

Commercial Plan Review Information Sheet



Code 2018: IBC, IEBC, IMC, UPC, IFC, IFGC

Other Codes: 2017 NEC, 1999 Food Code, City Code of Ordinances

Plan Submittal Requirements:

- Electronic submittal - all construction documents in PDF form
- Stamped & Sealed Construction Plans
- Commercial Construction Permit Application
- Commercial Plan Review Checklist

Concept Review Meeting

Concept review meetings are strongly encouraged for all new development and redevelopment projects requiring zoning, plating, pre-treatment, stormwater, floodplain, or variance requests. To request a free concept review meeting, submit required information (Pg. 2) by Monday for a concept review meeting to be held on the following Tuesday.

Plan Review Timeline

1.) Quality Control Review Up to 3 Business Days*

Submittal of the minimum commercial plan review requirements (Pg.3) will be reviewed by the commercial development coordinator to ensure all minimum requirements are met to start the initial review process. Applicants will be notified of the review results by letter within 3 business days. Plan submittals not meeting minimum requirements will be returned to applicant for correction before initial review process begins.

2.) Initial Plan Review Up to 21 Business Days*

When quality control review is complete and accepted, submittals will be distributed to city staff for the opportunity to ensure code and ordinance requirements are met. Once the review is complete, comments from city staff will be sent to the applicant for correction. Applicant will receive written notification if permits can be issued.

3.) Resubmittal Review Up to 14 Business Days*

When applicant resubmits corrections, resubmittals will be distributed to city staff for the opportunity to ensure corrections we made. If all city staff comments are addressed correctly, applicant will receive written notification that permits can be issued. If comments were not adequately addressed, comments are returned to applicant and additional resubmittal review is required.

**Time frames are subject to staffing, scheduling and other commitments of city staff. Reviews and resubmittals are processed in the order they are received. Estimates do not include design professional time lines of submittals.*

Have Questions?

Commercial Development Coordinator:

Kim Hurt - (816) 271-4757 - khurt@stjoemo.org

Concept Review Meeting

Encouraged for all Commercial and Subdivision plans

BUILDING DEVELOPMENT

City of St. Joseph

The purpose of the concept review meeting is to review the City's adopted ordinances and requirements with the applicant, discuss and review the expectations for site development and appearance, and to set project expectations on all sides before detailed construction plans are developed.

Concept Plan Requirements: To schedule your plan review, please submit two (2) copies of the graphic proposals to the Building Department on Monday, one week prior to the review date. The pre-application plan will be reviewed according to the following criteria.

Project Information

A. **Vicinity map** with scale, north arrow, surrounding street names and track boundaries.

Adjacent municipal boundaries, if applicable

B. Project narrative

- ___ 1. Purpose of project, with detailed description of operation
- ___ 2. Zoning District of the proposed site
- ___ 3. Zoning District of all the property within 200 feet of the proposed site
- ___ 4. Expected variances from standards

C. Design Considerations

- ___ 1. Existing site topography (Minimum 2-foot contours or best available)
- ___ 2. Predominate soils (Hydrologic Soil Group of infiltration/permeability)
- ___ 3. Drainage boundaries
 - ___ a) Identification of natural streams
 - ___ b) Arrows showing direction of water flow
- ___ 4. Stream buffers and floodplain limits
- ___ 5. Wetlands
- ___ 6. Watershed (receiving waterway)
- ___ 7. Existing stormwater outfalls

D. Infrastructure

- ___ 1. Existing roads and utilities including easements
- ___ 2. Proposed lot lines-with lots consecutively numbered or building placement
- ___ 3. Proposed road placement

**PLEASE ALSO HAVE THE COMMERCIAL CONSTRUCTION PERMIT APPLICATION
FILLED OUT AND READY FOR ANY CONCEPT REVIEW MEETINGS.**

Have Questions?

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Minimum Commercial Review Requirements

Per St. Joseph Code of Ordinance and adopted construction codes

Building Development

City of St. Joseph

Design Professional in Responsible Charge: All building permit applications for commercial projects shall have a designated **Design Professional in Responsible Charge (DPRC)** who is responsible to ensure that the construction plans are complete and in compliance with applicable regulations, standards, laws and ordinances; and, shall review and coordinate submittal documents prepared by the owner's design team, including resubmittals, phased submittals and deferred submittals for building permit plans review, for compatibility with the design of the building.

