

Building Permit Checklist for Commercial – Addition/Remodel/Tenant Finish

All design and Construction must be in accordance with the 2018 International Codes and the amendments adopted by Johnson County on March 12, 2020, Johnson County Code of Regulations for Buildings & Construction 2018 Edition

Before Making Application

1. For any regulations/restrictions or flood plain information pertaining to your property contact: Johnson County Planning and Zoning 913-715-2200.
2. For a property/ mailing address contact the Records & Tax Administration office, 913-715-0775. No permit will be issued without an address.
3. For an Entrance Permit (driveway) contact Johnson County Public Works, 913-715-8300, if this is the 1st structure on the property or you are adding an additional entrance.
4. For Private Sewage Disposal (Septic Systems) contact Johnson County Environmental, 913-715-6900.
5. For Public Sewage Disposal (Sewer Systems) contact Johnson County Wastewater, 913-715-8500 or visit their website at <https://www.jocogov.org/dept/wastewater/development-and-permitting/permitting/residential>

Making Application

1. View Instruction Guide on how to create a user account for [MyGovernmentOnline](https://www.jocogov.org/sites/default/files/documents/BLD/MyGovernmentOnlineCustomerPortalInstructions.pdf)
<https://www.jocogov.org/sites/default/files/documents/BLD/MyGovernmentOnlineCustomerPortalInstructions.pdf>
2. Make application through MyGovernmentOnline and upload all required documents.
 - a. Required documents:
 - i. Completed Building Permit Application form.
 - ii. Sewer or Septic permit if applicable
 - iii. Entrance permit if applicable
 - iv. Site Plan, must be uploaded, to scale the size and location of new construction, existing structures, existing septic tank and laterals on the site, distances from lot lines, the established street grades and the proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey.
 - v. Land Disturbance Certification Form or Permit. In order to comply with Federal and State Regulations, Johnson County has adopted Resolution Number 068-08. Effective January 1, 2009, this resolution requires those engaging in land disturbing activities to obtain a Johnson County Land Disturbance Permit and implement erosion and sediment control measures. For details please go to the [Public Works web site](#) or contact a Planner, 913-715-2200 with questions.
 - vi. Air Quality construction Permit/Approval: In order to comply with Federal and State Regulations, you may need to apply for an Air Quality Construction Permit/Approval for your commercial building project. Air quality regulations require that anyone proposing to install such equipment that meets certain emissions criteria must obtain a Construction Permit/Approval from the Kansas Department of Health and Environment prior to the initiation of construction for the facility. Examples of operations needing permits would be but not limited to emergency generators and boilers. Contact JDHE Mike Boothe, 913-715-6900 michael.boothe@jocogov.org.

111 South Cherry Street Suite 2000, Olathe, KS 66061

Phone: (913) 715-2200 Fax: (913) 715-2299

Email: PlanningandCodes@jocogov.org

Website: <https://www.jocogov.org/dept/planning-and-codes/bld/home>
Customer Portal <https://www.mygovernmentonline.org/>

- vii. All plans must be uploaded at the time of application in the Customer Portal. Complete Construction Plans uploaded. (Re: Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Protection). Code analysis sheet shall be included with submitted construction plans. The following documents shall be submitted with construction plans for plan review:
- a. Complete structural calculations. Re: footing /foundation, wind, snow, and seismic design loads in accordance with 2018 International Building code and ASCE/SEI 7-16.
 - b. Project specifications.
 - c. A letter submitted from qualified individual or testing agency confirming employment by the owner or design professional of the record acting as the owner's agent to provide required special inspections in accordance with International Building Code (2018 IBC) requirements. (NOTE: List of the required special inspection will be verified during plan review process.)
 - d. Soil report from geo-technical firm / engineer.
 - e. Verification that the structural steel framing, bar joists, and pre-cast concrete members, are being fabricated in a facility which is participating in a nationally recognized quality control program.
3. All sub-contractor forms, completed by a licensee or permittee.
 4. The plan review fee is due when the permit is applied for. Permit fee will be paid when the permit is issued.