



**COMMERICAL OR NON-RESIDENTIAL STRUCTURE
BUILDING PERMIT REQUIREMENTS
FOR THE UNINCORPORATED TERRITORY
OF DOUGLAS COUNTY, KANSAS**

3755 E 25th Street, Lawrence, KS 66046
785.331.1343

ALL CONSTRUCTION SHALL BE BUILT IN ACCORDANCE WITH STANDARDS SET FORTH IN THE 2018 International Building Code (IBC), the 2018 International Residential Code (IRC), 2018 International Fuel Gas Code (IFGC), 2018 International Mechanical Code (IMC), 2018 International Plumbing Code (IPC), and 2017 National Electrical Code (NEC).

THE FOLLOWING REQUIREMENTS MUST BE FURNISHED TO THE DOUGLAS COUNTY ZONING OFFICE BEFORE A BUILDING PERMIT MAY BE ISSUED FOR ANY COMMERCIAL OR NON-RESIDENTIAL STRUCTURE.

1. Approval of sewage disposal system and water supply must be secured from the Douglas County Health Department, located at 200 Maine Street, Suite B, Lawrence, KS 66044.
Phone Number: 785-843-3060 Email: ehinfo@ldchealth.org

2. Approval of the road access entrance from the Douglas County Public Works Department, Kansas Department of Transportation, or Township Board, as appropriate.

3. Site plan:

Prior to issuance of building permit, the property shall be rezoned if needed, and the Site Plan must be approved by the Douglas County Board of County Commissioners prior to submission.

NOTE: For information regarding this procedure, please contact the Lawrence/Douglas County Metropolitan Planning Office at 6th & Massachusetts or call 785/832-3150.

4. Two copies of Construction Drawings for all buildings to be built.

A. Total square feet of buildings listed as follows: 1st floor, 2nd floor, garage, basement, etc.

B. Two complete sets of construction documents, including specifications shall be submitted when applying for the building permit. **Plans should be drawn at 1/4"=1'- 0" scale. (Copyright infringement laws will be observed).**

i. All Architectural Drawings shall be sealed by a **Registered Architect** licensed in the State of Kansas. (K.S.A. 74-7021)

ii. All Electrical, Plumbing, Mechanical, and Structural Drawings shall be sealed by a **Professional Engineer**, licensed in the State of Kansas. (K.S.A. 74-7019)

5. Code Footprint will be required for any new structures, remodeling, additions, or change of occupancy for commercial buildings. This includes Agritourism Structures that are accessible to the public. Please complete the code footprint application, checklist and form. Communication towers, oil wells, and certain utility structures are exempt. (Please see page 2 for explain and details.)

6. Building Permit Application (see last sheet) completed and returned.



What is a code footprint and why is it required?



It is a building and life safety code compliance document that graphically and narratively indicates, using small scale site and building plans, the key code information for a building.

The **code footprint regulation**, K.A.R. 22-1-7, defines minimum features of a code footprint for an objective evaluation by uniform application of state law using minimum resources. It also makes the code footprint available to assist local fire and building officials view new construction and changes in use.

When do I have to submit a code footprint?

Code footprints are required to the following work:

- New building
- Addition to an existing building
- Change in occupancy of an existing building
- New construction work in an existing building that disturbs or alters an active or passive life safety system

Please visit this website for more information:

<http://www.da.ks.gov/fp/Code/CodeFAQ.htm#WhatIsACodeFootprint>



REQUIRED INSPECTIONS FOR DOUGLAS COUNTY

ALL CONSTRUCTION SHALL BE BUILT IN ACCORDANCE WITH STANDARDS SET FORTH IN THE 2018 International Building Code (IBC), the 2018 International Residential Code (IRC), 2018 International Fuel Gas Code (IFGC), 2018 International Mechanical Code (IMC), 2018 International Plumbing Code (IPC), and 2017 National Electrical Code (NEC).

24 hours notification shall be given to Douglas County Zoning and Codes Department before all required inspections can be made. **Phone Number:** 785-331-1343

* For same day **concrete** inspection, a request must be made by noon for the afternoon inspection.

Required Inspection is as follows:

1. Footing, Foundation, and/or Piers (Prior to Pouring Concrete)*
2. Under-slab Plumbing (Prior to Pouring Concrete)
3. Rough-in Plumbing
4. Rough-in Electrical and Rough-in Mechanical
5. Framing
6. Masonry Chimney and Fireplace
7. Insulation
8. Drywall (Braced Walls and/or Fire Protection - Prior to taping joints)
9. Temporary Power Poles
10. Permanent Electrical Service
11. Special Inspections
12. **Final Septic System Approval (Douglas County Health Department)**
13. **Final Well Water Supply (Douglas County Health Department) OR**
14. **Final Water Meter Inspection (Rural Water District)**
15. **Final Entrance Permit Approval (Township Trustee, Douglas Co. Public Works or KDOT)**
16. **Final Inspection (Prior to Occupancy)**



Owner/Agent, Contractor, Architect or Engineer of record is responsible for the coordination of all applicable inspections noted above.

