



BUILDING PERMIT REQUIREMENTS FOR THE UNINCORPORATED TERRITORY OF DOUGLAS COUNTY, KANSAS

3755 E 25th Street, Lawrence, KS 66046
785.331.1343 | 785.842.1201 [Fax]

ALL CONSTRUCTION SHALL BE BUILT IN ACCORDANCE WITH STANDARDS SET FORTH IN THE 2012 International Code (IBC), the 2012 International Residential Code (IRC), 2012 International Fuel Gas Code (IFGC), 2012 International Mechanical Code (IMC), 2012 International Plumbing Code (IPC), and 2011 National Electrical Code (NEC).

THE FOLLOWING REQUIREMENTS MUST BE FURNISHED TO THE DOUGLAS COUNTY ZONING OFFICE BEFORE A BUILDING PERMIT MAY BE ISSUED FOR A DWELLING OR RESIDENTIAL - DESIGN MANUFACTURED HOME.

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. The phone number is 785-843-3060.
2. Approval of the road access entrance from the Douglas County Public Works Department, Kansas Department of Transportation, or Township Board, as appropriate.
3. A site plan and recorded boundary survey plat (prepared by a licensed land surveyor). Site plan of property on paper showing the following information: See attachment for sample site plan.
 - A. Direction-North Arrow
 - B. Name and Address of Applicant
 - C. Legal description of property. (Copy of the recorded deed filed at the Douglas County Register of Deeds Office).
 - D. Only one residence is allowed per recorded deed. Land division must conform to Zoning Regulations.
 - E. Location of proposed building in the lot with all dimensions.
 - F. Base setback line and yard setback lines
 - G. Show driveway & distance of driveway to side property lines.
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, accessory building, etc.
 - B. The construction drawings should contain floor plans, elevations, and a typical wall section. **(Copyright infringement laws will be observed).**
 - i. The floor plans shall be drawn at 1/4" = 1'-0" scale and should show all window location and size. All rooms should be designated as to their use.
 - ii. The typical wall section shall show size, spacing, and grade of all lumber to be used (floor joist, wall studs, ceiling joist, rafters and beams). The concrete footing and foundation wall size and reinforcing material shall also be shown.
 - iii. Need wall bracing details showing assumed lines, types, and location of bracing and minimums required for reach line.
 - iv. Engineered truss drawings are required with a State of Kansas Engineer's seal.
 - v. Need an energy sheet (see last page) submitted for habitable areas of structure.
5. If applicable, a completed Owner's Authorization Form if the Contractor/Builder is applying for the permit. (See attachment)
6. Building Permit Application completed and returned.

MINIMUM REQUIREMENTS FOR SINGLE-FAMILY DWELLINGS FOR RURAL DOUGLAS COUNTY:

Maximum height - 35 feet, 2 1/2 stories

Minimum floor area - 800 square feet

Minimum depth of front yard from base setback line (**See – Exhibit A - Height, Area and Bulk Schedule**).- **Plus ½ of Road Right-of-Way.**

Minimum Road Frontage – See Chart Below

ARTICLE 5. PUBLIC ROAD ACCESS MANAGEMENT STANDARDS

9-501. The Entrance Spacing Standards For Entrance Permits for platted and unplatted property onto public roads in the unincorporated areas of Douglas County (regardless of which governmental entity maintains the public road) are hereby adopted as follows:

<u>Access Class</u>	(feet) <u>Minimum Frontage</u>	(feet) <u>Desirable Entrance Spacing</u>	(feet) <u>Corner Clearance From Intersection</u>
Freeway:		Subject to KDOT policy	
Principal Arterial:*	1320	1320	820
Minor Arterial:	660	660	600
Major Collector: Posted or design speed (as determined by County Engineer) 55 mph less than 55 mph	660 500	660 500	600 450
Minor Collector:	330	330	250
Local:	250	250	200
*Access to state and federal highways subject to KDOT policy. Some Entrance Spacing Standards concepts are shown on Figure 9-501.			

Notwithstanding the foregoing, no entrance permit other than a field permit may be issued for entrance onto a public road that is then designated a "minimum maintenance road" pursuant to K.S.A. 68-5,102, as amended.
(Res. HR-06-10-7; Res. HR-07-1-1)

Construction within the "F-F" Floodway Fringe area requires the lowest floor, including basement, elevated one (1) foot above regulatory flood elevation, and (2) feet above regulatory flood elevation if property is located within the Urban Growth Area of Lawrence, KS.

No construction is allowed within the "F-W" Floodway area.

