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## New construction or additions permit guide

The information provided are general requirements, which should be considered for *a new commercial building and addition to an existing commercial building* and should not be considered a complete list of code requirements. Complete information is available in the codes and ordinances adopted by the city. Some information indicated below may not pertain to all projects. Assuring that this information is on each set of plans will reduce the time required to obtain permits and reduce the number of revisions required to obtain a permit.

Current adopted codes can be found at: <http://online.encodeplus.com/regs/lenexa-ks/doc-viewer.aspx#secid-2594>

- International Building Code (IBC)
- National Electrical Code (NEC)
- International Plumbing Code (IPC)
- International Fuel Gas Code (IFG)
- International Mechanical Code (IMC)
- International Fire Code (IFC)
- International Energy Conservation Code (IECC)

## REQUIRED DOCUMENTS

### ***Submit at time of application for a permit***

Permit Application and Plans uploaded to our permitting and application portal:  
<https://permits.lenexa.com/CitizenAccess>

- **Optional Land disturbance and/or site development permits** can be applied separately or altogether with full building permit. Please see the Site and Civil Drawings section below if applicable.

**Completed Certificate of Occupancy application form\*** for new building and building additions is required. *\*Certificate of Occupancy will be generated automatically when permit application is submitted online.*

Each new tenant to a space will require issuance of a new Certificate of Occupancy regardless of whether any work requiring a permit is performed.

- Note: New businesses to Lenexa are required to obtain a City of Lenexa Business License prior to starting operation.
- **Fees** – Contact a customer service representative at 913.477.7725 if you have fee questions.
  - Plan review fees are required to be paid at the time of submittal.
  - Permit fees are paid at the time of permit issuance after the plans have been approved.

- **Contractor Licensing:** Prior to issuance of a permit, the applicant shall supply the names of the General contractor and sub-contractors for the project. The general contractor and sub-contractors (framing, plumbing, mechanical, electrical, fire protection, alarm, and swimming pool) are required to be licensed through Johnson County Contractor's Licensing. License information is available at <http://www.jocogov.org/dept/planning-and-codes/cls/home>
- **Business Licenses:** All general contractors and sub-contractors are required to also have a Lenexa business license prior to issuance of the building permit. The tenant is also required to have a Lenexa Business License prior to operating the business.

## GENERAL REQUIREMENTS FOR PLAN SUBMITTAL

### Plan size and Scope of Work description

- Drawings: Plans shall be a minimum of 18" x 24" and a maximum of 24" x 36".
- A "Scope of Work" statement shall be conspicuously located on the plans to clarify the extent of proposed work. In some cases, it may be helpful to explain work that is not proposed to ensure a clear work scope.
- The plans are required to be signed, sealed/stamped by a design professional that is licensed in the State of Kansas.
- Note: Sealed plans may not be required for projects with a value of less than \$10,000 subject to the discretion of the Building and Fire Officials.
- Copies of sealed plans are acceptable. If embossed seals are used, they must be shaded to enable identification if plans are copied for record purposes.

### Site, civil and landscape drawings

- Title sheet
- Site layout sheet (including existing vegetation)
- Grading plan
- Stormwater management plan
- Land disturbance plan (including tree/vegetation preservation plan)
- Land disturbance notes and details
- Landscaping plan
- Landscaping notes and details
- General construction details
- Any other sheets necessary for construction of various components (i.e. lighting plans, utility plans, plan and profiles, etc.)
- **Fire flow requirements:** If the square footage of the building is increased. Provide evidence that the required fire flow requirements remain compliant in accordance with the Appendix in the International Fire Code.
- **Fire apparatus maneuverability:** If work scope effects existing fire apparatus access. Provide evidence of effective maneuverability through the project by illustrating SU-30 overlays through the project. Provide overlays in both directions of travel.

### Separate site development or land disturbance permit (Optional, if applicable)

- **The Land Disturbance permit** is basically the dirt work / grading only (minus any detention areas). The application fee (due at submission) for this permit is \$100. The permit fee (due at permit issuance) is \$165 per acre for the project site. A performance Guaranty (basically mud bond) will be required in the amount of \$2,500 per acre, rounded up. (i.e. 3.1 acres = 4 acres). All other appropriate licensing, as necessary for a permit issuance in Lenexa is required.
- **The Site Development permit** is essentially everything on the site except for the building, i.e. this included all stormwater piping (thus the ability to complete the detention basin), curbs, parking lots, walls, etc. The application fee (due at submission) for this permit is \$150. The permit fee

(due at permit issuance) is \$165 per acre for the project site, with the same performance guaranty, other paperwork, etc.

