

General Permit Information

Upon receiving your application and all required paperwork, the forms will be checked for completeness and the applicant is informed of a minimum 3-7 business days processing time. Visit the web page for project check lists and forms. Permits will not be issued until all required forms are received.

General Contractors and all Sub-contractors will be checked to verify licensing status. (It is the applicant's responsibility to choose and list Contractor's licensed through Johnson County.) Sub-contractors (electrical, plumbing, and mechanical, roofing, fire protection, framers and pool contractors) are required to be licensed and complete sub-contractor permit forms.

An owner may act as a General Contractor and perform any Plumbing, Mechanical, Electrical or Roofing work only if you Own and Occupy, as your primary residence, the property listed on the permit as the site address. A notarized statement is required and you are subject to the same code inspections a licensed company would be.

Permits are subject to two fees, a Plan Review and a Permit Fee. The Plan Review fee is collected at the time of application on Commercial permits with the balance due of the permit fee due when the permit is issued. Both Residential permit fees may be paid when the permit is issued. The fee is based on the valuation of the project, see Permit Fees.

Your application and all attachments are then transferred to the Zoning Department for compliance with the Zoning & Subdivision Regulations and Flood Plain Regulations. After approval by Zoning, your application is transferred to the Codes Department for plan review. You will be called once your permit is ready to be picked up or you may call the office at any time to find out the status of your permit.