



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 new water meter for new single family residential dwelling unit or residential accessory dwelling unit from the servicing rural water district.
3. Approval of the road access entrance from the Douglas County Public Works Department, Kansas Department of Transportation, or Township Board, as appropriate.
4. A plot plan and recorded boundary survey plat (prepared by a licensed land surveyor). Plot 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.
5. 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. The use of ALL rooms and spaces shall be designated.
 - 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. ALL masonry or concrete retaining walls details including heights of unbalanced fill. Engineered may be required.
 - iii. Need wall bracing details showing assumed lines, types, and location of bracing and minimums required for reach line.
 - iv. Engineered truss drawings are shall bare the seal of a Kansas licensed Engineer.
 - v. Complete the energy sheet submitted for conditioned areas of structure.

6. If applicable, a completed Owner's Authorization Form if the Contractor/Builder is applying for the permit. (See attachment)
7. Building Permit Application completed and returned.

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

Maximum height - 35 feet, 2 1/2 stories

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> | <u>(feet) Minimum Frontage</u> | <u>(feet) Desirable Entrance Spacing</u> | <u>(feet) 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 | 660 | 660 | 600 |
| less than 55 mph | 500 | 500 | 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.douglascountyks.org/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**

Douglas County Zoning Regulations - 12-303 Zoning District Height, Area and Bulk Schedule

| | District | Max. Feet in Height | Base Setback (from Rd centerline) | 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 rightof-way or road easement line (in Feet) ¹ | 90% of Min. Lot Width (in feet) | Min. Depth of Lot in Feet |
|----|--|---------------------|-----------------------------------|----------------------------------|---|--------------------------------|--|--------------------------|---|---------------------------------|------------------------------------|
| 1 | "AG-1" Agricultural 20+ Acres | 35 | 35' 35'/40' 50' 75'/60' | 50* | 30 | 30 | 1 dwelling unit | | 250* | 225 | 300 |
| | | | | 75** | | | per 20 acres | 20 acres | 330** | 297 | 250 |
| | | | | 100*** | | | | | 500-660*** | 450-594 | 250 |
| | | | | 150**** | | | | | 1320**** | 1188 | 300 |
| 2 | "AG-2" Agricultural less than 20 Acres | 35 | 75/60 | 50* | 30 | 30 | 1 dwelling unit | 3 acres | 250* | 225 | 250 |
| | | | | 75** | | | per 20 acres | 3 acres | 330** | 297 | 250 |
| | | | | 100*** | | | | 5 acres | 500-660*** | 450-594 | 250 |
| | | | | 150**** | | | | 10 acres | 1320**** | 1188 | 300 |
| 3 | "CP" Cluster Preservation District | 35 | 35' 35'/40' 50' 75'/60' | 50* 75** 100*** 150**** | 10 | 30 | 1 dwelling unit Per 3 acres | 3 acres | 250* 330** 500-660*** 1320**** | N/A | 250* 250** 250*** 300**** |
| 4 | "LS" Lone Star Lake Lot Residential District | 35 | 20' | 20 | 6' | 10 | | 1,600 | | N/A | |
| | | | | | | | | | | N/A | |
| 5 | "LB" Lake Oriented Business District | 35 | 35 35/40 50 75'/60' | 40* 40** 40*** 80**** | 10'/20 | 30 | | 15,000 | 75 | | 125 |
| 7 | "RT" Rural Tourism Business | 35 | 35' 35'/40' 50' 75'/60' | 40 | 20' | 30 | 3 acres 3 acres 5 acres | | 250' 330' | | |
| | | | | | | | --10 acres | | | | |
| | "GB" General Business | 45 | 35' 35' 40' 50' | 40 | 20 | 30 | -- | | 75' | | |
| 12 | "LI" Light | 55 | 35' | 20 | 20 | | 15,000 | | 75 | | 125 |

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.

| | | | | | | | | | | | |
|----|-------------------------|--|-------------------------------------|---------------------------------|---------|---------|----|--|-----|--|------|
| | Industrial | | 35'/40' 50' 75'/60' | | | 30 | -- | | 75 | | 100 |
| 13 | "GI" General Industrial | 75 - | 35' 35'/40' 50' 75'/60'- - | 50' 75' 100'/100' 150' | 15'/25' | 20'/30' | -- | | 100 | | 150' |
| 14 | "V" Village District | 35 | 35' 35'/40' 50' 75'/60'- - | 25' | 10 | 30 | | | 75' | | 0 |
| | | | | | | | | | | | |
| 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



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 and/or piers (Prior to Pouring Concrete)
2. Foundation (Prior to Pouring Concrete)
3. Temporary Power Poles
4. Under Slab Plumbing (Prior to Pouring Concrete) - DWV shall be tested
5. Rough-in Plumbing and Final Plumbing - DWV shall be tested
6. Rough-in Electrical and Final Electrical
7. Mechanical
8. Framing
9. ALL Fireplace and Stove Installations
10. Insulation
11. Drywall (As needed)
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

Setbacks for Accessory Buildings:

Front Setback is the same measurements as residential setback requirements. The side setback measurement is 30' side and rear from the property line.

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.

(Seal)

Jane Doe Williams, Surveyor, LS-12

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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



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.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 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] |
| 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: _____ | | |
|---|---|------------------|--|--|---|
| Plan Review and Energy Inspection Checklist | | | |  Mandatory Certificate must be posted on electrical panel before final inspection | |
| 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 RValue | R 13 | | | | Wood Frame Wall RValue |
| 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. | | | | Insulation Installer Contact Information: | |
| 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. | | | | General Contractor Contact Information: | |



RWD # _____
DOUGLAS COUNTY, KANSAS

REQUEST FOR RURAL WATER

New Residential Single Family Dwelling Guesthouse Accessory Dwelling Unit

Name of Applicant/Owner _____

Address _____ Phone _____

Address _____ Email _____

SIGNATURE OF
APPLICANT/PROPERTY OWNER _____ DATE _____

Requested Location of Water Meter

SECTION _____ TOWNSHIP _____ RANGE _____ QUARTER _____

CLOSEST CROSSROADS _____ PLATE _____

or PIN # _____ SUBDIVISION _____

=====

TO BE COMPLETED BY RWD

WATER METER AVAILABLE YES _____ NO _____

AMOUNT PAID: _____ DATE _____

COMMENTS: _____

APPROVED: _____ DATE _____

RWD Official

Prior to the issuance of a building permit, one copy of this application must be submitted to:

Douglas County
ZONING & CODES DEPARTMENT
3755 E 25th St
Lawrence, Kansas 66046
(785) 331-1343