

Building Permit Checklist for Manufactured Home Residential-Design

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

A prefabricated or panelized structure designed to be used as a permanent dwelling, built on a chassis, built to meet the National Manufactured Home Construction and Safety Standards (HUD, June 15, 1976), and any amendments thereto, and which meets the following design and construction criteria:

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 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 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. Foundation drawings-
 - vii. All plans must be uploaded at the time of application in the Customer Portal. Complete set of construction plans that include the Johnson County Residential-Design Manufactured Home requirements listed below:
 - a. Floor plan identifying use of rooms;
 - b. The structure shall be permanently attached to a basement, crawlspace, slab or similar foundation, and the foundation or perimeter wall shall form a complete enclosure under all exterior walls;
 - c. The longest exterior dimension of the structure shall be less than three (3) times the narrowest exterior dimension of the structure;
 - d. The structure shall have at least 880 square feet of first floor living area;
 - e. The structure shall be at least twenty-two (22) feet wide;
 - viii. All sub-contractor forms, completed by a licensee or permittee, if applicable.
 - ix. Homeowner Installation form, notarized, if the homeowner will perform the work.

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Email: PlanningandCodes@jocogov.org

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

Customer Portal <https://www.mygovernmentonline.org/>