

Building Permit Checklist for Modular Home

All design and 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 transportable structure designed to be used as a permanent dwelling, which is not built on a permanent chassis but is designed and built to be placed on a permanent foundation, which contains plumbing, heating, air conditioning and electrical systems installed primarily at the place of manufacture and which is constructed in accordance with the building codes adopted by the County.

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/MyGovernmentOnlineCustomerPortallInstructions.pdf) <https://www.jocogov.org/sites/default/files/documents/BLD/MyGovernmentOnlineCustomerPortallInstructions.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. All plans must be uploaded at the time of application in the Customer Portal. A complete set of construction plans showing floor plan and elevations confirming home is built to 2018 IRC and 2017 NEC requirements.
 - vii. Completed Energy Code Compliance Checklist per HERS, REScheck or any approved energy compliance methods.
 - viii. Plant certification letter showing plant quality control procedures and the third party inspection process.
 - ix. All sub-contractor forms, completed by a licensee or permittee, if applicable.
 - x. Homeowner Installation form, notarized, if the homeowner will perform the work.

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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/>