



Community Development Department

300 E. Pearl Street, P.O. Box 367 • Harrisonville, MO 64701 • Tel: 816-380-8958 • Fax: 816-380-8906

COMMERCIAL PERMIT PLAN SUBMITTAL GUIDELINE

The Commercial Permit Plan Submittal Guidelines have been developed to serve as a vital resource for applicants seeking to navigate the permitting process in Harrisonville. As the city continues to grow and evolve, construction projects must adhere to the highest standards of safety, compliance, and quality. This document aims to facilitate that process by providing clear and comprehensive instructions regarding the requirements for obtaining a commercial building permit.

In Harrisonville, the construction landscape is governed by a framework of regulations and codes designed to protect the health, safety, and welfare of the community. By adopting the International Building Code, 2018 Edition, along with other relevant appendices, the city has established a robust set of guidelines that applicants must follow to ensure their projects are compliant with both local and state regulations.

This narrative not only outlines the necessary steps to submit a building permit application but also emphasizes the significance of each requirement. From completing the commercial permit application to submitting detailed construction documents, the guidelines provide a roadmap for success. Applicants will find that adherence to these guidelines is crucial for achieving timely approvals and minimizing project delays.

Furthermore, the guidelines detail specific requirements for various types of projects, including tenant finishes, new construction, and exterior alterations. By clearly stating the expectations for each category, the guidelines help applicants prepare their submissions accurately, thus enhancing the efficiency of the review process.

Additionally, the document addresses important components such as grading and land disturbance permits, stormwater management plans, and the phased approval process. By ensuring that all relevant departments, such as Engineering and Fire, are involved in the review process, applicants can rest assured that their projects will meet all necessary criteria for safety and compliance.

This resource also highlights the importance of inspections throughout the construction phase. Regular inspections, whether routine or upon request, play a critical role in ensuring that projects adhere to established codes and standards. By maintaining open lines of communication with the Community Development Department and other city agencies, applicants can effectively manage their projects and address any potential issues before they escalate.

Ultimately, the Commercial Permit Plan Submittal Guidelines are designed not just as a set of rules, but as a partnership between the city and the applicants. By working together within this structured framework, Harrisonville can continue to foster safe, sustainable, and successful construction projects that contribute to the overall growth and prosperity of the community.

Building Permit Application

By the City of Harrisonville Code of Ordinances, Title V, Chapter 500: Adopted, paragraph (A), the city adopts the International Building Code, 2018 Edition, published by the International Code Council. This includes Appendix Chapters B, C, E, F, G, I, J, and K as the official Building Code for the City of Harrisonville, Missouri.

Section 105.1 Permits Required of the 2018 International Building Code (IBC) states

Any owner or authorized agent intending to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to install, enlarge, alter, repair, remove, convert, or replace any regulated electrical, gas, mechanical, or plumbing system shall first make application to the Building Official and obtain the necessary permit.

Required Information for Building Permit Application

Completed Permit Application:

- The registered design professional in responsible charge (DPRC), the owner, or an authorized agent must complete the application. This application must be fully completed before the plan review process can commence.

Construction Documents:

- Applicants must submit construction documents that include detailed plans, engineering calculations, diagrams, and other required data demonstrating compliance with the city codes and ordinances. These documents must bear the seal and signature of an architect or engineer licensed in the State of Missouri, with minimum dimensions of 18 inches by 24 inches but not exceeding 30 inches by 42 inches. One set of electronic copies of the complete construction documents must also be submitted.

Project-Specific Requirements:

- Applicants must submit three full sets of construction documents, three sets of fire protection system plans, three sets of structural calculations, three geotechnical reports, and three specification books.
Note: *Additional specific information may be required based on project details. Upon project completion, one electronic copy of the As-Built drawings is required.*
- A grading and land disturbance permit is required when disturbing one acre or more of land. This permit may be obtained before complete project approval.
- A stormwater management plan is mandatory for new construction.

Phased Approval

The Building Official is authorized to issue permits for the construction of foundations or any other portion of a building before the submission of complete construction documents for the entire building. This requires that adequate information and detailed statements comply with pertinent code requirements. Phased approvals, such as footing or foundation permits, can be requested and approved once the final site development plan has received approval. Approval from all relevant departments may be necessary for partial permit issuance.

