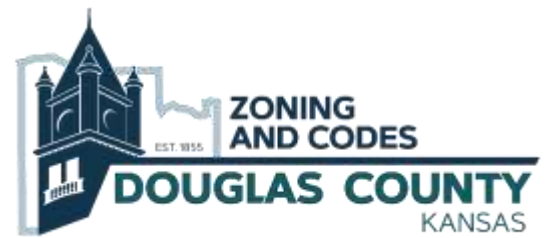


# Building Permit Application

## Residential Structure

### Douglas County Zoning and Codes

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



For use in Douglas County, Kansas

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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](mailto:ehinfo@ldchealth.org)
2. **Approval for a new water meter** for New Single Family Residential Dwelling. Approval for a new water meter or to connect to the existing meter for a 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. **Plot plan:** A plot plan and recorded boundary survey plat (prepared by a licensed land surveyor). Plot Plan is required to show 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. **Building Permit Application:** Completed

6. Two copies of Construction Drawings for ALL buildings, additions, and/or remodels being constructed .

a. The construction drawings should contain floor plans, elevations, and a typical wall section. (Copyright infringement laws will be observed).

(1) The construction drawings shall be a minimum of 11"x17" and legible. It should show all dimensions, including window locations and sizes. The use of ALL rooms and spaces shall be designated.

(2) 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. Engineering may be required.

(3) 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). Braced wall locations and type of bracing utilized.

(4) Engineered Truss Drawings are required to have the seal of a Kansas Licensed Engineer.

(5) Complete the energy sheet submitted for conditioned areas of structure or provide Manual J.

7. If applicable, a **completed Owner's Authorization Form**. This is if the Contractor/Builder is applying for the permit versus the homeowner. (See attachment)

### 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

Construction within the Special Flood Hazard Area requires a local floodplain development permit. 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 Regulated Floodway area.

Building permit fee is based on total valuation (to include materials and labor cost). Contact the Zoning Office for a quote.

## 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 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)
5. Rough-in Plumbing
6. Rough-in Electrical and Rough-in Mechanical
7. Garage Portal (prior to concealment)
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)

*Owner or Agent is responsible for the coordination of all applicable inspections noted above. (Please sign that you are aware of all inspection, and that you take full responsibility for notification).*

Signature

Print or Type Full Name

Signature Date

## Sample Plot Plan

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

Contractor 567 E 27th St.  
Lawrence, KS 66044  
Ph: 785-856-0022 Cell: 785-776-0002

Scale: 1'=200'

All bearings are assumed

## Setbacks for Accessory Buildings

Front Setback is the same measurement 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 and that all corners were set or found. This survey does not certify ownership or easements.

Signature

Print or Type Full Name

Signature Date

## 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

## 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

## Type of Construction

New Building      Addition      Repair/Remodel      Move Building

## Type of Building Application

Residential      Accessory Building      Mobile Home      Electrical  
Mechanical      Plumbing      Deck/Porch      Others

Explain

## Material Description Type

Footing

Framing

Exterior Wall Covering

Roofing Materials

## Building Area and Dimensions (Square Feet)

First Floor

Second Floor

Number of Bedrooms

Number of Baths

Basement Finished

Basement Unfinished

Deck/Porch

Attached Garage

Unfinished Project

Finished Project

Building Valuation\*

**Total Project Size**

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

## Utilities

Well Water

Propane

Water District

Gas Company

Electric Company

*Electrical, Plumbing and Mechanical Contractor shall be licensed pursuant to KSA 12-1508*

## Floodplain

Floodplain area (if applicable)

Flood elevation (if applicable)

Finish Floor Elevation

Hour Rating (if applicable)

## 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

County of

State of

SS

*Notary's Signature*

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

## Request for Rural Water

New Residential Single Family Dwelling

Guesthouse

Accessory Dwelling Unit

Property Owner Full Name

Applicant Full Name (if different)

Property Street Address

Property City

Property State

Property Zip

Applicant Phone Number

Applicant Email Address

Signature of Applicant/Property Owner

Date

*Requested Location of Water Meter*

Section

Township

Range

Quarter

Closest Crossroads

Plate or PIN Number

Subdivision

### To Be Completed by Rural Water District

Rural Water District Number

Water Meter Available

Yes

No

Amount Paid

Date Paid

Comments:

Approved By (Official Signature)

Date

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

*Douglas County Zoning and Codes, 3755 E 25th St, Lawrence, KS 66046, (785) 331-1343*