

Building Permit Checklist for Single Family – Addition/Alteration

Examples: Porch, Attached Garage, Sunroom, Basement Remodel

All design and Construction must be in accordance with the 2018 International Residential Code 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. If you will be adding a bedroom and your Sewage Disposal System is a Septic System contact: Johnson County Environmental, 913-715-6900. We will need confirmation from them as to whether your system is adequate or what changes are to be made. A septic location verification may be required as well.
3. If adding an additional driveway entrance from the road, contact: Johnson County Public Works, 913-715-8300.

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. Approval from Department of Environmental and Health if a bedroom will be added
 - iv. Entrance permit if applicable
 - v. 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.
 - vi. 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.
 - vii. All plans must be uploaded at the time of application in the Customer Portal. Complete set of construction plans showing: floor plans, front, side, and rear elevations, framing details, wall bracing methods, footing & foundation plans, energy efficiency compliance path; prescribed insulation R Value for wall, floor and ceiling, SHGC and U Factors for glazing at doors and windows.
 - a. 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.
 - b. If pre-engineered truss system, roof/floor, will be used, an engineered sealed truss package shall be submitted for review and approval.

111 South Cherry Street Suite 2000, Olathe, KS 66061

Phone: (913) 715-2200 Fax: (913) 715-2299

Email: PlanningandCodes@jocogov.org

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

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

- c. Engineered Wood Products – I-Joist layout plan for floor/roof systems shall be sealed by a Design Professional registered in the State of Kansas.
- d. Foundation wall shall be provided in accordance with the 2018 IRC requirements, or Johnson County Residential Foundation Guidelines, 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.
- viii. All sub-contractor forms, completed by a licensee or permittee, if applicable.
- ix. Energy efficiency compliance submittal shall comply with Johnson County Code of Regulations for Buildings and Construction 2018 edition and the 2018 International Residential Code, Chapter 11.
- x. Homeowner Installation form, notarized, if the homeowner will perform the work.