Plan Review Process

Final Site Development Plan, where required: A final site development plan must be submitted, reviewed by the Development Review Team, and approved by the Director of Community Development before a building permit is issued. The Community Development Department, along with the Fire, Engineering, Public Works, and Electric Departments, typically completes initial reviews within 15-20 business days. However, this timeframe may vary based on the complexity of the project and the completeness of the construction documents. Plan review comments will be forwarded to the DPRC or applicants for revisions.

Issuance of the Permit

The Community Development Department will issue the building permit and return a "RELEASED FOR CONSTRUCTION" set of construction documents to the applicant when:

- Development plans have been released for construction by the Development Review Team, where applicable.
- Required stormwater management has been approved by the City Engineer.
- All applicable fees have been calculated and paid.
- All conditions have been met and/or signed by the applicant.

Plan Requirements

The following guidelines are provided to expedite the City's review of construction documents submitted for building permits issued by the Community Development Department. Note that every project may not require all city departments or plan submittals listed; this checklist provides direction based on the type of project submitted for review. The estimated 15 to 20 business days for a first review or resubmittal does not indicate the total approval time, which depends on the accuracy and completeness of the submitted plans by the DPRC.

Required Plans and Submittal Documents:

- Three complete sets of construction documents
- Three copies of specifications
- Three copies of structural calculations
- Three copies of soil investigation reports
- Three copies of stamped truss documentation

Information to Be Provided on Plans:

General Requirements-

- Specifications must include the name, signature, state registration number, and contact information of each designer involved in the project.
- Clearly indicate all demolition areas.
- Architectural and Structural Information:
 - Complete code analysis, occupancy classifications, construction types, floor areas, height, occupant loads, and elevations should be provided.

Additional Requirements, where applicable-

Public Improvements:

- Plans for public improvements must be submitted to the Community Development Department for distribution to the appropriate department for review and approval.

Special Inspections:

- Identify the Special Inspector for each applicable item and submit their qualifications along with a letter of acknowledgment. If unknown, provide a timeline for submissions of names. The registered design professional in responsible charge (DPRC) shall include on construction documentation all project-specific types of work which require special inspection per chapter 17 of the 2018 International Building Code.

Inspections

Routine Compliance Inspections:

- Inspections are conducted during the construction phase, primarily at the request of the applicant or permit holder. Any inquiries regarding required inspections should be directed to the Community Development Department at 816-380-8958. Final inspections for occupancy must be requested a minimum of 48 hours in advance for all commercial projects.

Interdepartmental Inspections:

- Fire, Engineering, Public Works, and Electric Department inspections are conducted upon request.



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Interior Demolition to White Box for Tenant Finish Projects

Overview:

Interior demolition to a white box is a common practice in commercial renovations that prepares existing spaces for new tenants. This process involves removing all non-structural elements within a building to create an open, unfinished space, which can be customized according to the needs of the incoming tenant. When submitting a permit application for white box projects, it is essential to include the following information:

Detailed Scope of Work

- Clearly outline the extent of the demolition, specifying which walls, ceilings, floors, and fixtures will be removed.

Construction Documents

- Submit plans that illustrate the current layout of the space alongside the proposed changes, ensuring all areas to be demolished are clearly marked. This shall include, but is not limited to, the walls, plumbing fixtures, mechanical, and life safety devices.

Compliance with Codes

- Ensure that the proposed work complies with all applicable local codes, including safety regulations during demolition. This includes maintaining fire access and adhering to structural integrity requirements.

Hazardous Material Assessment

- Conduct an assessment for hazardous materials such as asbestos or lead paint. Documentation of this assessment must accompany the permit application. If hazardous materials are identified, a mitigation plan must be submitted.

Final Inspections

- After demolition, a final inspection must be requested to verify that the space is ready for tenant improvements. This inspection ensures that the site meets all safety standards before the tenant finishes begin.

CONSTRUCTION DOCUMENTATION CHECKLIST

General:

- Specifications and engineering data for each applicable discipline shall include the name, signature, state registration number, and telephone number of each designer on the project.
- Indicate all demolition areas.
- Code Modification Requests (CMR) and design appeals: If the design is based on an approved CMR or decision of the Board of Building and Engineering Appeals, list those approvals.
- Preliminary Code Review Design Meeting correspondence. Include a copy of the approved correspondence regarding any preliminary discussions regarding the project.
- Show on the plans the adopted model codes and standards for the building, mechanical, electrical, plumbing, and fire suppression systems to which the project has been designed. Provide required flow data.