A Flood Development Permit (\$50.00) would also be required within the Flood Plain Management area.

Building permit fee is based on total valuation (to include materials and labor cost). Contact the Zoning Office for a quote or visit our website at:

http://www.douglas-county.com/depts/zc/docs/pdf/buildingpermit_feeschedule.pdf for a fee schedule.

REINSPECTION FEES ASSESSED UNDER PROVISION OF CC 13-111 – minimum \$47.00 per trip.

ANY PERSON WHO COMMENCES ANY WORK BEFORE OBTAINING THE NECESSARY PERMITS AND PAYING THE NECESSARY PERMIT FEES SHALL PAY AN ADDITIONAL FEE EQUAL TO 100 PERCENT OF THE PERMIT FEE SET FORTH, WHICH IS IN ADDITION TO ALL OTHER REQUIRED PERMIT FEES.
CC 13-111.2

EXHIBIT A

Douglas County Zoning Regulations Article 18 - Height, Area and Bulk Schedule

Article	District	Max. Feet in Height	Max. Height in Stories	Min. Depth of Front yard in Ft.	Min. Width of Side yard in Ft. (2 required)	Min. Depth of Rear Yard in Ft.	Min. Lot Area Per Family in Acres or Sq. Ft.	Min. Lot Area in Sq. Ft.	Min. Lot Width at road right-of-way or road easement line (in Feet)¹	90% of Min. Lot Width (in feet)	Min. Depth of Lot in Feet
6	"A" Agricultural	35	2 ½	50*	10	30	3 acres	3 acres	250*	225	250
				75**			3 acres	3 acres	330**	297	250
				100***			5 acres	5 acres	500-660***	450-594	250
				150****			10 acres	10 acres	1320****	1188	300
7	"A-1" Suburban Home Residential	35	2 ½	50*	10	30	3 acres	3 acres	250*	225	250
				75**			3 acres	3 acres	330**	297	250
				100***			5 acres	5 acres	500-660***	450-594	250
				150****			10 acres	10 acres	1320****	1188	300
8	"R-1" Single Family Residential	35	2 ½	25	10	30	10,000	10,000	75	N/A	120
9	"B-1" Neighborhood Business	35	2 ½	40	Dwellings: 10	30	15,000	15,000	75	N/A	125
					Other bldgs: 20		--			N/A	
9A	"B-3" Limited Business	25	2	50	50	50	43,560	87,120	150	N/A	125
10	"B-2" General Business	45	3	40	Dwellings: 10	30	15,000	15,000	75	N/A	75
					Other bldgs: 20		--			N/A	
11	"I-1" Limited Industrial	45	2	50	20	30	--	43,560	150	N/A	200
12	"I-2" Light Industrial	55	4	25	10	Dwellings: 30	15,000	15,000	75	N/A	125
						Other bldgs: 20	--	7,500	75	N/A	100
13	"I-3" & "I-4" Heavy Industrial	--	--	25	10	20	--	15,000	100	N/A	150
14	"V-C" Valley Channel	35	2 ½	50	15	50	5 Acres	5 Acres	300	N/A	300
28	"F-W" Floodway	-- SAME AS UNDERLYING ZONING DISTRICT REGULATIONS --									
	"F-F" Floodway Fringe	-- SAME AS UNDERLYING ZONING DISTRICT REGULATIONS --									

- * based on local road fronted
- ** based on minor collector road fronted
- *** based on major collector or minor arterial road fronted
- **** based on principal arterial road fronted

¹ When an Access Restriction Agreement has been approved by the County Engineer the Minimum Lot Width/Parcel Width Requirement may be reduced per that executed agreement upon the filing of the Agreement at the Register of Deeds.



REQUIRED INSPECTIONS FOR DOUGLAS COUNTY

Inspection of all new construction is required. Inspections shall be performed to insure compliance with the 2012 International Building Code (IBC), the 2012 International Residential Code (IRC), 2012 International Fuel Gas Code (IFGC), 2012 International Mechanical Code (IMC), 2012 International Plumbing Code (IPC), and 2011 National Electrical Code (NEC).

Agricultural buildings are exempt from inspections, but require an approved agricultural exemption form on file with Douglas County Zoning and Codes Department.

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

Required Inspection is as follows:

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

REINSPECTION FEES ASSESSED UNDER PROVISION OF CC 13-111 – minimum \$47.00 per trip



Owner or agent is responsible for the coordination of all inspections noted above.

