

General FAQs:

1. What is my property zoned?
 - To find the zoning of a property you can either use the interactive zoning locator ([Zoning Locator \(arcgis.com\)](https://arcgis.com)) or call Community Development at 816-380-8958 to request the zoning for a property be checked (address of property or nearby property is needed).
2. What use(s) are allowed on my property?
 - To determine what use(s) are allowed on a property you will first need to know what the property is zoned, then utilize the Land Use Table ([HA3317-405a Appendix A - Land Use Table.pdf \(ecode360.com\)](#)) to find out what is allowed in that district. Likewise, if you have a specific use in mind and are trying to determine what zoning districts allow that use you can look it up in the Land Use Table or call Community Development at 816-380-8958 for questions.
3. How do I interpret the information in the Land Use Table?
 - If the use is a permitted (“P”) use within the zoning district the use is allowed by right. However, any new building or additions/alterations are still subject to appropriately reviewed and approved building permit(s) and any exterior signage shall require a sign permit for each sign.
 - Building Permit: <http://www.harrisonville.com/DocumentCenter/View/10586/BUILDING-PERMIT-APPLICATION-UPDATED-2023?bidId=>
 - Sign Permit: <http://www.harrisonville.com/DocumentCenter/View/10587/Sign-Permit-Application-updated-2023?bidId=>
 - If the use is listed as “S” it is a use that is only allowed with an approved Special Use Permit (<http://www.harrisonville.com/DocumentCenter/View/10676/Land-Use---Zoning-Application-2023?bidId=>).
 - If there is no character in the box it means that the use is not allowed in that district. If this is the case, you will need to evaluate whether this property can be rezoned to a district that would allow the use. Otherwise, consider looking for property that is already zoned appropriately for that use.
4. I want to purchase an existing commercial/industrial building for my business. How do I know if my use is allowed at this location?
 - Most uses can be verified by checking the zoning ([Zoning Locator \(arcgis.com\)](https://arcgis.com)) and utilizing the Land Use Table ([HA3317-405a Appendix A - Land Use Table.pdf \(ecode360.com\)](#)). If the property is located within a Planned Zoning District you will need to verify what uses were approved as part of the Planned District, to do this call Community Development at 816-380-8958. Additionally, some properties have restrictions placed on their deeds. This information is typically identified during title work.
5. What does the development process look like?
 - All development applications (rezoning, preliminary development plan, final development plan, and special use permit) follow the process laid out in Section 405.630.B (<https://ecode360.com/42449441>).

Residential FAQs:

1. I want to purchase a residential lot and build a house. What do I need to know? Who do I need to contact? What do I need to do?
 - First, identify what zoning district (A, E, R-1, R-1B, R-2, R-2B, R-3, R-4, etc.) that the lot is located within by utilizing the interactive zoning locator ([Zoning Locator \(arcgis.com\)](https://arcgis.com)) or calling Community Development at 816-380-8958.
 - Once the zoning district has been identified you can find the required setbacks for the appropriate zoning district by looking at the zoning district under Chapter 405—Zoning Regulations of the City’s Municipal Code ([City of Harrisonville, MO Zoning Regulations \(ecode360.com\)](#)), utilizing the Dimensional

Standards Table (<https://ecode360.com/attachment/HA3317/HA3317-405a%20Appendix%20B%20-%20Dimensional%20Standards%20Use.pdf>), or calling Community Development at 816-380-8958.

