



SHAWNEE COUNTY, KANSAS



Instructions for RESIDENTIAL BUILDING PERMIT APPLICATIONS (Including Additions)

READ THOROUGHLY BEFORE SUBMITTING APPLICATION

These instructions are provided to aid applicants of unincorporated Shawnee County in completing the necessary application form and to advise you of any required attachments and/or documentation needed to process your application. Completed applications along with all required submittals at the time of filing will expedite the approval process. *This application applies to all residential, agricultural, and accessory structures except for fences, which is a separate application. Please allow **at least** three (3) business days for review and processing.*

FAILURE TO SUBMIT ALL REQUIRED ITEMS WILL RESULT IN DELAY!

THE TIME FOR PROCESSING BEGINS WHEN ALL REQUIRED ITEMS HAVE BEEN SUBMITTED!

PURPOSE OF BUILDING PERMIT PROCEDURE

The Board of Shawnee County Commissioners finds that the provisions for adequate and reasonable control over improvements in unincorporated Shawnee County is necessary and desirable; that adoption of a county building permit procedure to prevent the development of conditions that are hazardous to health and safety is in the public interest; and, that the use of said building permit procedure to promote the economical and orderly development of the county is in the public interest.

The purpose of the building permit procedure is to ensure a thorough and comprehensive review of proposed construction or alteration of a structure, or change of use, for compliance with applicable floodplain, zoning, driveway entrance, subdivision, private sewage, construction, groundwater regulations, and other adopted policies and procedures of the county.

BUILDING PERMIT REQUIRED

It shall be unlawful to commence construction, enlargement, placement, alteration, conversion, removal or demolition of a building or structure or cause or allow the same to be done without first filing an application for a building permit with the Shawnee County Planning Department and obtaining a permit therefor. A separate building permit shall be required for each such building or structure. No person, firm, corporation, owner of the land or possessor shall maintain or occupy such building or structure without obtaining all required permits.

It shall be the responsibility of the property owner, developer, builder or other authorized representative to obtain all required permits. All persons are hereby advised that in instances where a building permit is not required, other permits may still be required from other county, state or federal agencies.

BUILDING PERMIT PROCEDURE

It is advised that anyone wanting to erect a building or structure to contact the Shawnee County Planning Department before materials are purchased or someone is hired to confirm applicable building requirements. Planning Department staff would be happy to discuss your project with you to ensure that it complies with current county regulations.

A complete building permit application shall consist of:

APPLICATION FORM:

Applicant Information:

- Owner Name – Identify the fee title owner of the property including address and phone number.
- Contractor Name – Identify the name and address of person/company engaged in the proposed construction. If a contractor is selected, the building permit application needs to be accompanied by the *Affidavit of Permit Authorization Form*.

Type & Cost of Building Permit Requested:

- Type of Construction – Identify whether the proposed improvement is new construction, an addition to an existing structure; or, if the proposed improvement is a relocation from another property. Relocation includes manufactured homes or modular homes that are constructed off-site and moved to the subject property.
- Completed Value – This is the estimated valuation of the structure upon completion. The value to be used in computing the building permit is the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, and any other permanent equipment.
- Dwelling Unit Type – Identify dwelling unit type (e.g. single family, two family, or multi-family, etc.) or other type of residential occupancy (e.g. group home, nursing facility, etc.). If the proposed improvement is a single family dwelling, identify whether it will be site built or qualify as a residential design manufactured home. A residential design manufactured home includes both manufactured and modular homes which are placed on a permanent foundation and consist of a minimum dimension of 22 body feet in width, a pitched roof, and, siding and roofing materials which are customarily used on site-built homes.

Building Permit Property Information:

- Parcel Information – Identify the property's size (acreage) and the subdivision name, lot and block, if the property is in a recorded subdivision.
- Total Square Footage – Identify the gross square footage of the proposed improvement, including basement. If multi-story, the square footage would include the square footage of all floors.

- Dimensions: Identify the perimeter dimension of the proposed improvement. The perimeter dimension includes the size of the smallest square or rectangle that contains the proposed improvement.
- Number of Bedrooms and Baths – Identify the total number of bedrooms and bathrooms associated with the proposed improvement.
- Height/Stories - Identify the approximate height of the proposed improvement in feet from adjacent grade to roof peak and total number of stories. A story denotes one floor.
- Estimated Completion Dates – Indicate the estimated date of completion. Please bear in mind that a building permit is valid for **one-year** from the date of issuance.

