

New Single Family Dwelling



Building Permit Application Check List

Check Johnson County Code of Regulations for Buildings & Construction 2012

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. For an Entrance Permit (driveway) contact: Johnson County Public Works, 913-715-8300.
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.

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

Required Documents

1. Sanitary Permit
2. Entrance Permit
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 showing front, side, and rear elevations, framing details, floor plans, footing & foundation plans, energy ratings; insulation R Value and U Factors for doors and windows and size of HVAC units.
 - 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, Post Framed Construction, Log Home, Insulated Concrete Forms (ICF) Construction, Straw Bale Construction, etc.
 - If pre-engineered truss system, roof/floor, will be used, 2 copies of engineered sealed truss package shall be submitted for review and approval.
 - Engineered Wood Products – I-Joist layout plans for floor/roof systems shall be sealed by a design professional registered in the state of Kansas and submitted for review.
 - Foundation wall shall be provided in accordance with the 2012 IRC requirements or standard detail otherwise shall be designed by a licensed Design Professional registered in the State of Kansas. A foundation on a steep lot shall meet 2012 IBC or any nationally recognized standards. Refer to the application on the forms page regarding Grading and Steep Lots.
6. All sub-contractor forms, completed by a licensee or permittee.
7. Homeowner Installation form, if the homeowner will perform the work.
8. Submittal per Johnson County Regulations and the 2012 International Residential Code, Chapter 11
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.

All required forms are printable from the [Forms Page on our Web Site](#)