- If the lot is in a subdivision you will want to verify whether there are any additional restrictions associated with that subdivision.
 - For a detailed list of required submittals for a residential building permit please see “One & Two Family Dwellings Construction Plan Requirements” (<https://ci-harrisonville-mo.smartgovcommunity.com/Public/DocumentsView>, “RESIDENTIAL PLAN REQUIREMENTS”) and “One & Two Family Dwellings Site Plan Requirements” (<https://ci-harrisonville-mo.smartgovcommunity.com/Public/DocumentsView>, “RESIDENTIAL SITE PLAN REQUIREMENTS”).
2. I have an existing residential lot with an existing residential house and I want to build an accessory structure. What do I need to know? What if it is an accessory dwelling unit?
- Regulations pertaining to accessory uses and structures are found in Section 405.550 of the City’s Municipal Code (<https://ecode360.com/27909205>). Detached accessory buildings are required to be setback from the front of the primary building by at least 8-feet and have the same setback requirement from any side or rear property line. Property zoned A (Agriculture), E (Estate), R-1 (Single-Family Residential, or R-1B (Near Downtown Single-Family Neighborhood) are allowed 2 detached accessory structures (1 of which may be an accessory dwelling unit) provided all Code requirements are met.
3. I want to add on to my house. What do I need to do? Who do I talk to?
- Contact Community Development at 816-380-8958 to discuss where your property is located and what portion of your property you want to add on to so that staff can first verify that the proposed addition does not encroach into any existing easement(s) or required setback(s).
 - If there are no issues with the proposed addition in terms of existing easement(s), setbacks, or lot coverage then you may proceed with contacting the necessary professional(s) to draw up the plans. You will need to provide information as outlined in the Home Improvement Series: Residential Addition ([RESIDENTIAL ADDITION.pdf](#)), including a site/plot plan ([EXAMPLE OF A PLOT PLAN.pdf](#)).
4. What accessory uses are allowed in the various residential districts and where do I find that information?
- Accessory uses and structures include things like detached accessory buildings, hobbies, private swimming pools, gardens, tv/radio antennae not more than sixty (60) feet in height, play equipment, and fencing. Information pertaining to accessory uses and structures is found in Section 405.550 of the City’s Municipal Code (<https://ecode360.com/27909205>).

Commercial/Industrial and Development FAQs:

1. If you are starting a new business or taking over an existing business...I have an existing business in another community and want to expand in Harrisonville. What do I need to know? Who do I need to contact? What do I need to do?
- If you have located a property that you are considering relocating or expanding your business to the first step is to verify that the use is a permitted use by either checking the zoning and Land Use Table or contacting the Community Development Department at 816-380-8958.
 - Additionally, be aware that:
 - 1. Each business operating or providing services inside the corporate City limits of Harrisonville is required to have the appropriate City Business License before beginning operation.
 - 2. Any General Contractor, Electrician, HVAC, Plumber, or other construction-based businesses are required to obtain a Contractor/Business License from the City Community Development Office and must provide all required certification and necessary insurances, as required by state statute. To contact the City Community Development Office, call (816) 380-8958.
 - 3. Retail merchants and any business that collects sales tax must present a Letter of No Tax Due issued by the Missouri Department of Revenue when obtaining or renewing a business license. Retail businesses located in one of the state’s Transportation Development Districts (TDD) will be required to charge an additional 1-percent sales tax and complete a form for the state when applying for a City Business License. To contact the City Collector, call (816) 380-8908.
 - 4. If your business collects sales tax, you are required to have a Missouri Sales Tax Number. You may obtain information by calling the Missouri Tax Payers Assistance Office at 1-573-751-3505 or visit their website, Per Missouri State Statute, we will not issue a business license to anyone

who owes outstanding sales tax to the state. You must present a No Tax Due letter to receive your business license.

- A detailed “New Business Checklist” is available here:
<http://harrisonville.com/DocumentCenter/View/10420/NEW-BUSINESS-CHECKLIST-UPDATED?bidId=>

2. I want to do an addition to my existing commercial/industrial building.

- Contact Community Development at 816-380-8958 to discuss where your property is located and what portion of your property you want to add on to so that staff can first verify that the proposed addition does not encroach into any existing easement(s) or required setback(s).
- If there are no issues with the proposed addition in terms of existing easement(s), setbacks, or lot coverage then you may proceed with contacting the necessary professional(s) to draw up the plans.
- Submit a building permit application with the following construction documents (3 sets, 30” x 42” maximum size, signed and sealed by an architect or engineer licensed by the State of Missouri):
 1. Building and Civil Plans
 2. Specifications
 3. Structural Calculations
 4. Soils Investigation Reports
 5. Certified Modular Building Drawings
 6. Prefabricated Metal Building Plans
 7. Precast Concrete Building Plans
 8. Truss Documentation

3. I want to build a new commercial/industrial building in Harrisonville.

- First, contact the Community Development Department at 816-380-8958 to schedule a pre-application meeting. Pre-application meetings are typically scheduled in 30-minute intervals and are held on Tuesday mornings.