



NEW TENANT FINISH REQUIREMENTS

Revised Feb 2023

These are general requirements, which should be considered as part of a commercial tenant finish project 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. Ensuring that this information is on plans will help assure you obtain a permit.

Current adopted codes can be found at: [Building Codes - City of Lenexa](#)

- 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)
- International Existing Building Code (IEBC)

REQUIRED DOCUMENTS

Submit at time of application for a permit

Permit Application, Plans and Certificate of occupancy information should be uploaded to our permitting and application portal: <https://permits.lenexa.com/CitizenAccess/Default.aspx>

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

Completed Certificate of Occupancy application form* for **new** tenants in the building and building additions is required.

**Certificate of Occupancy will be generated automatically when permit application is completed and submitted.*

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 License and Permit Technician 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 are approved.

CONTRACTOR LICENSING –

Prior to issuance of a permit the applicant shall supply the names of the contractor and sub-contractors for the project. The general contractor and sub-contractors (plumbing, mechanical, electrical, HVAC, Fire Alarm and Suppression, roofing, and wood framing) are required to have a current license through Johnson County Licensing – license information is available at <https://www.jocogov.org/departments/contractor-licensing> . 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 – for information go to https://www.lenexa.com/government/departments_divisions/community_development/doing_business/business_licenses.

GENERAL REQUIREMENTS FOR PLAN SUBMITAL

Digital plan (unlocked PDF) size and scope of work description

- Digital plans are required. If embossed seals are used, they must be shaded to enable identification if plans are printed for record purposes.
- Drawings: Digital plan sheets 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.

ARCHITECTURAL PLANS – provide plans to clearly indicate the scope and nature as applicable below.

- **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
 - Building height and area
 - 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
- **Site location plan** - a site location plan is required that indicates the location of the tenant in the building. The site location plan (**key plan**) should indicate the building's exits, stairs, ramps and corridors.
- **Development Review Division Comments –**
 - **Parking Layout and parking space calculations** – Tenant finish of spaces involving mixed uses should provide a plan and calculations to verify that adequate parking has been provided. Typical types of uses that require additional parking information are office/warehouse and shopping centers where assembly uses are replacing mercantile or office uses.
- **Building Elevations** - Provide elevation drawings for any exterior alterations.

- **Floor plans** – Provide floor plans including dimensions, show the usage of each space.
- **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** - 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.
- **Electrical plans** - 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 600 amps provide a riser diagram sealed by a licensed Kansas engineer.
 - For panel and service upgrades from 400-599 amps, the licensed contractor will provide the drawings.
 - For panel and service upgrades from 200-399 amps, a plan is not required.
 - 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.

- **Fire Alarm Plans** - If a fire alarm is to be installed in the building, complete plans for the system must be submitted prior to occupancy. In buildings with fire alarm systems, indicate the location of all smoke detectors, fire alarm pull stations, fire alarm panel, heat detectors, fire horns and strobes. Include the decibel and candela ratings for the horns and strobes. ADA compliance will be verified by the Building Department while all other compliance will be verified by the Fire Department. For existing systems show alarm and strobe locations and ratings on the plans. For new systems, complete plans may be submitted prior to installation and will not hold up permit issuance.
- **Fire Sprinkler Plans/Fire Suppression System Plans** - If a fire sprinkler/fire suppression system is to be installed in the building, complete plans and calculations for the system must be submitted prior to occupancy. Receiving these plans will not delay the issuance of a tenant finish permit.
- **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 Department of Health and Environment** (913.492.0402), and the **Johnson County Wastewater** (913.681.3200), must approve the plans.
 - 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 (913.681.3200).
- **Mechanical plans** - Plans shall provide notations describing the scope of mechanical work to be performed. For minor tenant upgrades, mechanical information may be limited to only the work included in the remodel (such as, diffuser relocation with no changes to trunk lines). 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.
 - **Warehouse/storage – with vehicle:** Incidental storage of vehicles within the building does not require ventilation unless the space is operated as a parking garage or repair garage.
- **Material Safety and Data Sheets** - All hazardous materials to be used and/or stored on site must be identified by providing MSDS sheets. In addition, a detailed listing of the proposed materials and proposed quantities must also be provided.

TYPICAL PLAN NOTES –

Some divisions require typical notes and acknowledgement of those requirements prior to issuance of permits. To minimize the number of plan revisions required to obtain a permit the plan notes should include the following:

- **Building Division**
 - **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
 - Type of Construction
 - Building height and area
 - 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
 - **Fire Department**
 - Alteration of building signage requires a separate permit and approval from the City prior to installation.
 - Double keyed locks are not permitted on any required or marked exit.
 - Exit and emergency lighting is subject to a field inspection by the City.
 - Provide 2a-10bc fire extinguisher(s) properly mounted as directed by the Fire Department during inspection.
 - Provide 5 inch address numbers on the front & back of the building.
- In buildings with sprinkler systems add the following notes as applicable:
- Modify fire sprinkler protection per NFPA-13. Submit copy of head relocation plans for approval prior to relocation.
 - Storage height limited to 12 feet unless sprinkler system is designed for higher storage. All storage shall comply with IFC Chapter 23 and NFPA-13.
 - Storage of idle pallets are required to be in groups of 4 stacks no higher than 6 feet separated from each other by 8 feet of clear space and 25 feet from commodities. If storage of idle pallets will exceed this requirement, the fire sprinkler system shall be upgraded to meet NFPA.
- **Development Review**— comments where applicable.
 - The permit application is only for interior work and there are no exterior changes.
 - The overall square footage of the building will not change.
 - Any change to the construction documents requires city review and approval prior to implementation.
 - Issuance of a building permit does not constitute approval of any signage reflected on the drawings. All signage requires a separate permit prior to fabrication and installation.

FOR MORE INFORMATION

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