



## **Building Permit Application Checklist (Residential and Commercial)**

### **Before making application:**

\_\_\_\_\_ JOCO Waste Water Sewer Connection/Grease Trap Permit. For new construction, new single family residences, building expansions or tenant finish of existing building space(s), Johnson County Wastewater requires the property owner and/or tenant to complete an application and submit construction plans for review by Johnson County Wastewater. A City of Mission building permit will not be issued until the proper sewer permits have been obtained.

### **Required Documents:**

\_\_\_\_\_ A completed Building Permit Application form and any necessary subcontractor forms completed by a licensee (Mechanical, Electrical, Plumbing, Framing, Roofing, Fire Alarm/Sprinkler).

\_\_\_\_\_ Homeowner installation form, if the homeowner will perform the work. (owner has to reside in the residence) Not applicable to commercial permits.

\_\_\_\_\_ A plan review fee is due at the time of application. The permit fee may be paid at time of permit issuance.

\_\_\_\_\_ The required number of sets of construction plans:

**Residential Projects**-Two (2) sets of complete construction plans showing front, side, and rear elevations, framing details, floor plans, footing and foundation plans, energy ratings/compliance checklist, plot plan and/or site plan. The site plan should include the size and location of construction, existing structures, and distances from lot lines.

- Any non-conventional and unusual construction design shall be signed and sealed by a licensed Design Professional registered in the State of Kansas.
- If Pre-Engineered truss system, roof/floor will be used, 2 copies of engineered sealed truss packages shall be submitted for review and approval.
- Engineered Wood Products- Joist layout plans for roof/floor systems shall be sealed by a design professional registered with 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.

**Foundation Repairs**- Two (2) sets of complete construction plans showing footing/foundation, and a signed sealed copy of an engineer's opinion letter regarding the project.

**Commercial Projects**-Three (3) sets of complete construction plans (Architectural, Structural, Mechanical, Electrical, Plumbing, Roofing, Fire Protection) A Code Analysis sheet shall be included with submitted construction plans.

The following documents shall be submitted with construction plans for review:

- a) Two copies of complete structural calculations. Regarding footing/foundation, wind snow, and seismic design loads in accordance with the International Building Code (IBC 2012) and ACSE 7-05.
- b) Two copies of project specifications.
- c) A letter submitted from a qualified individual or testing agency confirming employment by the owner or design professional of record acting as the owner's agent to provide required special inspections in accordance with the International Building code (IBC 2012) Note: The list of required special inspections will be verified during plan review process.
- d) Two copies of the soil report from geo-technical firm/engineer.
- e) Verification that the structural steel framing, bar joists, and pre-cast concrete members, are being fabricated in a facility which is participating in a nationally recognized quality control program.

**Commercial Roofing** - All submittals shall be reviewed, sealed and designed by a design professional registered in the State of Kansas. Contractor may not create their own custom roof assembly using various individual component materials of their own choosing. Contractors may only submit full assemblies approved by UL, FM or similar authorities for review and approval by a design professional registered in the State of Kansas. Submittals shall include drawings, cut sheets, manufacturers specifications, product listing, etc as determined necessary by the building plans examiner for final review and approval before roof construction begins.

**Demolition Projects**- Proof of disconnection of all utilities prior to demolition, approved disposal site for materials involved, and details of how the site will be restored following demolition.

\_\_\_\_\_ Those engaging in land disturbance activities must obtain a Land Disturbance Permit where necessary and implement erosion, and sediment control measures. For details please contact the Public Works Department. A building permit will not be issued without the required forms.

\_\_\_\_\_ A right of way permit is required for driveway entrances to/from public streets or for other work to occur in the right of way such as sidewalks, utilities, or landscaping. For details please contact the Public Works Department.

\_\_\_\_\_ Storm-water Facility Permit (where applicable)

[Work is not permitted until the Building Permit has been issued](#)

All required forms are available for download from the City's website [www.missionks.org](http://www.missionks.org)

City of Mission, Kansas  
6090 Woodson Street  
Mission, KS 66202  
913-676-8360 Office  
913-722-1415 Fax