Architectural:

- A complete code analysis.
- Occupancy group: Show the actual floor area for each occupancy group.
- Type of Construction: Show the type of construction classification for each building. Show design reference numbers of fire-resistive assemblies.
- Location on Property: Indicate the width of public space, streets, or yards on all sides of the building for use as a basis of allowable area increases.
- Floor Area: Show actual gross floor area. Show allowable area calculations and indicate which, if any, allowable increases are being used.
- Height and Number of Stories: Show actual height and number of stories.
- Occupant Load: Show the occupant load for each floor and each area. Provide furniture layout for all fixed and non-fixed seating.
- Fire Walls, Fire Barriers, Fire Partitions, and Smoke Barriers: If used, show location and fire-resistive rating. Include design reference numbers.
- Exiting: Show all exiting including rated enclosures, stairways, exit widths, etc.
- Materials, Equipment & Devices: Materials, equipment, and devices approved by the Building Official shall be constructed and installed following such approval.
- Accessibility: Show means for providing accessibility for persons with disabilities per IBC Chapter 11 & ANSI A117.1-2009
- Automatic Fire Sprinklers: State whether the building is to be sprinkled throughout, and if so, what type of system.
- Incidental Use Areas: Show or specify separation construction where rated enclosures are required per IBC 509.4
- Building Elevations: Show elevations of all sides of the proposed building, including notation indicating building material to be used on exteriors and roofs.
- RTU Screening: Show location, size, and materials to be used in all screening of rooftop mechanical equipment.

Tenant Finish/Interior Alteration:

The following information shall be provided on each permit application as well as the information requested in all other sections as applicable.

- A complete code analysis.
- Indicate the location of the tenant space within the outline of the shell building.
- Provide the construction type, occupancy type, and total area of the shell building as well as the tenant space.
- Provide the business name and occupancy type of adjoining tenants.
- If the required emergency exits for the tenant space are through the shell building, an exit plan shall be provided.
- Clearly distinguish on the plans what exists and what is new. This shall include, but is not limited to, the walls, plumbing fixtures, mechanical, and life safety devices.

Site Plan Information:

- Provide the legal description of the property.
- Verify that no structures or “encroachments” are being constructed within a public sewer easement or the public right-of-way. Show all the easements.
- Show all required spot elevations and/or contours necessary to completely evaluate and review the pre-construction and post-construction elevation differences on the site.
- Provide finish grades or contours for the entire site
- Show all adjacent public right-of-way, existing and proposed, with centerline location.
- Show all adjacent public street and private drive locations, widths, curb cuts, and radii, existing and proposed.
- Show the location, width, and limits of all existing and proposed sidewalks.
- Show the location, size, and radii of all existing and proposed median breaks and turning lanes.
- Show the distance between buildings, between building and property lines, and between all parking areas and property lines.
- Show the location of all required building and parking setbacks.
- Show location, dimensions, number of stories, and area in square feet of proposed buildings.
- Show the area of the land in square feet or acres.
- Show limits, location, size, and material to be used for all proposed retaining walls. Retaining walls greater than four 4’ feet tall measured from the bottom of the footing shall be designed by an architect or engineer.
- Show north arrow, scale, and location map.
- Show the location, size, type of material, and message of all proposed monuments or detached signs.
- Show the location of all fire hydrants, public or private.
- Show the location of all fire access lanes.

Structural:

Structural calculations shall be furnished for all buildings except structures of three stories or less of conventional light frame construction complying with Chapter 23 of the International Building Code, or when not required by the Building Official. The following information is required:

- Design Load: List design load combination per 2018 IBC
- Snow Loads: per 2018 IBC
- Live Loads: List design floor live loads for each category per 2018 IBC
- Earthquake Loads: per 2018 IBC
- Design Wind Loads: Identify that the design follows the minimum basic wind speed requirements of a 115 MPH wind speed per 2018 IBC
- Show the basis of design wind pressure for primary frames and systems per the 2018 IBC
- Foundations: Show that all footings meet or exceed a minimum depth of thirty-six inches. State in soils report, or in calculations, applicable design parameters (i.e., assumed for stated soil classification, recommended in soils investigation report, etc.).
- Materials and Fasteners: provide materials specifications including IBC material designations, or other approved designations such as ASTM with the allowable design stresses.

