



Permits Requirements

Building Permits

A permit is required when any property owner intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, or to cause any such work to be done. Before any work begins you must first make application to the Building Inspection Department and obtain the required permits

A building permit shall **not** be required for the following:

1. One-story detached accessory buildings used as tool and storage sheds, playhouses and similar uses, provided the projected floor area does not exceed 120 square feet.
Must follow zoning set-back regulations.
2. Retaining walls, which are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding flammable liquids. **Retaining walls abutting public right-of-way needs to be reviewed by the Director of Public Works.**
3. Water tanks supported directly upon grade if the capacity does not exceed 5000 gallons and the ratio of height to diameter or width does not exceed two to one.
4. Sidewalks and driveways on private property not more than 30 inches above grade and not over any basement or story below and are not part of an accessible route. **(Sidewalks and driveways on public right-of-ways DO need permits)**
5. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
6. Temporary motion picture, television and theater stage sets and scenery.
7. Prefabricated swimming pools accessory to a private dwelling occupancy that are less than 24 inches deep, do not exceed 5000 gallons and are installed entirely above the ground.

8. Window awnings supported by an exterior wall that do not project more than 54 inches from the exterior wall and do not require additional support.

9. Non-fixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches in height.



Electrical Permits

An electrical permit is required to install any wiring for transmitting electrical current to provide light, heat, or power, or to make a change or addition to any such wiring.

A permit is **not** required to replace receptacles, switches, light fixtures, ceiling fans, bath fans, attic fans and hard wired smoke detectors.



Plumbing Permits

A plumbing permit is required to install, remove, alter, repair or replace any water, sewer, drainage, or gas piping. The same is true for water heating or water conditioning equipment, such as water softeners.

A permit is **not** required to open clogged drains, replace toilets, urinals, bidets, hose bibs, residential sinks, water faucets, residential icemakers, residential humidifiers, exposed traps, residential garbage disposals, dishwashers, or flexible gas appliance connectors **unless** new piping or the relocation of piping is necessary.



Mechanical Permits

A mechanical permit is required to install, repair, alter, replace, or renovate any mechanical heating, ventilation or air conditioning system.

A permit is **not** required to replace thermostats, registers, filters, and duct cleaning.

The purpose of these building permits is to insure that the minimum standards are met to safeguard life, limb, health, property and public welfare.

Anyone requiring a building permit should first contact the Building Inspector, 2nd Floor, City Hall, 5th & Shawnee, (913) 684-0378. You must be able to identify and describe the work for which you want a permit. You must also describe the land on which the proposed work is to be done by street address and possibly legal description. Indicate the use or occupancy for which the proposed work is intended and the estimated cost of the work.

You are expected to provide all the information that the application form requires.

In addition to the information required on the application form, the following must also be furnished:

Room Additions, Detached Garages, Sheds, Decks, Swimming Pools, Sidewalks and Driveways:

1. Site Plan

New single-family houses and duplexes:

1. Site Plan
2. Living Area Sq. Footage
3. Unfinished Area Sq. Footage
4. Garage Sq. Footage
5. Dimensions and location of decks or porches

Apartment Houses:

1. Plans
2. Specifications
3. Design Calculations
4. Engineer Stamp (licensed in the State of Kansas)
5. Site Plan

Site Plans should include:

1. Address of lot/parcel
2. Lot/parcel dimension with north arrow
3. Location of all streets and alleys adjacent to the lot
4. Dimensions of all existing and proposed structures/additions, etc.
5. Dimension lines showing distance from front, side, and rear of all structures to the lot lines.
6. Location of public sidewalk (if there is one) and street curb line or street edge when the lot is not on a curbed street

- Location of private driveways for all garage and new house permits

Storage sheds cannot exceed 250 sq. ft. in gross storage area. Private garages and carports cannot exceed 900 sq. ft. for single family with less than one acre and 1200 sq. ft. for more than one acre. Multi-family cannot exceed 600 sq. ft per unit

Your building permit may require additional review – allow 3 to 5 days for processing.

Helpful Hints:

- It helps to have the legal description of the property so we can quickly verify the lot dimensions.
- Try to draw as close to scale as possible.
- If the drawing is inadequate, your permit may be delayed.
- Each developed parcel is entitled to one primary structure, one garage structure and one storage structure. If you already have one of each, staff cannot issue permits for any more structures.
- All garages require paved driveways leading from the street or alley to the structure.
- The more information provided, the quicker we can issue permits if the proposed project meets the city code.

Commercial Buildings:

- Plans
- Specifications
- Design Calculations
- Engineer Stamp (licensed in the State of Kansas)
- Site Plan
- Possible Soil Tests
- Fire Hydrants
- Sewer Assessment
- Description of Occupancy

For specific questions you may contact:

Harold D. Burdette, Chief Building Inspector
Licenses/Building Codes/Plan Review/Permits
(913) 684-0378

Berrin Nejad, City Planner
Zoning/Site Plans/Landscape/Parking
(913) 680-2626

Richard Cooper, Senior Engineering Technician
Sewer Locations/Flood Plain/Easements
(913) 684-0375

Depending on the proposed usage, location and valuation of the work, your plans may be sent to a consulting engineer for plan review. The issuance of your building permit may be delayed until this plan review is completed and returned to the Building Inspection Office. A fee will be charged for this plan review, in addition to those fees listed below.

VALUE	FEE
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00
\$2,001 to \$25,000	\$69.25 for the first \$2,000 plus \$14.00 for each additional \$1,000
\$25,001 to \$50,000	\$391.25 for the first \$25,000 plus \$10.10 for each additional \$1,000
\$50,001 to \$100,000	\$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000
\$100,001 to \$500,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000
\$500,000 to \$1,000,000	\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000
\$1,000,000.01 and up	\$5,608.75 for the first 1,000,000 plus \$3.65 for each additional \$1,000

These fees will be paid to the City Clerk. Check should be made out to the City of Leavenworth.

Your work will be subject to inspection; therefore it will be necessary for you to inform the Building Inspection Office upon commencement of the work.

Current Building Codes—
International Residential Code, 2006 Edition – Single Family, Duplexes, & Townhouses
International Building Code, 2006 Edition
International Code Council Electrical Code, 2006 Edition
International Plumbing Code, 2006 Edition
International Mechanical Code, 2006 Edition
International Fuel Gas Code, 2006 Edition
International Fire Code, 2006 Edition



How to Obtain a Building Permit



Office of the Director of Public Works
Leavenworth, KS