Professional Designer's Seal: All plans, specifications, calculations, soils reports and storm drainage studies submitted for review must bear the non-photocopied seal of an architect or engineer registered to practice in the State of Missouri on the first sheet of each design discipline.

Critical Items to Start Plan Review

The following items shall be included in the initial application design submittal package (as applicable). **The detailed plan review approval process will not commence until these items have been received and accepted by the City of St. Joseph Building Development Division and Commercial Development Coordinator (Quality Control Review)**

- 1) COMPLETED CONSTRUCTION PERMIT APPLICATION FORM, CERTIFIED BY SIGNATURE OF THE PROJECT DPRC
- 2) COMPLETED COMMERCIAL PLAN REVIEW CHECKLIST, CERTIFIED BY SIGNATURE OF THE PROJECT DPRC
- 3) BUILDING CODE INFORMATION SUCH AS CONSTRUCTION TYPE, OCCUPANCY GROUP, AND APPLICABLE CODES
- 4) CONSTRUCTION VALUATION INFORMATION FOR SCOPE OF WORK, AND FEE CALCULATIONS; COSTS AND SQUARE FOOTAGE OF PROJECT
- 5) SITE PLAN SHOWING LOCATION AND DIMENSIONS OF ALL PROPERTY LINES AND LEGAL DESCRIPTION OF THE PROPERTY.
- 6) STRUCTURAL CALCULATIONS AND SOILS REPORT WHERE APPLICABLE
- 7) STORM WATER DRAINAGE INFORMATION WHERE APPLICABLE

SUBMITTAL OF THE MINIMUM COMMERCIAL PLAN REVIEW REQUIREMENTS WILL BE REVIEWED BY THE COMMERCIAL DEVELOPMENT COORDINATOR TO ENSURE ALL MINIMUM REQUIREMENTS ARE MET TO START THE INITIAL REVIEW PROCESS. APPLICANTS WILL BE NOTIFIED OF THE REVIEW RESULTS BY LETTER WITHIN 3 BUSINESS DAYS. PLAN SUBMITTALS NOT MEETING MINIMUM REQUIREMENTS WILL BE RETURNED TO APPLICANT FOR CORRECTION BEFORE INITIAL REVIEW PROCESS BEGINS.

Have Questions?

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Kim Hurt - (816) 271-4757 - khurt@stjoemo.org

Initial Plan Review

Required for all Commercial and Subdivision plans

BUILDING DEVELOPMENT

City of St. Joseph

The purpose of the initial plan review is to provide the city staff with an opportunity to review the submittals to ensure code and ordinance requirements are met. Staff will review the notes from the concept review meeting, as well as criteria for pre-treatment, floodplain, stormwater engineering and design, fire and vehicle access, building, mechanical, electrical and plumbing, footings and foundations, health and food safety, planning and zoning, etc. to ensure local and federal requirements are met.

Initial Plan Review Requirements: Acceptance of the Quality Control Review is required to begin the Initial Plan Review. Once the review is complete, a list of required changes will be sent to the design professional. Submittals must include the following information, where applicable to project scope:

General Information

1. Vicinity Map: small map including north arrow, showing the site in relation to the surrounding area.
2. Owner information: Name, address, and phone number of Owner/Developer and Name and phone number of a 24 hour contact
3. Lot information: Tax Parcel Number, Lot area (acres and square feet) street address, zoning, adjoining property information (property owners, zoning, tax parcel number)
4. Design certification: All submitted civil plans must be stamped, signed and dated by the licensed engineer
5. Survey Information: Survey Date, North Arrow, graphic scale (not to exceed 1/8"/1.0'), Mete and Bounds Description, and Source of Boundary Information.
6. Utility Contact Information:
7. Topographic Information: Show existing contours and Source (USGS Quad Map, Aerial Survey, Etc)
8. Existing Information:
 - a) Locate any existing structures (with square footage) cemeteries, easements, etc.
 - b) Public road frontage
 - c) Minimum building setback lines (and buffers if required) as per the zoning ordinance
 - d) Adjoining rights-of-way and easements with stated purpose
 - e) Tree lines, wetlands, etc.
 - f) Location of the 100-year flood plain
 - g) Locate existing utilities

Proposed Site Design information (items may be combined on plan sheets as appropriate):