#### **Architectural, structural and MEP and fire protection drawings**

- **Code summary** - the code data for the building is required to be on the plans. This should include the following minimum information:
  - Code editions used as adopted by the City of Lenexa – ICC Codes and NEC
  - Type of construction
  - Occupancy classification
  - Area of the tenant space
  - Occupant load calculation
  - Fire suppression (indicate if a suppression system is provided throughout)
  - Fire alarms (indicate if an alarm system is provided)
  - Level of ADA compliance
- **Supplemental information**- these should be submitted at permit submittal if available. (Soil reports, specification, cut sheets, structural calculations, shop drawings, etc.)
- **Life safety / Egress sheet** - The drawing should illustrate occupant loads and locate all exits and illustrate compliant egress paths and travel distances.
- **Building elevations** - Provide elevation drawings for any exterior alterations.
- **Floor plans** - Provide floor plans including dimensions, show the usage of each space. The intended use for each room should be clear labeled.
- **Partition schedule** - Clearly identify the different types of partitions with appropriate labels and details. Identify the construction materials, fire-resistance design ratings and how walls will terminate at the top. Label any existing fire-rated assemblies such as those associated with rated corridors, tenant separations, occupancy separations and specific use separations.
- **Door/window schedule** - Provide a door and window schedule. Show door and frame assembly ratings, door sizes, hardware and any closing or locking information. If sidelights are provided, include the type of glazing, size and frame information.
- **Americans with Disabilities Act (ADA) compliance data**
  - If the project is not new construction, then provide written certification, sealed and signed by an architect registered in Kansas, indicating an ADA compliance audit has been conducted of the existing facility identifying deficiencies or verifying compliance with all ADA Title III Design Guidelines OR provide a detailed cost analysis indicating compliance modifications equal to 20% of the overall cost of the project.
  - If the cost analysis option is chosen, the items associated with the cost analysis and the cost analysis must be noted on the plans. If the space is in full compliance, please note this on the cover sheet of the drawing set.
  - Diagrams from ADAAG showing the clearances for fixtures, turning radius, grab bar locations, lavatory clearances, water closets, drinking fountains, etc., are acceptable.
  - Where latch-side clearance may be an issue on doors, show dimensions on the plans.
  - Reception and break room counters shall comply with minimum reach ranges:
    - Sales counters shall provide accessibility for a 36 inch wide accessible space not more than 34 inches in height.
    - Break room counters shall be a maximum 34 inches in height. Operating controls of microwaves, etc. shall be not more than 48 inches above the floor above counters.

- Provide a drinking fountain for wheel chair access complying with ANSI/ICC A117.1-98 and 2006 IPC Section 410.1 (contact the plans analyst in the Building Inspection Division for other options).
- **Fire-resistance design information**
  - Sprayed fire-resistive material
  - Provide fire-resistive design information including through-stop penetration designs. The location and hourly fire-rating of all fire-rated assemblies. Indicate the UL or other accredited testing agencies' design number and specifications for all fire-rated construction including: design and specifications for all through penetration assemblies where ducts, piping, wiring and conduit penetrate a fire-rated assembly; and design and specifications for all fire rated joint assemblies for all static and dynamic joints involving fire rated construction.
- **Mechanical plans**
  - Plans shall provide notations describing the scope of mechanical work to be performed. Where changes in use occur that necessitate different air supply requirements or HVAC units and/or distribution systems are being modified, sufficient information is required on the plans to verify compliance with the code provisions including but not limited to the following:
    - The location, size and materials used for all ducts, plenums, vents and piping.
    - Mechanical floor plans indicating the location of all main duct runs.
    - Locations and specifications for all mechanical equipment including boilers, water heaters, exhaust hoods, exhaust fans, chillers and HVAC equipment.
    - For any change in use or addition of new mechanical systems, provide complete air balance schedule including the quantities of outside air introduced into the building, the amount of air exhaust from the building and the amount of air re-circulated.
    - The location of all smoke detectors used to shut down the air handling system and the method used to monitor the detectors.
    - **Restaurants** installing hood and duct systems - Submit manufacturers listing information for all pre-manufactured hoods. If you are installing a site-built kitchen hood, provide drawings and specifications in accordance with Chapter 5 of the *International Mechanical Code*.

#### **Type I Kitchen Hood Suppression systems**

When grease-laden vapors are produced during cooking operations, a type I kitchen hood with integrated suppression shall be provided in accordance with the *International Fire Code* and the *International Mechanical Code*.

