

Detached Garage/Workshop/Storage Building/Accessory Building/Pool House/Greenhouse/
Gazebo/Barn **Personal Use – Non-Agricultural**



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 Records & Tax Administration office, 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, if this is the 1st structure on your 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.

Who can make application? The owner/occupant of the property or a licensed General Contractor.

Required Documents

1. Sanitary Permit (where applicable) If you have an existing septic system an inspection may be done by the Environmental Department to confirm the location of your septic system and laterals, 913-715-6900.
2. Entrance Permit (where applicable)
3. Site Plan (2 copies) The site plan should include the following information; 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.
4. 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.
5. 2 Sets of complete Construction Plans showing front, side, and rear elevations, framing details, floor plans, footing & foundation plans.
 - Any non-conventional and unusual construction design shall be designed and sealed by a Licensed Design Professional registered in the State of Kansas. For example, Steel Framed Construction, Pole Barn-Post Framed Construction, Log Home, Insulated Concrete Forms (ICF) Construction, Straw Bale Construction, etc. Post Frame Construction (Pole Barn) shall be designed by a design professional registered in the state of Kansas. Post Frame structures shall be designed in accordance with the 2012 International Building Code requirements for wind load of 90 mph, exposure "C" and roof snow load of 20 psf. Construction drawings shall be engineer sealed and include all framing details, post to beam, connection method, wall bracing method and approved footing for the proposed structure.
 - If pre-engineered truss system, roof/floor, will be used, 2 copies of engineered sealed truss package shall be submitted for review and approval.
 - Engineered Wood Products – If I-Joists will be used, 2 copies of floor layout plan for floor/roof systems shall be sealed by a design professional and submitted for review and approval.
 - Foundation Wall shall be provided in accordance with the 2012 IRC requirements or standard detail otherwise shall be designed by a Licensed Design Professional registered in the State of Kansas.
6. All sub-contractor forms, completed by a licensee or permittee, if applicable.
7. Homeowner Installation form, notarized, if the homeowner will perform the work.
8. Completed Accessory Use form, notarized.
9. Completed Permit Application form.

All required forms are printable from the Forms Page on our Web Site