



DETACHED ACCESSORY BUILDING GUIDELINES

REQUIRED INFORMATION FOR PERMIT APPLICATION

The following information should be submitted to the City of Shawnee to obtain a permit to construct an accessory building: Building permits may be applied for in person at Shawnee City Hall or online through [Citizenserve.com/shawnee](https://citizenserve.com/shawnee).

1. A completed building **permit application** (see attached).
2. An accurate, **scaled plot plan** showing all existing buildings on the property, and the proposed location of the accessory building. The plot plan should indicate the distance from the proposed accessory building to all property lines and existing buildings on the lot. The plot plan should show the size of the lot and the size of the "required rear yard" (see the drawing of a typical plot plan and definition of "required rear yard" above). A recent survey may be required if the proposed accessory structure is very close to a maximum size restriction.
3. Contractors are required to have a current occupational license with the City of Shawnee. Contractors applying for a permit to construct an accessory structure that will be larger than 400 square feet in size must also possess a Class A, B, or C Johnson County Contractors license.
4. A permit fee, based on project valuation (see the attached building permit fee schedule) is required when the permit is issued. Checks should be made payable to the "City of Shawnee".
5. Indicate on the permit application the finished area of the house located on the property.
6. State on application if permit is to include electrical, plumbing, or HVAC work.
7. **An electronic set of plans** are to be submitted by email: codes@cityofshawnee.org, or through our online portal at citizenserve.com/Shawnee or on flash drive. Plans shall show how the building will be constructed. Plans should show foundation details, and how the building is attached to the foundation. Plans should also show the size, species, spacing, and grade of all framing members. If using manufactured trusses of any size, original Kansas Engineer's seals must be on both sets of plans. On structures over 400 square feet, the bottom of the foundation must at least 36" below the finished grade level. Post frame construction (pole barn) plans must have Kansas Engineer's seal.
8. Garage doors must have a wind rated label.

MISCELLANEOUS INFORMATION AND RESTRICTIONS

1. No accessory building or structure may be erected on a vacant lot. Agricultural parcels used for the production of grains, fruits or trees are not considered vacant.
2. The maximum allowable size of an accessory building in residentially zoned areas is dependent on the lot size, the size of the "required rear yard", and the finished area of the house on that lot. A more detailed description of this regulation is given below under MAXIMUM SIZE OF ACCESSORY BUILDINGS. There is no size limit on accessory buildings in agriculturally zoned districts.
3. In residential zoning districts there may be only one accessory building or structure on the lot. This restriction does not apply in agricultural zoning districts.
4. Accessory buildings and structures shall be placed in the rear yard only.



5. Building permits are required for any accessory buildings over 120 sq. ft. in gross floor area.
6. Accessory buildings shall be constructed as required by the 2018 International Building Codes.
7. Detached accessory structures greater than 120 sq. ft. in size shall be located at least five feet from the principal building.
8. If the accessory building will be used for automobile storage, a concrete, asphalt or paver brick driveway must be provided to the new building from the existing driveway.
9. