

Moving A Structure

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. If the structure will be moved to an unincorporated area of Johnson County, **the first step is** to call for an inspection appointment of the existing structure to verify that it is structurally safe to move.
4. Contact Public Works, 913-715-8300, for the proper road permits.
Once this is verified, a Building Permit will be required.

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

Building Permit Required Documents

1. **Contact Environmental or Wastewater if this structure will include a plumbing.**

For Private Sewage Disposal (Septic Systems) contact: Johnson County Environmental, 913-715-6900.

For Public Sewage Disposal (Sewer Systems) contact: Johnson County Wastewater, 913-715-8500.
2. 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.
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. Site Plan (2 copies) The site plan should include the following information; to scale the size and location of new construction and existing structures 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.
5. 2 Sets of complete Construction Plans with foundation plans and a plan view of rooms.
6. All sub-contractor forms, completed by a licensee or permittee.
7. Homeowner Installation form, notarized, if the homeowner will perform the work.
8. Completed Accessory Use form, notarized.
9. Completed Permit Application form.
A Plan Review will be completed for each submittal. Your fee is to be paid when the permit is issued. You will be called when your permit is ready. No permit will be issued without all required information.