Mechanical:

- HVAC Equipment Specifications: Show locations, type, capacity, and weight/support of all heating, ventilation, and air conditioning equipment.
- Rated Enclosures: Show or specify wall construction where rated enclosures are required per the 2018 IBC
- Special Equipment: Show special equipment such as kitchen hoods, enclosed garage ventilation, paint booth exhaust, automatic fire suppression systems, etc.
- Fire or Smoke Control: Define on plans special use of equipment in conjunction with fire or smoke control systems.
- Special Requirements: Show appurtenances and required details such as flue vent type and size, expansion tanks, protection devices, means of combustion air, and special use equipment.
- Materials: Specify materials of installation components.
- Duct Detectors: Identify if duct detectors are required and the locations where they are required. Provide remote test indicators for emergency personnel.
- Penetrations of Rated Assemblies: Show method of penetration and note design reference listing.

Plumbing:

- Plumbing Fixtures: Show fixture numbers and locations. Include water closets, urinals, lavatories, and drinking fountains.
- Building Drain System: Show the under-floor system of drain waste, specifying pipe sizes and slope. Provide a riser diagram for multiple fixtures.
- Building Utilities: Show the sanitary building sewer, storm sewer, water service, gas service, and all connections to the public utilities.
- Materials: Specify all piping materials.
- Penetrations of rated Assemblies: Show method of penetration protection and note design reference listing.
- Water System: Provide supply pipe sizes and materials for the water system, water heater data, and hot water system.
- Venting System: Show pipe sizes, the size of the vent through the roof, and the connection to the building drains.
- Trap Arms: Specify trap arm size and specify lengths.
- Special requirements: Show all required appurtenances such as grease interceptors, sump pumps, sewer ejectors, sample ports, backflow prevention devices, containment devices, backwater valves, and fixtures.

Electrical:

- Riser Specifications: Show riser and note equipment amps, wire size, and grounding.
- Current: Show in calculations the available fault current.
- Voltage: Note the service voltage.
- Show service equipment short circuit amp rating.
- Provide panel schedules with circuit amp rating.
- Provide plans showing equipment and circuits and specify wire as copper or aluminum and insulation type.
- Penetrations of rated Assemblies: Show method of opening protection and note design reference listing.
- Grounding: Note the grounding wire size and termination methods.
- Bonding: Show bonding as required in Article 250 of the 2017 National Electrical Code.
- Meter Location: Show the preferred meter location. Final location shall be approved by the Community Development Department and Electric Department.

Automatic Sprinkler System and Fire Suppression Systems:

- Required fire flows are based on Appendix Chapter B of the 2018 IFC.
- Required hydrant locations and distribution is based on Appendix Chapter C of the 2018 IFC.
- Required Fire Apparatus Access Roads are based on Appendix Chapter D of the 2018 IFC.
- Automatic fire sprinkler systems required by the IBC or IFC shall be installed in sprinkler rooms with access provided to the room from an exterior 3'-0" x 6'-8" door for emergency personnel. The door shall be labeled in 3" inch letters, "FIRE SPRINKLER ROOM".
- System Layout: Provide a plan showing sprinkler system layout and major components.
- The fire mains shall be C900, Class 200 pipe.
- Calculations: Provide system calculations and shop drawings signed and sealed by a licensed engineer in the State of Missouri. A National Institute in Engineering Technologies, (NICET) Level III Certification may be permitted for automatic sprinkler systems design.
- Standpipes: provide the location of all standpipes.
- Materials: List the material specifications.
- Fire Suppression Systems: Provide UL Listing. Provide a copy of the "system plate" showing the schematic layout of the system.
- Fire Department Connections: Show the proposed location for the fire department connections to the sprinkler system. The location of the Fire Department connections shall be approved by the Fire Code Official. The connections shall be a four-inch Storz quick coupling connector with a 30-degree angled type fitting.
- Sprinkler System Supervision: Specify the type of supervision provided for systems as required by IBC Section 903.4. Alarm devices provided on the exterior of the building shall be a combination horn and strobe device.
- Show the location of all "Knox Box Rapid Entry Systems".
- Show the type of backflow-prevention assembly proposed. A reduced-pressure principal backflow-prevention assembly is required for any fire protection system using additives or being supplied by an auxiliary water supply. A double-check valve assembly is required for all other fire protection systems.