- a) Site layout plan: location, square footage and use of any proposed building or addition with proposed setbacks.
- b) Landscape Plan: Provide detailed existing and proposed landscape areas with dimensions, proposed plant materials and spacing, typical details for all other landscape amenities such as walls, berms, patios, and walkways. Provide calculations of the required landscaped street, yard, parking lot trees and perimeter buffer areas. If a formal irrigation system is to be added, show the location on the plan and provide typical details of the piping.
- c) Parking Plan: Show parking spaces (required and available); layout, stall dimensions, and pavement sections of all on-site parking. Include direction of flow, striping and intersections with public rights-of-way. Include handicap spaces/facilities. Identify parking surface material (concrete or asphalt). Parking lots designed to support fire apparatus and provide all-weather driving capacity. For manufacturing, provide number provide number of employees per shift and total number for facility.

- d) Fire Protection Plan: Provide information for emergency access including, road widths, clearance heights, turning radius, hydrant locations and distance to remote building areas. Access roads must be within 150 feet of all sides of facility and have unobstructed width of not less than 20 feet, with a vertical clearance not less than 14 feet. Identify any gates, dead-ends, turn-around that may limit emergency vehicle access. Provide a USB showing site layout including all fire department access points, building shutoffs for all utilities, hydrant locations, and any special hazards present on site.
- e) Access Plan: Provide details for site access to public rights of way. Provide details for new public or private roadways and associated cross sections. Include pavement sections, dimensions, and sight distance certifications. Include the proposed signage and lighting plan with location, dimensions, photometrics and typical details. Provide approval from MoDOT if project access connects to state highway.
- f) Sidewalk: include 5' sidewalk along all street frontages. Include details and aprons to meet ADA requirements.
- g) Utility and Sanitary Sewer Plan: Provide the location of water lines, service fire line, hydrant locations and flow capacity, electric, cable, telephone and sanitary sewer system. Show existing and new sewer line profiles and manholes. If pre-treatment is required, provide the completed wastewater contribution permit application, and pre-treatment engineering report
- h) Grading Plan: including existing and finished grades/contours
- i) Stormwater Drainage Plan: Include watershed and drainage areas sizes and direction of flow. Include drainage structures, pipe size, material, line locations, pipe sizing calculations, details, elevations of key system elements, and outfalls to existing drainage. Provide profiles and distances between sanitary and storm sewers. Include hydraulic grade line for the 100 year event and release (flow) rate from each outfall. Hydrology reports (2 copies) required to support all proposed stormwater detention facilities. Plan and reports must conform to APWA 5600, APWA's Manual of Best Management Practices for Stormwater Quality and City's Post Development Stormwater Management Ordinance.
- j) Erosion and Sediment Control Plan: Provide the limits of disturbance and the total area disturbed. Include any wetland areas or and related preservation methods. See APWA 5100 and related documents for more details. All projects over 1 acre must include a Stormwater Pollution Prevention Plan.
- k) Floodplain Development Plan: Show location/elevations of the 100-year flood plain with proposed finished floor elevations, if applicable. Development within and/or adjacent to the flood plain must meet NFIP and FEMA requirements. Identify fencing and other structures located within the flood zone. Identify methods to protect utilities and other mechanical equipment from flood damage. Enclosed spaces below the base flood elevation (BFE) must have appropriately sized openings.
- l) Solid Waste Plan: show location/details of dumpster pad and trash truck access. Include screening for dumpsters and trash containers.
- m) Proposed Easements/Covenants and Benefit District Applications: Provide proposed easements or covenants and restrictions for the new development. If the developer or city is requesting a financial vehicle for long-term maintenance, provide Benefit District Applications and associated documents.

Non-Structural Plan Review

2018 International Building Code

- ✓ Construction documents shall be signed and sealed as required by the State of Missouri.
- ✓ Label use of all spaces.
- ✓ Label number of stories and height of the building.
- ✓ Show exiting system including rated enclosures, corridors, stairs, etc.
- ✓ List all rated assemblies, diagram assemblies and provide the complete listing. Provide building elevations and sections.
- ✓ Show compliance with accessibility requirements.

Structural Plan Review

2018 International Building Code

- ✓ Identify design loads for floors, roof, etc., (20psf min. snow load), 90 mph wind load and seismic Zone (B).
- ✓ Submit complete set of sealed structural calculations for all building and foundation components.
- ✓ Submit complete sets of structural drawings including footing and foundations.
- ✓ Submit soils report if assumed soil bearing is in excess of 2000 psf or if soils are engineered.