- Design guidelines – pre-engineered systems
  - Manufacturer cut sheets
  - Specific kitchen plan with proposed equipment and hood overlay and nozzle / fusible link details
  - Kitchen Equipment schedule
  - Hood monitoring through building fire alarm system
  - Testing and Commissioning Documentation
    - Nitrogen Blow Off Test
    - Device Testing History
    - Fire Alarm Integration - Record of Completion per NFPA 72
- **Warehouse/storage – with vehicle:** Incidental storage of vehicles the building does not require ventilation (no idling allowed) unless the space is operated as a parking garage or repair garage.

- **Electrical plans**
  - Plans should include general notes describing the scope of the electrical work to be performed. Plans shall clearly indicate any new work that is being performed. To verify code compliance, information shall include but not be limited to the following:
    - The locations and types of all exit signs and emergency egress lighting.
    - Complete electrical floor and ceiling plans where new lighting systems are being installed.
    - Complete panel schedules where new panels are being installed
    - For new, replaced or upgraded services and feeders, provide an electrical riser diagram. The line diagram should indicate all types and sizes of conductors, conduits and any other electrical components. The grounding methods need to be clearly noted. For panel and service upgrades, more than 200 amps provide a riser diagram sealed by a licensed Kansas engineer.
    - Indicate the location and types of all exit signs and emergency egress lighting.
    - List all electrical materials and wiring methods that are to be used.
- **Plumbing plans**
  - Plans shall provide notations describing the scope of plumbing work to be performed. Plans shall clearly show any new work that is being performed. To verify code compliance, information shall include but not be limited to the following:
    - Size, slope, materials and locations of all piping.
    - Plumbing riser diagrams for all sanitary drain, waste and vent piping
    - Plumbing floor plan, include sanitary drains and water lines being installed or replaced.
    - If a grease interceptor is required, the **Johnson County Environmental Department** 913.492.0402, and the **Johnson County Wastewater District** 913.681-3200, must approve the plans prior to permit release. .Changes in use or other modifications that significantly alter the quantities or types of discharge to the sanitary sewer system may require a new sewer permit from Johnson County Wastewater District 913.681.3200.

#### **Fire Safety Drawings and Information**

- **Owner information certificate** - Per *NFPA13* the document explains facility operations, the commodities to be stored and proposed storage configurations, including rack plans when applicable. Based upon that information, a sprinkler design professional shall provide written confirmation that the density / spacing of the existing / proposed water based fire protection system(s) are adequate for the proposed usage, commodities and storage height.
- **Fire Alarm Plans** - If a fire alarm is to be installed or modified, in the building, plans shall be submitted. This submittal is acceptable as a deferred submittal but shall be reviewed and approved prior to installation.
  - Plans require a seal from a design professional licensed in the State of Kansas.
  - Document the names and contact information of the contractors performing the fire alarm work. Provide evidence of professional qualifications to satisfy *NFPA 72* as well as county and City of Lenexa licensing requirements.
  - Fire alarm shop drawings
    - A "Scope of Work" statement shall be conspicuously located on the plans to clarify the extent of proposed work. In some cases, it may be helpful to explain work that is not proposed to ensure a clear work scope.
    - Fire alarm shop drawings shall include to an extent commensurate with the extent of work being performed, floor plan drawings, riser diagrams, control panel wiring diagrams, point to point wiring diagrams, conduit, conductor routing, typical wiring diagrams. Drawings shall be complete and in accordance with Chapter 10 of *NFPA 72*.
    - Battery calculations, voltage drop calculations, and manufacturer cut sheets shall also be provided to support the drawings, if the system is extended.

