



## FOR THE UNINCORPORATED TERRITORY OF DOUGLAS COUNTY, KANSAS

3755 E 25<sup>th</sup> 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.

# 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](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 right-of-way or road easement line (in Feet) <sup>1</sup>	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	20 acres	250*	225	300
				per 20 acres			330**		250		
							500-660***		250		
							1320****		300		
2	"AG-2" Agricultural less than 20 Acres	35	75/60	50*	30	30	1 dwelling unit	3 acres	250*	225	250
				per 20 acres			330**		250		
							500-660***		250		
							1320****		300		
3	"CP" Cluster Preservation District	35	35' 35'/40' 50' 75'/60'	50*	10	30	1 dwelling unit	3 acres	250*	N/A	250*
				Per 3 acres			330**		250**		
							500-660***		250**		
							1320****		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		250'		
							3 acres				
							5 acres		330'		
							--10 acres				
	"GB" General Business	45	35' 35' 40' 50'	40	20	30	--		75'		
12	"LI" Light Industrial	55	35' 35'/40' 50' 75'/60'	20	20		15,000		75		125
						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

<sup>1</sup> 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 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

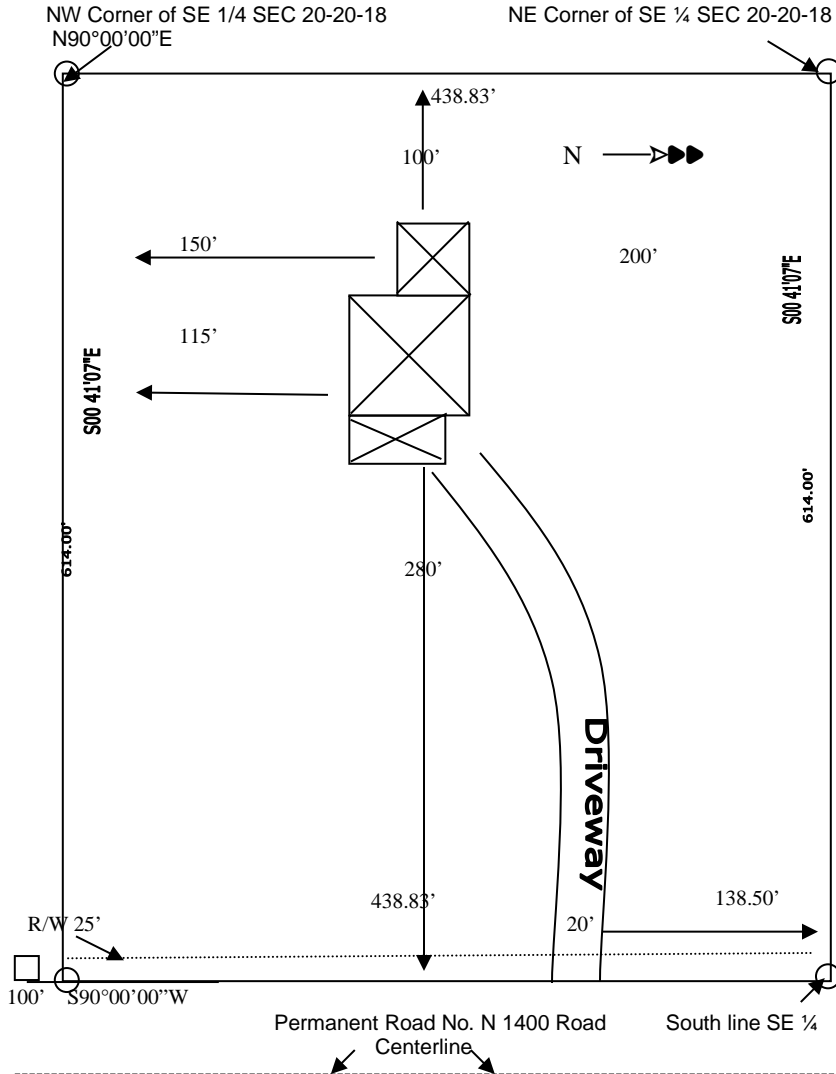
**(Please sign that you are aware of all inspection, and that you take full responsibility for notification).**

# Sample Plot Plan

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

**Contractor**  
 567 E 27<sup>th</sup> 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 ¼ of Section 20-Range 20-Township 18 of the 6<sup>th</sup> 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 ½" 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 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.

\_\_\_\_\_  
 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



**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]**

<b>OWNERS Name</b>			<b>PROJECT Address</b>			
Mailing Address			City	State	Zip	
City	State	Zip	Section	Township	Range	Acres
Phone:	Mobile:		Subdivision		Lot	Block
Email:						
<b>GENERAL Contractor</b>			<b>TYPE of Construction</b>			
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:		<b>TYPE of Building Application</b>			
Email:			Residential <input type="checkbox"/> Accessory Building <input type="checkbox"/> Mobile Home <input type="checkbox"/>			
<b>ELECTRICAL Contractor*</b>			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	<b>MATERIAL/Description Type</b>			
Phone:	Mobile:		Footing			
			Framing			
<b>PLUMBING Contractor*</b>			Exterior Wall Covering			
Address			Roofing Materials			
City	State	Zip				
Phone:	Mobile:		<b>BUILDING Area/Dimension [Sq. Ft.]</b>			
			First Floor		Second Floor	
<b>MECHANICAL Contractor*</b>			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			
<b>SIGNATURE/Agent</b>			Unfinished Project			
DATE			<b>TOTAL Project Size [SQ FT]</b>			
COMMENTS:			<b>(Total cost of project to include materials &amp; labor)</b>		\$	
			<b>BUILDING VALUATION</b>			
			<b>UTILITIES - Water District</b>		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.

<b>Floodplain Area [if applicable]</b>	<b>Flood Elevation [if applicable]</b>	<b>Finish Floor Elevation</b>	<b>Hour Rating [if applicable]</b>
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**FOR OFFICE USE ONLY**

<b>SITUS ADDRESS:</b>		City	KS	ZIP
Plate:	PIN	Zoning District		
<b>Septic/Sewer Permit</b>	Attached <input type="checkbox"/> Final <input type="checkbox"/> NA <input type="checkbox"/>	Township		
<b>Frontage Road Classification</b>		<b>Setbacks</b>	Front	Side
<b>Entrance Permit</b>	Attached <input type="checkbox"/> Approved <input type="checkbox"/>	Final Inspection <input type="checkbox"/>	NA <input type="checkbox"/>	
<b>Water Meter</b>	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
			<b>This column to be completed by inspector.</b>	<b>This column to be completed by contractor.</b>	
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:





**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: \_\_\_\_\_

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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 25<sup>th</sup> St  
Lawrence, Kansas 66046  
(785) 331-1343