Mechanical Plan Review

2018 International Mechanical Code

- ✓ Submit complete mechanical plans showing location and type of all mechanical equipment and appliances
- ✓ Show location, size and BTU's of all HVAC equipment.
- ✓ Show source and type of combustion air and provide drawings, which show duct sizes and locations. Include additional details for all hazardous exhaust systems.
- ✓ Show all kitchen exhaust hoods, exhaust quantity, makeup air, etc. IMC 2018-Sec 507
- ✓ Indicate the location of the duct smoke detectors in any system over 2,000 CFM including supervision. IMC 2018-Sec 606
- ✓ Show all fire and smoke dampers as required. IMC 2018 Sec 607
- ✓ Mechanical ventilation rates re: nail salons, repair garages, warehouses, locker rooms, hospitals, etc., please see table on minimum ventilation. IMC 2018 Sec 403
- ✓ Exhaust systems IMC 2018, Section 502
- ✓ Boilers IMC 2018 Section 1003 and 1004
- ✓ Hydronic Piping IMC 2018 Chapter 12

Plumbing Plan Review

2018 Uniform Plumbing Code

- ✓ Show all plumbing fixtures per UPC 2018 code, and show basis for number of required bathroom fixtures for male and female.
- ✓ Provide a riser diagram showing all water piping, drain, waste and vent piping, include size and type of pipe.
- ✓ Indicate drinking fountains or bottled water.
- ✓ Indicate type of backflow protection provided meeting local water company requirements.
- ✓ Show thermal expansion tank, temperature relief and vacuum reliefs as necessary for water heaters.
- ✓ Show type of storm drainage, area of discharge, type and size of pipe. Indicate the location(s) of all pipe cleanouts.
- ✓ Provide details for handicapped access to the plumbing fixtures. Show sewer line with clean outs.
- ✓ Show fuel gas piping size and type of piping required. Show all fire stop protection relating to plumbing pipes.
- ✓ Note on drawing that all 3" and 4" drain and sewer lines must have ¼" foot fall minimum. If less than ¼" per foot fall is required then 6" pipe is to be installed after approval by the city inspector.

Electrical Plan Review

2017 National Electrical Code

- ✓ Provide a riser diagram, which indicates type and size of the service with the location of the meters. Also show the main disconnects conductor types, number of conductors, conductor's sizes, conduit sizes, and all grounding.
- ✓ Provide floor plans showing the fixtures, equipment, transformers, panels, sub panels, receptacles and special systems.
- ✓ Indicate the size and type of all wire and number of all conductors in each conduit. Indicate the size and type of all conduit and/or raceways.
- ✓ Show the number of circuits, size of circuit breakers, location and size of main disconnect.
- ✓ Show wire size for voltage drop chart distance.
- ✓ Show emergency lighting to all rooms, spaces, corridors and access routes.
- ✓ Indicate circuit and number in panel schedule of connecting exit and emergency lights to the building electrical system.
- ✓ Show type and location for ground, ground conduit & bonding jumper at water meter, and Indicate size and type of ground conductors.
- ✓ Show location of all GFCI outlets.
- ✓ Show lightning protection system, if applicable. Show all disconnects type, amperage and voltage
- Complete light fixture schedule.
- ✓ Panel schedule with all circuits.

Fire Sprinkler Plan Review

2018 International Fire Code

- ✓ Submit two (2) sets of complete stamped sprinkler plans and digital copy, including hydraulic calculations. Show the type and size of all piping, joints, fittings dimensions and lengths. Include SASE.
 - ✓ Show sprinkler protection for all areas and square footage for each sprinkler. Indicate the type and temperature ratings for all sprinklers and number.
 - ✓ Indicate the building occupancy and hazard category and submit details for process and storage equipment. .
 - ✓ Show locations of inspectors test valves, gauges, main and auxiliary drains.
 - ✓ Show type and location of fire department connection, (4 inch Storz), arrangement, drainage and piping.
 - ✓ Indicate that a 200-psi hydrostatic test will be witnessed by the local official.
 - ✓ Show hose rack layouts (storage areas in compliance with NFPA 231 or 231C), if applicable.
 - ✓ Indicate the location and show all details for hangers. Show supervision of valves and flow switches. Indicate water flow test, pressure location, time, date, witness and seasonal adjustment. This information can be obtained from Missouri American Water Company.
 - ✓ Submit description of special systems, show valves and trim flow diagrams.
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Fire Alarm Plan Review

