



Building Permit Application Check List

Check Johnson County Code of Regulations for Buildings & Construction 2012 Edition

Before Making Application

1. For any regulations/restrictions or flood plain information pertaining to your property contact: Planning/Zoning 913-715-2200.
2. For a property/mailling address contact the Record & Taxation Department, Sylvia Nordhus, 913-715-0797. No permit will be issued without an address.
3. For an Entrance Permit (driveway) contact: Johnson County Public Works, Rob Callahan 913-715-8300.
4. For Private Sewage Disposal (Septic Systems) submit plans to: Johnson County Environmental, 913-715-6900.
5. For Public Sewage Disposal (Sewer Systems) submit plans to: Johnson County Wastewater, 913-715-8500.

Who can make application? A licensed General Contractor

Required Documents

All the submittals shall be sealed and signed by a licensed design professional registered in state of Kansas.

1. Sanitary Permit, if applicable.
2. Entrance Permit, if applicable.
3. 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. <http://www.jocogov.org/dept/public-works/home> A building permit will not be issued without the required forms.
4. 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 or michael.boothe@jocogov.org for more information.
5. Site Plan (3 copies) **The site plan should include the following information but not limited to; to scale the size and location of new construction, existing structures, and existing holding tanks 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.**
6. Three Sets of complete Construction Plans. (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) Two copies of complete structural calculations. Re: footing /foundation, wind, snow, and seismic design loads in accordance with International Building code 2012 IBC and ASCE 7-10.
 - b) Two copies of the 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 (IBC 2012) requirements. (NOTE: List of the required special inspection will be verified during plan review process.)
 - d) Two copies of the 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.
6. All sub-contractor forms, completed by a licensee or permittee.
 7. Completed Permit Application form.
 8. The plan review fee is due when the permit is applied for. Permit fee will be paid when the permit is issued.

All required forms are printable from the [Forms Page](#) on our Web Site