Provide Source Information for Utilities:

- Water Service – Identify source of water service (i.e. rural water district, City of Topeka, or private well).
- Sewage Disposal – Identify proposed method of sewage disposal (e.g. on-site septic and lateral, public sewer, lagoon, or on-site engineered system) serving the proposed improvement.
- Type of Street – Indicate if the type of street serving the property is paved, gravel, or chip and seal, and whether the street includes curb and gutter.

Applicant Signature: By signing the application form, you are certifying that the information provided is true and accurate to the best of your ability. Any information that is found to be inaccurate or misleading, intentional or otherwise, will not only delay the processing of the application, but could lead to its denial. If the same is found to be true following issuance of a building permit application, it could lead to the application being revoked.

SITE PLAN:

All building permit applications must be accompanied by an accurate site plan that represents the location, size and dimensions of the proposed improvement and its relationship to property lines and other structures on site. Site plan shall include the following information:

1. Identify the location and dimensions of the proposed improvement.
2. Identify and dimension all easements, platted building setback lines and property lines.
3. Identify setback of proposed improvement from property lines and nearest on-site improvements. Please note that the front yard setback is *not measured* from the center or edge of pavement but from the street right-of-way line.
4. Identify location of existing or proposed driveway and dimension from nearest property line.
5. Identify location and size of proposed on-site sewage disposal system and setback from on-site improvements and property lines.
6. If applicable, identify location and elevation of 100-year floodplain. Any construction located within the 100-year floodplain is subject to a Floodplain Development Permit.

See the Shawnee County Building Permit Procedures for the complete list of site plan requirements. Also see the attached sample site plan for reference.

FILING FEE:

All applications must be accompanied by the filing fee which is made **payable to the Shawnee County Treasurer**. The **non-refundable filing fee** is based on the type and completed value of the proposed improvement as follows:

0 - \$1,000	\$15
\$1,001 - \$10,000	\$15 for first \$1,000 + \$1 for each additional \$1,000
\$10,001 - \$25,000	\$24 for first \$10,000 + \$5 for each additional \$1,000
\$25,001 - \$50,000	\$99 for first \$25,000 + \$4 for each additional \$1,000
\$50,001 - \$100,000	\$199 for first \$50,000 + \$3 for each additional \$1,000
\$100,001 +	\$349 for first \$100,000 + \$2 for each additional \$1,000

Penalty: Any person, firm or corporation who performs or causes to be performed any work for which a building permit is required prior to obtaining such permit, shall be subject to double the normal fee for such permit. The payment of the penalty shall not relieve any person, firm or corporation from full compliance with the requirements of the building permit procedure in the execution of the work.

VERIFICATION OF OWNERSHIP:

A recorded deed will need to accompany the application if county records do not reflect the represented ownership as a result of a recent purchase.

ADDITIONAL INFORMATION:

1. **On-Site Sewage Disposal System** – If access to public sewer is not available, you will need to contact the Shawnee County Health Agency to construct an on-site sewage disposal system. A building permit will not be issued until the Health Agency approves the on-site sewage disposal system. Contact the Environmental Division of the Health Agency at 291-2450.
2. **Driveway Entrance** – If a new driveway entrance is proposed, you will need to complete a Highway Permit Agreement for review and approval by the Shawnee County Public Works Department. The Highway Permit Agreement will need to be approved before a building permit can be issued. The Public Works Department may be reached at 233-7702, ext. 6075.
3. **Erosion Control Measures** – Stormwater pollution/erosion control measures will need to be installed before any clearing of the ground can take place. A stormwater pollution prevention plan needs to be prepared and submitted to the Shawnee County Public Works Department for review and approval. A building permit will not be issued until the Public Works Department approves the plan.

4. **State Access Control** – If a new driveway entrance is proposed to be located upon a state highway, Kansas Department of Transportation (KDOT) review and approval is required. A building permit will not be issued until submission of a highway entrance permit approved by KDOT has been received.
5. **Floodplain Development Permit** – If the proposed improvement is located within a regulatory floodplain, a Floodplain Development Permit will be required. Contact the Shawnee County Zoning Administrator at 291-5410 to obtain additional information.
6. **Historic Properties** – If the proposed improvement is within 1,000-feet of a site listed on the state or national register of historic places, it will need to be approved by the State Historic Preservation Officer.
7. Property owners are encouraged to call **1-800-DIG-SAFE** or through www.kansasonecall.com to verify location of underground utilities before digging.

