

Building Permit Checklist for Moved Structure

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

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. 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. For the proper road permits and 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.
5. For Private Sewage Disposal (Septic Systems) contact Johnson County Environmental, 913-715-6900.
6. 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://jocogov.org/sites/default/files/documents/BLD/MyGovernmentOnlineCustomerPortalInstructions.pdf)
<https://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. All plans must be uploaded at the time of application in the Customer Portal. A complete of Construction Plans with foundation plans and a plan view of rooms.
 - vii. All sub-contractor forms, completed by a licensee or permittee, if applicable.
 - viii. Homeowner Installation form, notarized, if the homeowner will perform the work.
 - ix. Completed Accessory Use form, notarized.

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Email: PlanningandCodes@jocogov.org

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

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