

## **Building Permit Checklist for Personal Use – Non-Agricultural Accessory Structures**

Examples: Detached Garage, Workshop, Storage Building, Accessory Building, Pool House, Gazebo, Greenhouse, or Barn

All design and 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. For an Entrance Permit (driveway) contact Johnson County Public Works, 913-715-8300, if this is the 1<sup>st</sup> 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://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 set of Construction Plans showing front, side, and rear elevations, framing details, floor plans, footing & foundation plans.
      1. Any non-conventional and unusual construction design shall be designed and sealed by a Licensed Design Professional registered in the State of Kansas. For example, Steel Framed Construction, Pole Barn-Post Framed Construction, Log Home, Insulated Concrete Forms (ICF) Construction, Straw Bale Construction, etc. Post Frame Construction (Pole Barn) shall be designed by a design professional registered in the state of Kansas. Post Frame structures shall be

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

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

- designed in accordance with the 2018 International Building Code requirements for wind load of 115 mph, at exposure "C" and roof snow load of 20 psf. Construction drawings shall be engineer sealed and include all framing details, post to beam, connection method, wall bracing method and approved footing for the proposed structure.
2. If pre-engineered truss system, roof/floor, will be used, an engineered sealed truss package shall be submitted for review and approval.
  3. Engineered Wood Products – If I-Joists will be used, floor layout plan for floor/roof systems shall be sealed by a design professional and submitted for review and approval.
  4. Foundation Wall shall be provided in accordance with the 2018 IRC requirements or standard detail otherwise shall be designed by a Licensed Design Professional registered in the State of Kansas.
- 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.