses may require a Special Use Permit or Planning & Zoning approval.

- Refer to Municipal Ordinance [Chapter 405, Appendix A](#) for permitted uses in specific zoning districts.
- Refer to Municipal Ordinance [Chapter 405, Section 405.550](#) for home-based business regulations.
- Some areas require off-street parking minimums, landscaping, or have signage limitations. Refer to Municipal Ordinance [Chapter 405, Section 405.565](#) for design standards.

Step 2: Determine Whether the Business Will Be in an Existing Building or a New Building

- If moving into an existing building, follow the 2018 International Existing Building Code (IEBC) requirements. Ask for our [New Business – Existing Building handout](#).
- If constructing a new building, follow the 2018 IBC, IMC, IFGC, IPC, 2017 NEC, and other adopted references for full compliance. Ask for our [Commercial Construction Guidelines](#).

Step 3: Process for Opening a Business in an Existing Building

If you're moving into an existing building, you must determine whether code upgrades are required. This depends on:

- Change of Use or Occupancy Classification (e.g., converting a retail store into a restaurant).
- Extent of Renovations or Alterations to the building.
- Compliance with Accessibility and Life Safety Requirements.

A. No Change in Use or Major Alterations

- If the business type remains the same and no major work is needed, a Business License & Occupancy Permit may be the only requirements.
- Contact the Community Development Department for an inspection before occupancy is approved.

B. Change of Use or Occupancy Classification

- If the business type changes (e.g., office to restaurant, warehouse to gym), a Change of Occupancy Review is required.
- Compliance with the 2018 IEBC may trigger updates to fire protection, means of egress, restrooms, or accessibility.
- An architect or engineer will need to submit a code analysis.
- A Commercial Plan Review and Building Permit is required for renovations.

C. Building Alterations or Additions

- If making structural changes, installing new mechanical, plumbing, or electrical systems, or expanding the building, a permit is required.
- Plans must be reviewed under the 2018 IEBC and applicable trade codes.

Step 4: Process for Constructing a New Building

For new buildings, applicants must follow all applicable building codes and permitting procedures.

A. Pre-Application & Site Plan Review

- Submit a site plan for zoning and infrastructure approval.
- Consider setbacks, parking, stormwater drainage, fire access, and utility connections.
- Contact the Community Development Department for subdivision or land development requirements.

B. Commercial Building Permit Requirements

- Submit detailed construction plans meeting:
 - 2018 IBC (Building Code)
 - 2018 IMC (Mechanical Code)
 - 2018 IPC (Plumbing Code)
 - 2018 IFGC (Fuel Gas Code)
 - 2017 NEC (Electrical Code)
- Plans must include fire protection, accessibility, structural integrity, and means of egress compliance.

C. Permitting & Inspections

- Apply for a Building Permit and pay the required fees.
- Permit Review & Approval by the city's Building Division.
- Required Inspections: Footings, foundation, framing, electrical, plumbing, mechanical, fuel gas, fire suppression, accessibility, and final occupancy inspection.
- Certificate of Occupancy (CO) issued after final approval.

Step 5: Additional Permits & Approvals

Depending on the business type, additional approvals may be needed:

- Health Department Permit (food and beverage establishments, hotels).
- Fire Department Approval
- Sign Permit for exterior business signs.
- Liquor License if selling alcohol.
- Driveway/Sidewalk Permits for modifications in the public right-of-way.

Step 6: Obtain a Business License & Open

- Once all inspections and approvals are complete, apply for a Business License from the city.
- Some businesses may require state or federal licensing as well.

Land Use Table: <https://ecode360.com/attachment/HA3317/HA3317-405a%20Appendix%20A%20-%20Land%20Use%20Table.pdf>

Home-Based Business: <https://ecode360.com/28052323#27909205>

Design Standards: <https://ecode360.com/28052323#27909305>

Sign Regulations: <https://ecode360.com/27910695#27910695>

Maps: <https://harrisonville.com/869/View-City-Maps>

Developers Toolbox: <https://ci.harrisonville.mo.us/674/Developers-Toolbox-PermitsApplications>