2018 International Fire Code

- ✓ Show layout of all fire alarm devices.
 - ✓ Indicate name of monitoring agency and listing of the agency and phone number of monitoring company.
 - ✓ Submit sequence of operations and special applications.
 - ✓ Submit voltage drop calculations for the initiating and alarm device circuits.
 - ✓ Indicate type of wire and protection of wire when exposed to physical damage.
 - ✓ Indicate a system test, which indicates a test for each device.
 - ✓ Submit a zone chart or device address list.
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Environmental Health Plan Review

City Ordinances

- ✓ Show designated smoking areas with seat counts for restaurants or food service establishments (non-smoking versus smoking and total) when designated smoking areas are provided. (This does not require a building owner to provide designated smoking areas.
- ✓ For buildings other than restaurants or food service establishments, show designated smoking areas and show total floor space (non-smoking versus smoking and total).
- ✓ This does not require a building owner to provide designated smoking areas. Show auxiliary exhaust systems in designated smoking areas.

Note: All items needed for a code review are not included on this checklist. This is only the minimum information required to begin the review. During the actual plan review process additional information may be requested.

Food Service Plan Review

1999 Food Code (FDA)

Additional requirements for restaurants (Environmental Services/Health Dept, and Sewer Pre-treatment)

- ✓ Number of seats
- ✓ Three compartment sink with (20 drain board areas)
- ✓ Location and number of hand wash sink(s) in food preparation area.
- ✓ Location of mop sink.
- ✓ Location of pre-rinse sprayer.
- ✓ Hot and cold water through common spigot or tempered water with minimum 15 second hold.
- ✓ Make and model number of dish machine, if utilized.
- ✓ Location and specifications of water heaters, indicating BTUH and recovery rates. Location of ice machines and drains.
- ✓ Location of water, ice cream, and frozen dessert dipper wells. Location and design of plumbing for walk-in cooler(s).
- ✓ Location of sneeze guard(s) for food/condiment.
- ✓ Adequate lighting in food service/preparation areas.
- ✓ Description of smooth, nonporous, easily cleanable walls, ceiling and floors.
- ✓ Location of delivery doors.
- ✓ Location of outside dumpsters on hard cleanable surface.

Shop Plan Review

The submission of the following drawings is required. Work is not to be performed until shop plans are submitted and approved. *Contractors take undo financial risk if they install any building systems which require shop drawings without first receiving approvals from Building Department.*

- ✓ Sprinkler System Shop Drawings
- ✓ Lightning Protection Shop Drawings
- ✓ Steel Supported System Drawings

Footings and Foundations

Requirements before review:

- Site plan approval.
- Submit the following plan details for footing and foundation construction.

- ✓ List on the cover sheet of the design drawings the following:
 - a) The current adopted model codes.
 - b) The use group and construction type for all areas.

- ✓ Identify design loads for floors, roof, etc (20 psf min. snow load, 115 mph wind load and seismic Zone (B))
- ✓ Submit a complete set of footing and foundation drawings that includes all associated details and under- ground utilities.
- ✓ Submit complete set of sealed structural calculations for all building and foundation components.
- ✓ Provide building elevations.
- ✓ Submit sealed soils report if assumed soil bearing is in excess of 2000 psf or if soils are engineered. Submit sealed drawings and calculations for all applicable underground mechanical, electrical and plumbing systems to be installed under this permit.

Industrial Pre-Treatment Plan Review

Additional details can be found on Industrial Pretreatment Facility Review and Approval Requirements.

- ✓ Industrial Wastewater Discharge Permit Application Form
- ✓ Engineering Plans (signed & sealed by a registered Professional Engineer)
- ✓ Site Plan (at an appropriate scale)
- ✓ Floor Plans (at an appropriate scale)
- ✓ Process & Instrumentation (P&I) Diagram
- ✓ Isometric Diagram(s) of Proposed Water Distribution & Sanitary Sewer Collection System(s)
- ✓ Details of Proposed Equipment
- ✓ Wastewater Treatment Facility Engineering Report (signed & sealed by a registered Professional Engineer)

Fats, Oils & Grease Plan Review

Fats, oil, and grease (FOG) is a common problem for wastewater utilities nationwide and is most frequently a result of waste product from food preparation and dish cleaning at Food Service Establishments (FSE). FSE are major contributors to blockages in the city's collection system. One of the most effective measures of FOG control involves the installation and maintenance of grease removal devices. This source of pollution is also easily preventable by good kitchen management practices and proper maintenance of the grease removal device. In order to protect human health, water quality, and the beauty of St. Joseph, all FSE must do their part.

