



**COMMERCIAL 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 | 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 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.

NEW

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:

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



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).

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



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]

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			
			Second Level			
MECHANICAL Contractor*			Basement		Finished	
Address					Unfinished	
City	State	Zip				
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]
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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
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:				

ATTACH COMMENTS AND DRAWINGS

[INSERT CODE FOOTPRINT APPLICATION]

[INSERT CODE FOOTPRINT FORM EXT]