
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, PH #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. 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, including agritourism structures. Please complete the code footprint application, checklist and form. Communication towers, oil wells, 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?

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 the uniform application of state law using a minimum of resources. The code footprint shows compliance with state law by verifying the architect or engineer's seal, their signature and date, building location and owner information as a single source contact, the codes of record for a specific building, fire alarm requirements, automatic fire sprinkler requirements, and occupancy type(s) that determine exit requirements and maximum occupant loads. The codes of record outline the applicable codes, such as: Kansas Fire Prevention Code (including Kansas State Fire Marshal’s Kansas Buildings Fire Safety Handbook), National Fire Protection Association- Life Safety 101, International Code Council Code Family Series and Kansas Statutes and Regulations.

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

Why is a Code Footprint Required?

It is required by regulation K.A.R. 22-1-7.

It makes the code footprint available to assist Division Of Facilities Management, Kansas State Fire Marshal, and local fire officials in reviewing new construction and changes in use. The regulation also provides the building owner with a document that outlines building and life safety features that are to be maintained for the building to be in compliance with the Kansas Fire Prevention Code (including Kansas State Fire Marshal's Kansas Building Fire Safety Handbook).

Please visit this website for more information:

REQUIRED INSPECTIONS FOR DOUGLAS COUNTY


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. Rough-in Plumbing and Final Plumbing
4. Rough-in Electrical and Final Electrical
5. Mechanical
6. Masonry Chimney and Fireplace
7. Insulation
8. Drywall (Prior to taping joints)
9. Temporary Power Poles
10. Framing
11. Permanent Electrical Service
12. Special Inspections
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)

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

REINSPECTION FEES ASSESSED UNDER PROVISION OF SECTION 108.8 - $47.00 per hour

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

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

____________________________________   ____________
Owner or Agent       Date

s:\forms\com-non res bld permit req rev 4-2015.doc 4/29/2015
REQUIRED INSPECTIONS FOR DOUGLAS COUNTY

[Owner’s or Agent’s Copy]


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**COMMERCIAL/NON-RESIDENTIAL 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]

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<th>PROJECT Address</th>
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<td>Mobile:</td>
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<td>Email:</td>
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**GENERAL Contractor**  
Address  
City State Zip | New Building | Addition | Remodel |
| Phone: | Mobile: |
| Email: |

**ELECTRICAL Contractor***  
Address  
City State Zip | Change of Use | Explain |
| Phone: | Mobile: |

**PLUMBING Contractor***  
Address  
City State Zip | Exterior Wall Covering |
| Phone: | Mobile: |

**MECHANICAL Contractor***  
Address  
City State Zip | Roofing Materials |
| Phone: | Mobile: |

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<tr>
<th>SIGNATURE/Agent</th>
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<tr>
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<td>(Total cost of project to include materials &amp; labor) $</td>
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<td>□ TYPE V A WOOD FRAME PROTECTED</td>
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<td>□ TYPE VB WOOD FRAME UNPROTECTED</td>
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*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**

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<tr>
<th>SITUS ADDRESS:</th>
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<tbody>
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<td>Site Plan #</td>
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<td>BOZA Approval:</td>
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[INSERT CODE FOOTPRINT APPLICATION]