

Commercial Sewer Permit Checklists

Items 1 - 3 are required for Johnson County Wastewater (JCW) to initiate the permit review process. Items 4 - 6 are also required to initiate review where applicable. Food and/or Beverage establishments changing ownership shall also submit.

1. **Application.** Complete the applicable JCW Commercial Sanitary Sewer On-Line Permit Application through the mygovernmentonline.org portal. Applications available in the My Government Online portal vary by project parameters. Applications available are as follows:
 - a. Sanitary Sewer Commercial Application (including Shell Building)
 - b. Commercial Application including Food and/or Beverage Service Application (New Construction)
 - c. Commercial Application including Food and/or Beverage Service Application (Tenant Finish/Remodel)
 - d. Commercial Application including Food and/or Beverage Service Application (Change of Owner)
 - e. Commercial Application including Food and/or Beverage Service Application (New Common Interceptor by Building Owner)
 - f. Sanitary Sewer Commercial with Pool
 - g. Sanitary Sewer Commercial with Food and/or Beverage Service and Pool
 - h. Sanitary Sewer Commercial with Wash Bay
 - i. Sanitary Sewer Commercial with Manufacturing (IPP)For any questions about which application form to use, please contact the JCW Commercial Permit Review Team at 913-715-8520 with questions.
2. **Permit Execution Authorization.** JCW permits shall be issued to the Deeded Property Owner. Complete information (full name, title, company name and valid email address for the person authorized to legally bind the Deeded Property Owner) is required for processing the permit application. The Deeded Property Owner will be required to acknowledge conditions of the permit and permit issuance and authorize other project team member access to the issued permit. Upon prompt from JCW during the review process, the Deeded Property Owner will provide the authorization electronically before the permit will be issued.
3. **Please review the JCW Commercial Permit Plan Requirements document for JCW Permit Plan requirements and submit the project documents in PDF format as follows:**
 - a. For new construction: Submit PDF packages divided as follows:
 - i. Transmittal/Response Letter.
 - ii. Complete Building Plans. Upload electronically sealed PDFs including architectural, structural and foundation drawings, plumbing (and, if applicable, riser diagrams), mechanical, electrical.
 - iii. Complete Civil Site Plans and Landscape Plans. Upload electronically sealed PDFs.
 - iv. Other supporting information, electronically sealed calculations, etc.
 - v. Draft Final Plat (or other lot revision instrument)/Easements.
 1. Plat. Submit a copy of the draft final plat if the site will be platted, re-platted, or the existing lot is otherwise to be revised for this project. Please note that update of the lot shown on JCW's as-built drawings for the sewer mains is also required for all lot revisions. Please contact the engineering company that prepared the original as-built drawings to coordinate and submit the revised as-built drawings and a copy of the plat (or other lot revision instrument) to JCW's New Development Group.
 2. Easements. Submit a copy of the draft sanitary sewer easements when applicable.
 - b. For all tenant finish and/or building additions: Submit PDF packages divided as follows:
 - i. Transmittal/Response Letter.
 - ii. Complete Tenant Finish Plans Upload electronically sealed PDFs including architectural, structural and foundation drawings (if applicable), plumbing (and, if applicable, riser diagrams), mechanical, electrical.
 - iii. Site Plan as applicable to show any external plumbing required for the space.
 - iv. Other supporting information, electronically sealed calculations, etc.
4. **Food and/or Beverage Service.** Submit the following PDF package for all facilities with any type of food and/or beverage preparation or serving areas (**applies to all food/beverage service facilities changing ownership**):
 - a. Copy of the menu.
 - b. Copy of the business owner or local contact's driver's license.
 - c. Include a copy of the kitchen equipment plan with the architectural package.
 - d. For grease interceptors, upload an electronically sealed PDF of the interceptor sizing calculations if not provided on sealed drawings.

- _____ **5. Wash Bays.** In addition to the completing the on-line application information for the wash bay, upload an electronically sealed PDF of the completed **Wash Bay Application** with associated electronically sealed calculations and all information required in the Application. Upload PDFs of the wash bay equipment layout/installation plans.
 - _____ **6. Public Swimming Pools (including filtered fountains).** In addition to completing the on-line application information for the pool (or filtered fountain), upload an electronically sealed PDF of the completed **JCW Public Pool Form** with associated electronically sealed calculations and all information required in the Form. Upload PDFs of all pool/fountain plans including the pool equipment layout. Upload the Pool Coordination Letter from Johnson County Department of Health and Environment (JCDHE) is required for JCW permit issuance (except for pools in the City of Overland Park). Contact JCDHE at 913-715-6900 for submittal information.
- _____ **7. Water Utility Permitting.** Contact the water utility to confirm application requirements for all projects. Confirmation of the submittal to the water utility is required with the second submittal to JCW.
Confirmation of existing or new water meter size or the addition of a water meter as approved by the water utility is required for JCW permit issuance. JCW will confirm meter information with the water utility before JCW's permit will be issued.
- _____ **8. Prohibited Discharge Statement.** Upload a PDF of the executed original from the property owner or tenant for all projects that include areas with potential sources of prohibited discharges.

Additional submittal detail is provided in the Commercial Permit Plan Requirements document available on the Commercial Permitting page under the Permitting section of Development and Permitting at www.jcw.org. Other information, forms, details and a JCW Permit Plan example is also available on the page.

JCW approval of all items noted above is required prior to permit issuance. JCW will provide written notification when the permit is ready for issuance. **REMINDER: Please submit to JCW when submitting to the City for permitting. JCW sewer permit issuance is required for City building permit issuance.**

This check list applies only to sanitary sewer building connections, sanitary sewer use within a building and site development related issues affecting the sanitary sewer. A separate review and permitting process is required for all sanitary sewer main projects. Refer to the Privately-Financed Sewer Main Projects page for additional information.