- All shop drawings shall be drawn on sheet of uniform sizes. The minimum acceptable size is 11" x 17". More detailed diagrams for larger work scopes will require larger submittals to ensure legibility.
  - Verbatim comments shall be provided.
  - Testing and commissioning documentation
    - Device testing history
    - Record of Completion per *NFPA 72*
  - ADA compliance will be verified by the Community Development Department while all other compliance will be verified by the Fire Department.
- **Clean Agent fire suppression system plans** – If a supplemental, clean agent suppression system is to be installed, or modified in the building, plans shall be submitted. This submittal is acceptable as a deferred submittal but shall be reviewed and approved prior to installation.
    - Plans require a seal from a design professional licensed in the State of Kansas.
    - Document the names and contact information of the contractors performing the fire alarm work. Provide evidence of professional qualifications to satisfy *NFPA 2001* as well as county and City of Lenexa licensing requirements.
    - System shop drawings
      - A "Scope of Work" statement shall be conspicuously located on the plans to clarify the extent of proposed work. In some cases, it may be helpful to explain work that is not prosed to ensure a clear work scope.
      - Working plans shall be drawn to an indicated scale and shall illustrate pertinent items for the design of the system, in accordance with Chapter 5 of the *NFPA 2001*.
      - System volume and flow calculations, as well as manufacturer cut sheets shall be provided to support the drawings.
      - All shop drawings shall be drawn on sheet of uniform sizes. The minimum acceptable size is 11" x 17". More detailed diagrams for larger work scopes will require larger submittals to ensure legibility.
      - Verbatim comments shall be provided.
      - Testing and commissioning documentation
        - Room integrity Testing
        - Device Testing History
        - Fire Alarm Integration - Record of Completion per *NFPA 72*
  - **Water-based fire suppression system plans** - If a fire suppression system(s) is to be installed or modified, in the building, plans shall be submitted. This submittal is acceptable as a deferred submittal but shall be reviewed and approved prior to installation.
    - Plans require a seal from a design professional licensed in the State of Kansas.
    - Document the names and contact information of the contractors performing the fire alarm work. Provide evidence of professional qualifications to satisfy *NFPA 13* as well as county and City of Lenexa licensing requirements.
    - Fire suppression system shop drawings
      - A "Scope of Work" statement shall be conspicuously located on the plans to clarify the extent of proposed work. In some cases, it may be helpful to explain work that is not prosed to ensure a clear work scope.
      - Working plans shall be drawn to an indicated scale and shall illustrate pertinent items for the design of the system, in accordance with Chapter 22 of the *NFPA 13*.
      - A signed copy of an Owner Information Certificate shall be provided to the design professional prior to system design, and shall be provided with the submittal.
      - Standpipe systems design (integrated or separate)
      - Water supply capacity information shall be current within 12 months of the application date.
      - Hydraulic calculations, and manufacturer cut sheets shall be provided to support the

- drawings.
  - All shop drawings shall be drawn on sheet of uniform sizes. The minimum acceptable size is 11" x 17". More detailed diagrams for larger work scopes will require larger submittals to ensure legibility.
  - Verbatim comments shall be provided
  - Testing and Commissioning Documentation
    - Pre-sheetrock inspection
    - Hydrostatic Test
    - Materials and Testing Certificates
    - Standpipe flow tests – as applicable
    - Fire Pump commissioning – as applicable
- **Private underground fire line (new, modification or repair)-** If a private underground fire line is to be installed, modified or repaired, plans shall be submitted.
  - A "Scope of Work" statement shall be conspicuously located on the plans to clarify the extent of proposed work. In some cases, it may be helpful to explain work that is not proposed to ensure a clear work scope.
  - Plans and specifications, including thrust protection details, in accordance with *NFPA 24*.
  - Suppression system hydraulic calculations, if modifications will negatively affect system performance.
  - Inspection and testing notes shall be provided in accordance with verbatim comments.
  - Verbatim comments
  - Testing and commissioning documentation
    - Thrust protection verification
    - Installation inspection for depth, bedding, coverage and tracing.
    - Hydrostatic test and system flush
    - Materials and testing certificates
- **High Pile Storage** – When high pile storage is modified or implemented, an analysis by a design professional is required. The analysis shall document all applicable portions of Section 23 of the *International Fire Code*.
  - Based upon guidance provided in the *International Fire Code* and *NFPA 13*, a storage plan shall document the commodities to be stored and the racking / storage configuration. A design professional shall validate that the proposed, or existing suppression system is or will be adequate to protect the proposed configuration(s).
  - Rack storage plans shall be provided as a deferred submittal prior to installation.
  - Applicable requirements from Chapter 23 of the *International Fire Code* (2306.2) including building access and heat and smoke venting shall be addressed.
  - Technical assistance may be requested in accordance with Section 104.7.2 of the *International Fire code*.
- **Hazardous Materials Analysis** – An analysis is required during new construction or tenant improvements when hazardous materials will be used, stored or handled, or to install or repair any equipment, piping, tanks that use, contain, store or dispense hazardous material. Building occupancy classification shall be established / validated as a result of the analysis.
  - A matrix or table shall be produced to identify the product name, the classification and the quantity of each product. The analysis shall document any products exceeding maximum allowable quantities established in the *International Fire Code*.
  - Electronic files containing Material Safety Data Sheets (MSDS) may be required to support the matrix.
  - Technical assistance may be requested in accordance with Section 104.7.2 of the *International Fire code*.