I have reviewed and understand that I am fully responsible for coordinating all the inspections listed on permit.

Owner or Agent

Date



Douglas County Zoning & Codes Department
 3755 E 25th Street, Lawrence, KS 66046 Phone: 785-331-1343
 Website: <http://www.douglascountyks.org>
[VOID UNLESS WORK STARTED WITHIN 180 DAYS]

OWNERS Name			PROJECT Address		
Mailing Address			City	State	Zip
City	State	Zip	Section	Township	Range Acres
Phone:	Mobile:		Subdivision	Lot	Block
Email:					
GENERAL Contractor			TYPE of Commercial/Non-Residential Construction		
Address			New Building <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/>		
City	State	Zip	Move Building <input type="checkbox"/> Repair <input type="checkbox"/>		
Phone:	Mobile:		Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/>		
Email:			Others <input type="checkbox"/> Explain		
ELECTRICAL Contractor*			Change of Use <input type="checkbox"/> Explain		
Address					
City	State	Zip	MATERIAL/Description Type		
Phone:	Mobile:		Footing		
			Framing		
PLUMBING Contractor*			Exterior Wall Covering		
Address			Roofing Materials		
City	State	Zip			
Phone:	Mobile:		BUILDING Area/Dimension [Sq. Ft.]		
			Main Level		
MECHANICAL Contractor*			Second Level		
Address			Basement		Finished
City	State	Zip			Unfinished
Phone:	Mobile:		Deck/Porch		/
			Total Finished		
SIGNATURE/Agent			Date		Total Unfinished
TYPE of Construction			TOTAL Project Size [SQ FT]		
<input type="checkbox"/> TYPE IA NONCOMBUSTIBLE CONST PROTECTED <input type="checkbox"/> TYPE IB NONCOMBUSTIBLE CONST UNPROTECTED <input type="checkbox"/> TYPE IIA FIRE RESISTIVE CONST PROTECTED <input type="checkbox"/> TYPE IIB FIRE RESISTIVE CONST UNPROTECTED <input type="checkbox"/> TYPE IIIA METAL FRAME PROTECTED <input type="checkbox"/> TYPE IIIB METAL FRAME UNPROTECTED <input type="checkbox"/> TYPE VA WOOD FRAME PROTECTED <input type="checkbox"/> TYPE VB WOOD FRAME UNPROTECTED			(Total cost of project to include materials & labor)		\$
			BUILDING VALUATION		
			UTILITIES - Water District		Well Water <input type="checkbox"/>
			Gas Co.		Propane <input type="checkbox"/>
			Electric Co		
*Electrical, Plumbing and Mechanical Contractor shall be licensed pursuant to KSA 12-1508 et.Seq.					
Floodplain Area [if applicable]		Flood Elevation [if applicable]		Finish Floor Elevation	
				Hour Rating [if applicable]	
FOR OFFICE USE ONLY					
SITUS ADDRESS:			City		KS ZIP
Plate:		PIN		Zoning District	
Septic/Sewer Permit Attached <input type="checkbox"/> Final <input type="checkbox"/> NA <input type="checkbox"/>			Township		
Frontage Road Classification		Setbacks		Front	Side Rear
Entrance Permit		Attached <input type="checkbox"/>	Approved <input type="checkbox"/>	Final Inspection <input type="checkbox"/>	NA <input type="checkbox"/>
Water Meter		Installed <input type="checkbox"/>	Final Inspection <input type="checkbox"/>		
CUP #	Approval Date:	Site Plan #	Approval Date:		
BOZA Approval:					



DOUGLAS COUNTY ZONING & CODES DEPARTMENT

3755 E 25th St, Lawrence, KS 66046

Phone: 785.331.1343

OWNER AUTHORIZATION

I/WE _____, hereby referred to as the "Undersigned", being of lawful age, do hereby on this _____ day of _____, _____, make the following statements to wit:

- 1. I/WE the Undersigned, on the date first above written, am/are the lawful owner(s) in fee simple absolute of the following described real property: See "Exhibit A, Legal Description" attached hereto and incorporated herein by reference.
2. I/WE the Undersigned, have previously authorized and hereby authorize

(Herein referred to as "Applicant"), to act on my/our behalf for the purpose of making application with Zoning and Codes department regarding _____ (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application and building process, including verification that contractors hold a current license to work within Douglas County, Kansas.

- 3. It is understood that in the event the Undersigned is a corporation or partnership, then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the undersigned, have set my hand and seal below.

Owner Owner

STATE OF KANSAS

COUNTY OF DOUGLAS

The forgoing instrument was acknowledged before me on this _____ day of _____, 20_____, by _____ (Print Owner(s) name).

My Commission Expires: _____ Seal Notary Public