



City of Leavenworth
Building Inspections
100 N. 5th St.
Leavenworth, KS 66048
(913) 684-0378

Frequently Asked Questions – Building Permits

When is a building permit required?

When any property owner wishes to erect, construct, enlarge, alter, repair, move, improve, convert or demolish any building or structure in the City of Leavenworth a **building permit** is required. A separate building permit is required for each structure.

What are some of the things I would need a building permit for?

New construction, room additions, detached garages, sheds, decks, swimming pools, sidewalks, driveways, roofs, siding and windows, and most remodeling. Check with the Building Inspection **before** beginning any work.

What are some of the things I *don't* need a building permit for?

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.**

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.**

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.

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.)**

Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.

Temporary motion picture, television and theater stage sets and scenery.

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.

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 about the ground.

*Separate **plumbing, electrical** or **mechanical** permits may be required for these exempted items, as well as in addition to some building permits. Check with the Inspection Department before beginning any work.*

Where would I go to get a building permit?

The Inspection Department, City Hall, 100 N. 5th St., 2nd Floor, M-F, 8 a.m. – 5 p.m. The [building permit application](#) is also available on this web site.

Why do I need a building permit?

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

What is the permit fee for a building permit?

The [building permit fee](#) is based on your project valuation and is to be paid for when the permit is picked up.

How long is a permit good for?

The permit is good for 180 days (6 months). The permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced or last inspected.

Can a homeowner do work on his or her own home?

If a person is the owner, he or she may do any type of work on his/her home that would otherwise require a license. The home owner has the same obligations as a contractor. Permits must be obtained, inspections completed, and all work done in accordance with the applicable codes.

How long does it take to get a building permit?

Most permits can be obtained the same day, depending if all required information is received at the time of application. New Home and some residential permits generally take between five to seven business days. Commercial permits generally take seven to fourteen business days.

What else do I need to do to get a building permit?

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

For 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

Apartment Houses:

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

Site Plans should include:

1. Address lot/parcel
2. Lot/parcel
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 line.
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.
7. Location of private driveways for all garage and new house permits.

Where do I get a Certificate of Occupancy?

Certificates of Occupancy are issued after all required inspections are conducted and approved. If you need a Certificate of Occupancy, call the Inspection Department and let them know. They can usually have it for you within 24 hours.

What are the City's of Leavenworth 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