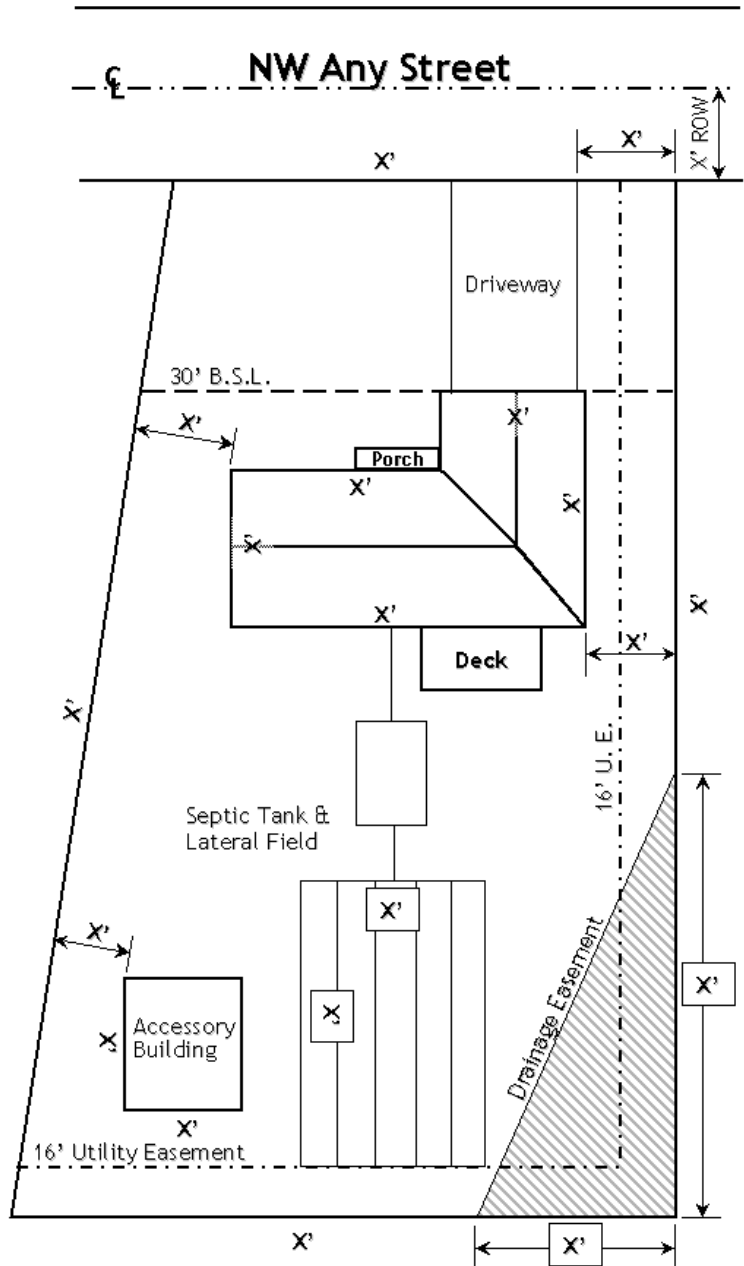
PLEASE NOTE: Shawnee County Home Rule Resolution No. 2002-5 requires that anyone who commences work on a project before a permit application has been approved and issued, shall be punishable by a fine of not to exceed \$500 for each offense or imprisonment for not more than six (6) months for each offense, or by both such fine and imprisonment and each day's violation shall constitute a separate offence when action is filed in court. In addition to the above penalties, any structure constructed or altered without a permit as required shall be subject to removal at the owner's expense.

DISCLAIMER: This instructional booklet is provided by the Shawnee County Planning Department as a guide to assist property owners interested in making application for a building permit and understanding the basic regulations that apply to buildings. It is not possible for this booklet to address all situations and, therefore, should not be relied upon for the legality of its content. For a complete description of the requirements, please refer to the Shawnee County Zoning Regulations.

Sample Residential Site Plan

Site Plan Requirements:

- Scale and North Arrow
- Date of Preparation
- Name, Address and Phone No. of Person Preparing Site Plan
- Lot Dimensions
Identify perimeter lot dimensions; type, location and width of easements; adjoining street names and right-of-way dimensions; and, location of driveway and existing structures.
- Building Footprint
Include porches, decks, and overhangs. Identify perimeter wall dimensions.
- Septic System
Identify location, dimension and setback of septic tank and lateral field system.
- Plat Restrictions
Include plat restrictions, if any, such as a minimum opening elevations, utility connection requirements, etc.



Date: 00/00/00 Scale: 1"=X'
 Prepared By: Name, Address, Phone No.

The block contains a north arrow pointing upwards, labeled with N, S, E, and W. Below the north arrow is a graphic scale bar labeled "Feet".