I have reviewed, and understand all information noted above

Owner or Agent

Date

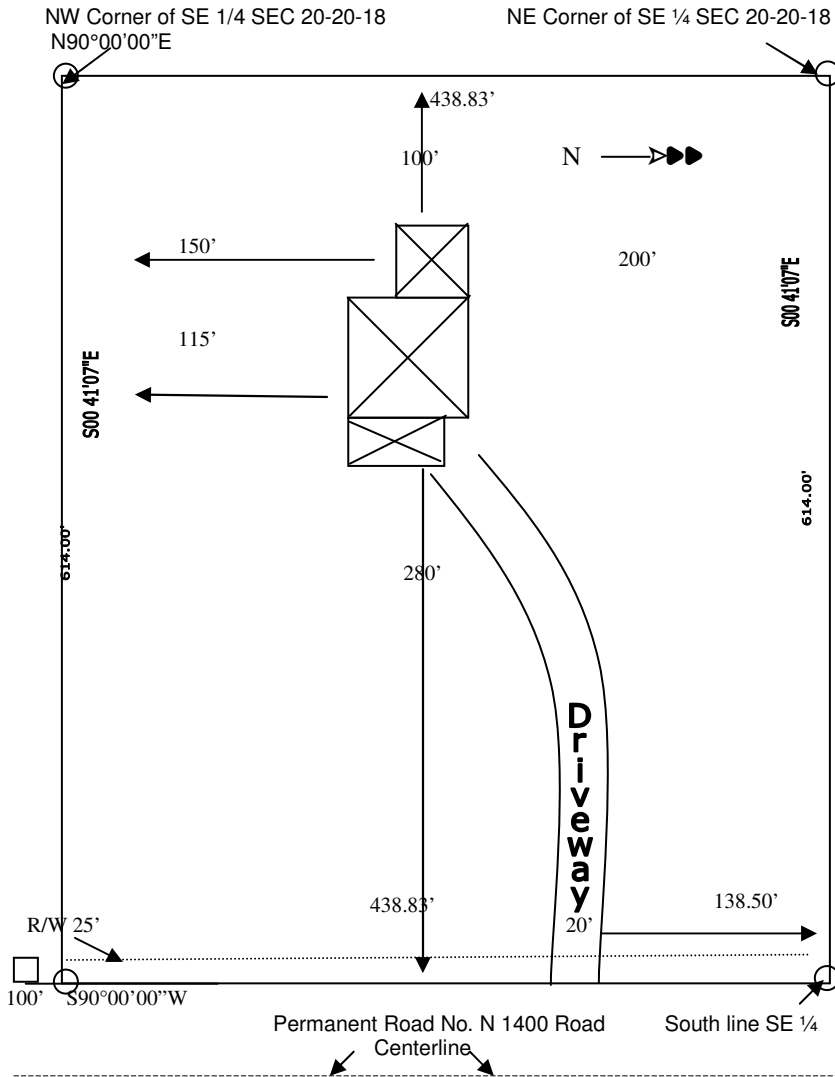
(Please sign that you are aware of all inspection, and that you take full responsibility for notification).

Sample Site Plan

Bob and Mary Cook
 123 Main St.
 Lawrence, KS 66044
 Ph: 785-838-0001 Cell: 785-393-0011

Contractor
 567 E 27th St.
 Lawrence, KS 66044
 Ph: 785-856-0022 Cell: 785-776-0002

Scale: 1"=200'
 All bearings are assumed



Description:

A parcel of land located in the SE 1/4 of Section 20-Range 20-Township 18 of the 6th PM, Douglas County, KS, more particularly described as follows: Beginning at the SE corner of the SE Quarter; thence South 90° 00' 00" W a distance of 709.50 feet to the POB, said PB on the South line of the SE Quarter; thence continuing along said line South 90° 00' 00" West a distance of 438.83 feet; thence North 00° 41' 07" West a distance of 614.00 feet; North 90° 00' 00" East, a distance of 438.83 feet; thence South 00° 41' 07" East a distance of 614.00 feet to the POB, containing 6.18 Acres more or less, subject to public road of right away and easements of record.

Legend:

- Existing 1/2" rebar by LS-64
- Stone Found (Record Location)
- (POC) Point of Commencement
- (POB) Point of Beginning

Reference Surveys:

Survey by X. X. Smith, LS-64 Dated January 31, 2005. Job No. 8-05

Notes:

* See Exhibit A- Height, Area and Bulk Schedule for Setback Requirements. (HR 06-42)

Setbacks For Accessory Buildings:

Front Setback is the same measurements as residential setback requirements. The side setback measurement is 3 feet and rear setback is 5 feet from the property lines.