- ✓ FOG Permit application must be submitted for projects needing FOG Review
- ✓ A grease interceptor (GI) is required if your establishment 1) is a new construction facility, or existing facility that is issued a plumbing permit in conjunction with any expansion or renovation 2) does not have a functioning grease interceptor and you are considered a food service establishment under the Health and Sanitation Code of the City of St. Joseph.
- ✓ GI shall be of a type, construction and capacity sufficient to prevent accumulation of FOG in lateral and downstream City sewer
- ✓ GI shall be installed in a location that is easily accessible for cleaning and inspection
- ✓ Design, installation and sample port of GI shall be in accordance with the Uniform

- Plumbing Code
- ✓ All potential grease bearing fixtures and drains, including prewash sink must be connected to the GI

For more information:

APWA documents <http://kcmetro.apwa.net/PageDetails/439>

City Codes of Ordinances: <https://www.stjoemo.org/206/Code-of-Ordinances>

Building Development – codes, permits, and licenses
<https://www.stjoemo.org/255/Building-Development>

Health Department –Environmental and Food Safety
<https://www.stjoemo.org/417/Food-Establishment-Safety-Inspections>

Public Works
<https://www.stjoemo.org/293/Public-Works-Transportation>

Water Protection – Stormwater Protection
<https://www.stjoemo.org/558/Stormwater-Protection>

Water Protection – Industrial Pretreatment
<https://www.stjoemo.org/668/Industrial-Pretreatment-Program>

Water Protection – Fats Oils and Grease program
<https://www.stjoemo.org/564/Fats-Oils-Grease>

Planning & Zoning
<https://www.stjoemo.info/281/Planning-Zoning>



Resubmittal Review

Required, when applicable, for all Commercial and Subdivision plans

The purpose of the resubmittal review is to allow city staff to review any corrections made by the applicant to ensure corrections are made based on code and ordinance requirements. Please make sure all corrections are made adequately to address code and ordinance requirements and city staff comments. Failure to adequately address corrections may lead to a delay in your project. If all city staff comments are addressed correctly, permits can be issued for the project. If comments were not adequately addressed, comments are returned to applicant and additional resubmittal reviews are required.



City of St. Joseph Plan Review Contacts:

Main Contact:

Kim Hurt
Commercial Development Coordinator
P: 816-271-4757 khurts@stjoemo.org

Building, Structural, Mechanical, Electrical, Plumbing & Floodplain:

Jim Haake, CBO, RA, AIA, CFM
Chief Building Official
P: 816-271-4657 jhaake@stjoemo.org

Engineering:

Brady McKinley
Assistant Director of Public Works and Transportation
P: 816-271-4653 bmckinley@stjoemo.org

Land Disturbance and Stormwater:

Colleen Armstrong
Stormwater Quality Coordinator
P: 816-596-8006 carmstrong@stjoemo.org

Planning and Zoning:

Zack Martin, MUP
City Planner
P: 816-271-4648 zmartin@stjoemo.org

Fire Protection:

Steve Henrichson
Fire Inspector
P: 816-271-4623 shenrichson@stjoemo.org

Industrial Pre-Treatment:

Jason Fachorn or Becky McIntosh
Assistant Environmental Services Supervisors
P: 816-271-5319 rmcintosh@stjoemo.org
P: 816-596-8003 jfachorn@stjeoemo.org

Environmental Health & Food Safety:

Peter Tirop or Thomas Beavers
Environmental Public Health Specialists
P: 816-271-4634 rmessa@stjoemo.org
P: 816-271-4631 ptirop@stjoemo.org
P: 816-271-4635 tbeavers@stjoemo.org

Fats, Oils and Greases:

Becky McIntosh
Environmental Compliance Technician/F.O.G. Coordinator
P: 816-271-5319 rmcintosh@stjoemo.org