Fire Alarm System:

- Show the standards and edition of the standards utilized in the design of the fire alarm system.
- The fire alarm system plans shall be signed and sealed by a licensed engineer in the State of Missouri. A National Institute in Engineering Technologies (NICET) Level IV Certification may be permitted for fire alarm systems design.
- Show the specifications for the fire alarm system materials and equipment.
- Indicate if the fire alarm system is required by the IBC or IFC.
- Show the location and spacing of alarm-initiating devices such as smoke detectors, heat detectors, radiant energy-sensing fire detectors, manual fire alarm boxes, pull stations, etc.
- Show the location of audible and visual notification appliances for the fire alarm system for the interior and exterior of the building. Alarm devices provided on the exterior of the building shall be a combination horn and strobe device.
- Show the location of the fire alarm control panel within the building.
- Indicate the nominal production sensitivity, percent per foot obscuration, as required by the listing for the smoke detectors.
- Indicate the temperature of operation for the fixed-temperature, rate-compensated, or spot-pattern type heat detectors.
- Show that the fire alarm system shall be provided with two independent and reliable power supplies, one primary and one secondary, each with adequate capacity to accommodate the system's demand.
- Show that the fire alarm electrical wiring and equipment installed in ducts, HVAC plenums, or space used for environmental air-handling purposes shall be listed for the intended application.
- Provide fire stop assembly design numbers, UL or other approved assembly, for all penetrations of fire-resistive assemblies.
- Indicate the type of fire alarm system, i.e., protected premises, supervising station, etc. for review of the method of supervision of the system.
- Indicate if the fire alarm system is part of a combination system to initiate elevator recall for fire fighters' service and/or elevator shutdown.
- Indicate if the fire alarm system interfaces with HVAC systems and is to cause the operation of smoke/fire dampers, fan control for the mechanical smoke-removal systems for high piled combustible storage occupancies, smoke/fire doors, or activates the HVAC system for the purpose of smoke control as applicable.
- Indicate if the fire alarm system is listed for releasing service to provide automatic or manual actuation of fire suppression systems as applicable.
- Provide descriptive information as to the fire alarm system's performance criteria including a list of the sequence of events started upon activation of the system's alarm-initiating devices.

Elevators:

- Show hoistway construction and access.
- Show hoistway venting and any equipment, ducts, or wiring located in the hoistway.
- Show machine room construction and access.
- Show machine room lighting and ventilation.
- Show details related to high-rise requirements.
- Show pit construction details.
- Provide information on emergency operations.
- If the design utilizes approved alternate materials and methods of construction, list those engineered alternates on the plans.

Kitchens and Food Preparation Areas:

- Floor plans showing kitchen equipment layout, location of required plumbing facilities including hand sink, mop sink or curbed janitor's sink, three-compartment sink, and employee locker rooms if provided. Plans also need to include floor drains, plumbing connections, drain lines from equipment, etc. A hand-washing sink must be installed in the food preparation area, utensil-washing area, and in, or immediately adjacent to, all restrooms. All such lavatories must be equipped with tempered and cold running water under pressure, soap dispensers, and sanitary towel dispensers.
- Indicate that the floor covering in all food preparation areas, food storage areas, utensil washing areas, locker rooms, and toilet rooms shall be constructed of smooth durable material, i.e., such as concrete, terrazzo ceramic tile, durable grades of linoleum, quarry tile, or tight wood impregnated with plastic. Where water-flush cleaning methods are utilized, the junctures between the walls and floors must be covered and sealed.
- Indicate that walls, including non-supporting partitions, wall coverings, and ceilings of walk-in refrigerating units, food preparation areas, equipment and utensil washing areas, and toilet rooms are to be finished with smooth, nonabsorbent, and easily washable materials. Concrete or pumice block walls must be finished and sealed. All fixtures and food preparation equipment shall be easily washable.
- Indicate that permanently fixed artificial lighting shall be installed to provide a minimum of 20-foot candles of light on all food preparation surfaces and equipment or utensil-washing areas. Indicate that all rooms shall be provided with sufficient ventilation to keep rooms free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke, and fumes. All rooms from which obnoxious odors, smoke, and fumes originate shall be mechanically ventilated to the outside. Restrooms must be completely enclosed, including tight-fitting, self-closing doors. Restrooms must be vented outside.
- Appliances and equipment not regularly classified as plumbing fixtures that are equipped with pumps, drips, or drainage outlets shall be drained by indirect waste pipes discharging into an approved floor drain as required by the International Plumbing Code.
- Plans must indicate fire suppression systems.
- Plans must include the hood and duct specifications if applicable.
- Grease interceptors or outside tanks shall be sized per city ordinance.
- Show appropriate containment where applicable.
- Provide a set of plans to the Cass County Health Department