I hereby certify that this survey was conducted under my direct supervision on _____, 2009, and that all corners were set or found. This survey does not certify ownership or easements.

 Jane Doe Williams, Surveyor, LS-12 (Seal)



DOUGLAS COUNTY ZONING & CODES DEPARTMENT

3755 E 25th Street Lawrence, Ks 66046
Phone: 785.331.1343 Fax: 785.842.1201

OWNER AUTHORIZATION

I/WE _____, hereby referred to as the "Undersigned", being of lawful age, do hereby on this _____ day of _____, 20____, make the following statements to wit:

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.

1. 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 process.

2. 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

PERMIT NO: _____



BUILDING PERMIT APPLICATION
Douglas County Zoning & Codes Department
 3755 E 25th Street, Lawrence, KS 66046 Phone: 785-331-1343 Fax: 785-842-1201
 Website: <http://www.douglas-county.com>
[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 Construction			
Address			New Building <input type="checkbox"/> Addition <input type="checkbox"/> Repair/Remodel <input type="checkbox"/>			
City	State	Zip	Move Building <input type="checkbox"/>			
Phone:	Mobile:		TYPE of Building Application			
Email:			Residential <input type="checkbox"/> Accessory Building <input type="checkbox"/> Mobile Home <input type="checkbox"/>			
ELECTRICAL Contractor*			Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/>			
Address			Deck/Porch <input type="checkbox"/> Others <input type="checkbox"/> Explain			
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.]			
			First Floor		Second Floor	
MECHANICAL Contractor*			No. of Bedrooms		No. of Baths	
Address			Garage		Basement Yes <input type="checkbox"/> No <input type="checkbox"/>	
City	State	Zip	Basement Finished		Basement Unfinished	
Phone:	Mobile:		Deck/Porch			
			Finished Project			
SIGNATURE/Agent			Unfinished Project			
DATE			TOTAL Project Size [SQ FT]			
COMMENTS:			(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]
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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: _____		Site Plan # _____	Approval: _____			
BOZA Approval: _____							

Douglas County Zoning & Codes Department
 3755 E 25th Street, Lawrence, KS 66046
 785.331.1343/Fax: 785.842.1201

SITUS ADDRESS: _____



Mandatory Certificate

must be posted on electrical panel before final inspection

Plan Review and Energy Inspection Checklist

Building Component	Required Code Value	Reviewer's Notes	Field Verified Installation	Proposed Installation	Building Component
			This column to be completed by inspector.	This column to be completed by contractor.	
Heating and cooling equipment is sized per ACCA Manual S and Manual J	Manual J or S calculations should be attached to this document at plan submittal.		Heating: BTU/hr _____ Cooling: BTU/hr _____	Heating: BTU/hr _____ Cooling: BTU/hr _____	Heating and cooling equipment is sized per Acca Manual S and Manual J
Heating Equipment	Type and Efficiency must be posted on mandatory certificate.		Type _____ Efficiency _____	Type _____ Efficiency _____	Heating Equipment
Cooling Equipment	Type and Efficiency must be posted on mandatory certificate.		Type _____ Efficiency _____	Type _____ Efficiency _____	Cooling Equipment
Water Heater	Type and Efficiency must be posted on mandatory certificate.		Type _____ Efficiency _____	Type _____ Efficiency _____	Water Heater
Ceiling or Roof R-Value	R 38				Ceiling or Roof R-Value
Wood Frame Wall R-Value	R 13				Wood Frame Wall R-Value
Slab R-Value and Depth*	R 10 2 ft depth				Slab R-Value and Depth*
Basement Wall R-Value	R 10 continuous R 13 framing cavity				Basement Wall R-Value
Crawl Space Wall R Value	R 10 continuous R 13 framing cavity				Crawl Space Wall R Value
Ducts located outside of bldg. thermal envelope?	if yes, test is required if not, test is not required				Ducts located outside of bldg. thermal envelope?
U-Factor Maximums for fenestration	.35 .60 for skylights				U-Factor Maximums for fenestration
SHGC Maximum for Fenestration	not required				SHGC Maximum for Fenestration
Blower Door Test	not required Mech Ventilation required				Blower Door Test
Duct Testing	Test required if ducts outside of bldg envelope				Duct Testing

* Slab edge insulation may be eliminated for slab on grade floors when the building 's heating system is 90% or greater efficiency.

Required Code Values are based on Chapter 11 of the International Residential Code as adopted by Douglas County, Kansas on September 19, 2012 as amended.

Insulation Installer Contact Information:

General Contractor Contact Information:

