

## **Building Permit Checklist for Residential Deck Construction**

All design and Construction must be in accordance with the 2018 International Residential Code or Johnson County Residential Deck Guidelines, 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 Private Sewage Disposal (Septic Systems) location verification contact Johnson County Environmental, 913-715-6900.

### **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. Septic location verification if applicable
    - iii. 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.
    - iv. 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.
    - v. All plans must be uploaded at the time of application in the Customer Portal. A complete set of deck construction plans – Your construction drawings shall include the following information: scaled floor plan, location and size of each pier foundation, size and layout of the floor joists, guards, handrails, stair (if applicable), positive attachment to the house, flashing, positive connection of the posts to wood beams and pier foundation.
    - vi. All sub-contractor forms, completed by a licensee or permittee, if applicable.
    - vii. Homeowner Installation form, notarized, if the homeowner will perform the work.

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