



*Welcome to*

# ODESSA

*Missouri*

COMMERCIAL  
DEVELOPMENT  
**HANDBOOK**

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# TABLE OF CONTENTS

***Welcome to Odessa, Missouri — and thank you for choosing to invest in our community.***

• Welcome Message .....	03
• Our Development Team .....	04
• Our Team .....	03
• Permit Process .....	05-06
• Site/Plot Plan Requirements .....	07
• Commercial Site Plan Checklist .....	08
• Building Permit Information .....	09
• Practical Tips & Next Steps .....	10
• Contact Information .....	11

We value responsible growth, strong partnerships, and clear communication. Our goal is to help you move your project from concept to completion with confidence. This handbook walks you through the essential steps, expectations, and resources you'll need along the way. If you have questions at any point, we're here to help.

We appreciate your commitment to Odessa and look forward to working with you.



# WELCOME TO ODESSA

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We're genuinely pleased you've chosen to bring your talent, vision, and investment to our community.



Successful development doesn't happen by accident—it takes capable partners who know how to turn opportunity into lasting value. Your experience, your willingness to take on big projects, and your commitment to quality make a real difference in shaping the future of our city.

This handbook is here to give you the tools, clarity, and support you need to keep your projects moving efficiently. We respect the expertise you bring to the table, and we're ready to work alongside you to help your development succeed.

Your work doesn't just add buildings—it strengthens neighborhoods, grows the local economy, and leaves a mark on the community for decades to come. We're glad to have you here and look forward to the impact your projects will make.



# OUR DEVELOPMENT TEAM

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The City of Odessa Development Team is ready and waiting to work with you on your project.



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# PERMIT PROCESS

*The City of Odessa welcomes and encourages commercial development. The following outlines the steps in the development process. Some steps are project dependent upon the type and location of the development. If you are unsure about your project please contact the Community Development Department at City Hall. 816-230-5577 The City of Odessa has adopted the 2012 International Building Code.*

<b>Building Permit Submission</b>	Submission of Building Permit to Community Development Coordinator, along with a set of building plans, including a site plan that shows dimensions of the lot to be built upon, per recorded plat, including size, shape, and location of present and proposed buildings. Applications are available electronically online or at City Hall. Building Permit fees must be paid at the time of permit submission.
<b>Building Plan Review</b>	Building Plans are reviewed by the City's third party vendor. This step of the process can take approximately 2-4 weeks, depending on the size of the project. This process can run concurrently with other reviews and staff work hard to expedite the process. Any clarifications or revisions are communicated to the applicant as promptly as possible.
<b>Site Plan Review</b>	Site Plans are reviewed by the City's third party engineer. This step of the process can take approximately 2-4 weeks, depending on the size of the project. This process can run concurrently with other reviews and staff work hard to expedite the process. Any clarifications or revisions are communicated to the applicant as promptly as possible. The actual cost of the site plan review will be the responsibility of the applicant and must be paid prior to issuance of any permits.
<b>Public Works Review</b>	This step requires each City Utility Department to review the plans and will take approximately 1-2 weeks. This step ensures all utility infrastructure complies with City code and requirements.

# PERMIT PROCESS

<b>DNR Land Disturbance Review</b>	This step is only applicable to land over 1 acre and is subject to DNR's timeline.
<b>MoDOT Reveiw</b>	This step allows for MoDOT review of proposed egress and is only required if a property is adjacent to MoDOT right-of-way and is subject to MoDOT's timeline.
<b>Permit Issuance</b>	Construction permits will be issued by the Community Development Coordinator. Permits must be displayed on site throughout construction. Permits will not be issued until all fees are paid in full.
<b>Inspections throughout construction</b>	Inspections by our third party vendor. Inspections must be scheduled at least 24 hours in advance and are warranted for the phases of work listed under "Schedule a Building Inspection."
<b>Occupancy</b>	Temporary Certificate of Occupancy / Certificate of Occupancy - This is the final step in the process.



# SITE / PLOT PLAN REQUIREMENTS

## A SITE PLAN IS REQUIRED FOR ALL BUILDING PERMITS



Plans shall be prepared by a registered design professional. The plan provided should be clear and detailed enough so the plan reviewer can determine that all Zoning and Building Code requirements are in compliance with City ordinances.

