

# Building Permit Application

## Commercial or Non-Residential Structure

### Douglas County Zoning and Codes

3755 E 25th St, Lawrence, KS 66046  
zoning@dgcoks.gov



For use in Douglas County, Kansas

Permit Number

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## Overview

The following requirements must be furnished to the Douglas County Zoning and Codes 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. Phone Number: 785-843-3060 Email: ehinfo@ldchealth.org
- 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.  
*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. This includes Agritourism Structures that are accessible to the public. Please complete the code footprint application, checklist and form. Communication towers, oil wells, and certain utility structures are exempt. (Please see page 2 for explanation and details.)**
- 6. Building Permit Application (see last sheet) completed and returned.**

## FAQ

### **What is a code footprint and why is it required?**

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 uniform application of state law using minimum resources. It also makes the code footprint available to assist local fire and building officials view new construction and changes in use.

### **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

## Required Inspections for Douglas County

All construction should be built in accordance with standards set forth in 2018 International Building Code (IBC), the 2018 International Residential Code (IRC), 2018 International Fuel Gas Code (IFGC), 2018 International Mechanical Code (IMC), 2018 International Plumbing Code (IPC), and 2017 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-hour notification shall be given to Douglas County Zoning and Codes Department before all required inspections can be made. Phone Number: 785-331-1343

For same day concrete inspection, a request must be made by noon for the afternoon inspection. Required Inspection is as follows:

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

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

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

Owner or Agent Signature

Print or Type Full Name

Signature Date

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

## Owner Information

Primary Owner Full Name

Street Address

City State Zip

Phone Number Email Address

## Property Information

Street Address

City State Zip

Section Township

Range Acreage

Subdivision Lot Block

## Type of Commercial or Non-Residential Construction (check all that apply)

New Building Addition Remodel Move Building  
Repair Electrical Mechanical Remodeling Others

If others, briefly describe

Change of use If change of use, briefly describe

## Contractor Information

### *General Contractor*

Full Name

Street Address

City State Zip

Phone Number Email Address

### *Electrical Contractor*

Full Name

Street Address

City State Zip

Phone Number Email Address

*Plumbing Contractor*

Full Name

Street Address

City State Zip

Phone Number Email Address

*Mechanical Contractor*

Full Name

Street Address

City State Zip

Phone Number Email Address

Material Description Type

Footings Framing  
Exterior Wall Covering Roofing Materials

Building Area and Dimensions (Square Feet)

Main Level Second Level  
Basement Finished  
Unfinished Deck/Porch  
Total Finished Total Unfinished  
Total Project Size Building Valuation\*

*\* Total cost of project to include materials and labor*

Utilities

Well Water Propane  
Gas Company Electric Company

Floodplain

Floodplain area (if applicable) Flood elevation (if applicable)  
Finish Floor Elevation Hour Rating (if applicable)

Comments (attach more pages if necessary)

## Owner Authorization

I/We \_\_\_\_\_, hereby referred to as the “Undersigned”, being of lawful age, do hereby on this date, \_\_\_\_\_, make the following statements to wit:

1. 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.
2. 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 and building process, including verification that contractors hold a current license to work within Douglas County, Kansas.
3. 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 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 Signature

Print or Type Full Name

Signature Date

Owner Signature

Print or Type Full Name

Signature Date

*Notary's Signature*

County of

State of

SS

Signed and sworn to (or affirmed) before me by the affiant listed below on the date provided.

Affiant Name

Signature Date

Notary Signature

Print Notary Name

Appointment Expiry Date