Residential Building Permit Application

Douglas County Zoning and Codes

3755 E 25th St, Lawrence, KS 66046
building@dgcoks.gov
785-331-1343

For use in Douglas County, Kansas

Overview

All construction shall be built in accordance with standards set forth in the 2018 International Residential Code (IRC) and Chapter 13: Construction Codes of Douglas County Code.

The following requirements must be furnished to the Douglas County Zoning and Codes office before a building permit may be issued.

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 for a new water meter** (attached): Approval for a new water meter or to connect to the existing meter for a Residential Building Permit, from the servicing rural water district.
3. **Approval of the road access entrance**: Must be secured from the Douglas County Public Works Department, Kansas Department of Transportation, or Township, as appropriate. If a property takes access from a township-maintained road classified as Minor Collector or higher, a building permit will not be issued until the owner obtains approval of the entrance from the County Engineer, in addition to Township approval.
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. **One copy 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.
    b. If applicable, **a completed Owner’s Authorization Form**. This is if the Contractor/Builder is applying for the permit versus the homeowner. (See attachment)

Zoning Minimum Requirements for Residential Permits

Zoning review is completed for all residential permit applications to ensure district requirements (per Chapter 12 of the Zoning Regulations) are met. If you have questions related to zoning review, please email zoning@dgcoks.gov. Zoning review includes:

- Maximum Height - 35 feet, 2 1/2 stories
- Minimum Setback, Depth, and Parcel Size
- Minimum Road Frontage
- Buildability
- Regulated Floodplain – If present, a separate floodplain development permit is required. No construction is permitted within the regulated floodway.
- Sensitive Lands
- Violations Present

Required Inspections for Douglas County

All construction should be built in accordance with standards set forth in the 2018 International Residential Code (IRC) and Chapter 13: Construction Codes of Douglas County Code. 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 inspections, and that you take full responsibility for notification).

Signature _____

Print or Type Full Name _____

Signature Date _____

Owner Information

Primary Owner Full Name _____

Road Address _____

City _____ State _____ Zip _____

Phone Number _____ Email Address _____

Property Information

Road Address _____

City _____ State _____ Zip _____

Section _____ Township _____

Range _____ Acreage _____

Plate _____

Residential Building Permit (check all that apply)

New Building ☐ Addition ☐ Remodel/Repair ☐ Others ☐

If change of use or other, briefly describe: _____

Contractor Information

Electrical, Plumbing and Mechanical Contractor shall be licensed pursuant to KSA 12-1508 et. Seq.

General Contractor

Full Name _____

Road Address _____

City _____ State _____ Zip _____

Phone Number _____ Email Address _____

Electrical Contractor

Full Name _____

Road Address _____

City _____ State _____ Zip _____

Phone Number _____ Email Address _____

Plumbing Contractor

Full Name _____

Road Address _____

City _____ State _____ Zip _____

Phone Number _____ Email Address _____

Mechanical Contractor

Full Name _____

Road Address _____

City _____ State _____ Zip _____

Phone Number _____ Email Address _____

Material Description Type

Footing _____ Framing _____

Exterior Wall Covering _____ Roofing Materials _____

Building Area and Dimensions (in Square Feet)

Number of bedrooms _____ Number of Bathrooms _____

Main Level _____ Second Level _____

Basement ◯ Yes ◯ No Finished Basement _____

Unfinished Basement _____ Deck/Porch _____

Total Finished Project _____ Total Unfinished Project _____

Total Project Size _____ Attached Garage _____

Building Valuation

Building Valuation* _____

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

Utilities

Well Water ☐ Propane ☐ Water District _____

Gas Company _____ Electric Company _____

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.

Owner Signature _____

Print or Type Full Name _____

Signature Date _____

Owner Signature _____

Print or Type Full Name _____

Signature Date _____

Notary Public

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

My Commission Expires

Request for Rural Water

Rural Water District Number _____

☐ New Residential Single Family Dwelling ☐ Accessory Dwelling Unit

Property Owner Full Name _____

Applicant Full Name (if different) _____

Property Street Address _____

Property City _____ Property State _____ Property Zip _____

Phone Number _____ 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

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