Water Service:

- Indicate the location, size, and type of material used for the service line connection.
- Tap Location and Size: The tap typically will be along the frontage of the lot served and be perpendicular to the public water main from the main to the meter. Tap size is generally the same size as the water service. Contact the Community Development Department for any variations.
- Service Line Type and Size: The service line size must be determined by the hydraulic needs of the building served. Plans must be clear as to the intended use of a water service, that is, whether it is a domestic service, fire protection, or combination service. The domestic and fire protection services typically are connected separately to the public main for new installations, however, they may be installed as a combination service with the domestic service tap made directly ahead of the Post Indicator Valve provided the required fire flow for the structure can be met. Domestic water service line material shall be Type K copper from the City's main to the meter and Type K copper from 15 feet outside the structure to a minimum of 12" inches inside the structure.
- Location of Water Meter: Indicate the location of the proposed water meter or meters. Meters shall be located within the City's right-of-way.
- Type and Location of Backflow Prevention or Cross Connection Control: The City and the State of Missouri Department of Natural Resources require backflow prevention for containment, thus protecting the public water supply from contamination.

Sewer Service:

- Show the location and size of all private sewer connections to the existing public sewer mains. Show the size, material, and slope of sewer lines.
- Show the location of cleanouts as required by the International Plumbing Code.
- Indicate the type of material/pipe to be used.
- The minimum size of any building sewer shall be determined based on the total number of fixture units drained by such sewer, per the IPC. No building sewer shall be smaller than four 4" inches, regardless of the number of fixture units

Applicable Municipal Ordinance

<https://ecode360.com/HA3317>

[Chapter 205- Emergency Services & Fire Code](#)

[Chapter 400- Planning & Zoning](#)

[Chapter 500- Building & Property Maintenance Codes](#)

[Chapter 700- Utilities](#)

Applicable Codes:

IBC	2018 International Building Code including Appendix Chapters B, C, E, F, G, I, J, and K as amended in ordinance
IRC	2018 International Residential Code including Appendix Chapters A, B, C, D, E, H, J, and M as amended in ordinance
IFC	2018 International Fire Code including Appendix Chapters B, C, D, E, F, G, H, and I as amended by Ordinance
IMC	2018 International Mechanical Code including Appendix Chapter A as amended in ordinance
NEC	2017 National Electrical Code including Annex Chapters A, B, C, D, and H as amended by ordinance
IPC	2018 International Plumbing Code including Appendix Chapters B, C, D, and E as amended by ordinance
IFGC	2018 International Fuel Gas Code Including Appendix Chapters A, B, C and D as amended by ordinance
IEBC	2018 International Existing Building Code as amended by ordinance
ISPSC	2018 International Swimming Pool and Spa Code as amended by ordinance

Contact Information

Community Development Department	(816) 380-8958
Fire Department	(816) 380-8923
Engineering and Public Works Department	(816) 380-8964
City Electric Department	(816) 380-8962
Cass County Health Department	(816) 380-8425

Helpful Links

<http://ci.harrisonville.mo.us/8/Departments>
<http://ci.harrisonville.mo.us/674/Developers-Toolbox-PermitsApplications>
<https://www.casscounty.com/2158/Health-Department>
<https://casscountypwsd9.com>
<https://www.pwsd2cass.com>
<https://www.spireenergy.com>
<https://www.evergy.com>
<https://osagevalley.com>