- Two printed and one digital complete sets of construction plans are required to be submitted when applying for a commercial building permit.
- All sheets must be sealed, signed and dated by a licensed architect or engineer registered in the State of Missouri. The seals and signatures may be copies, but “cut and paste” is not acceptable.
- The plans need to include a code analysis, i.e. code years, to include all disciplines, actual and allowable floor area, occupancy group, type of construction, height and number of stories, occupancy load, and fire sprinklers used, etc.
- Tenant finish projects need to show a plan including a small locator map showing the building outline and the tenant space shaded in.
- The plans need to include design criteria, i.e. code year, wind speed and exposure, seismic zone, allowable soil bearing pressure, concrete strength, snow load, etc. (except tenant finish)
- The average 1<sup>st</sup> turn around on plan review is 12 working days. Most plan reviews take less time, but occasionally some reviews will take a little longer. Please be assured that expediency of the plan review process is a priority of this office.
- A plan review fee is required to be paid at the time of application for a building permit. The community development coordinator calculate this fee at the time of application and payment is due at that time.



# COMMERCIAL SITE PLAN CHECKLIST

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- Legal description
- Address and lot number
- Name and phase of subdivision
- Counter parcel ID number
- Boundaries and dimensions of property, all property corners with elevations
- Show names of streets
- Show alleys
- Locations of existing and proposed structures with elevations at corners
- Distance from all structure(s) to property line(s)
- Show existing and proposed inlets, sidewalks, manholes, water valves, hydrant assemblies, street lights and other pertinent items
- Show existing and proposed curb cuts
- Square footage of property and footprint of proposed structure
- Clearly indicate site plan scale and north arrow
- Show dimensions, location and type of easements
- Show drainage direction
- Show all building setback lines
- State of Missouri professional land surveyor stamp
- Show 100-year flood elevations as appropriate
- Show schedule that illustrates number of required and proposed parking spaces
- Show 10-foot setback of parking lot from property line
- Illustrate the ADA space(s) within the parking lot
- Illustrate the development has not exceeded the maximum impervious coverage
- Show all proposed drainage structures
- Show all BMPs



# BUILDING PERMIT INFORMATION



## Applicable Codes

- Odessa has adopted the 2012 International Building Code, 2012 International Residential Code, 2012 International Plumbing Code, 2012 International Mechanical Code, and other related codes.
- For electrical work, the 2011 National Electrical Code is used. [cityofodessamo.com](http://cityofodessamo.com)
- Floodplain and stormwater management regulations also apply.

## Minimal Plan Submittal Requirements

When applying for a building permit, the city requires a set of specific drawings / plans:

- Site plan / plot plan: must show lot lines, setbacks, drainage, utility connections, etc.
- Floor plan: layout of each floor.
- Architectural elevations: show building exterior from different sides.
- Foundation plan: footings, foundation walls, etc.
- Framing plan: structural framing for floor / roof.
- Roof plan / truss layout: showing how the roof is built.
- Structural details: any details needed for structural integrity (e.g., beams, connections).

## Plan Clarity & Format


- Plans must be “dimensioned/scaled and drawn upon suitable material ... of sufficient clarity” so that the city can review compliance with the building code.

Electronic media (digital plans) are allowed, if approved by the building official.

## Permits Required

- A building permit is required for any structure being erected, altered, added to, or demolished.

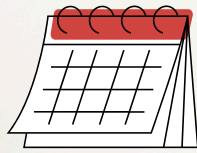
## Permit Expiration

- All residential permits remain valid for **180 days**.
  - Commercial or industrial projects over remain valid for **two years**
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# PRACTICAL TIPS & NEXT STEPS

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## Talk to City Staff Early



Before drawing up detailed plans, reach out to the Development Team to confirm zoning, lot-specific requirements and what exactly needs to be on your site plan.

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## Hire a Professional



Given that design must often be done by a registered design professional, contracting an architect or engineer early on can save a lot of back-and-forth in the permit review phase.

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## Verify Plan Format



The City of Odessa requires two full sets of paper plans and one digital file.

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## Budget for Fees



Estimate your permit costs based on project value; don't forget to account for permit, inspection, and possibly plan review fees.

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## Prepare for Inspections



Build your construction schedule around inspection points (foundation, frame, etc.). Make sure to give 24 hrs notice when scheduling inspections.



# CONTACT INFORMATION

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816-230-5577



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The City of Odessa is dedicated to fostering responsible growth and long-term prosperity. Our community values partnerships that strengthen the local economy, enhance quality of life, and build a resilient future for residents and businesses alike.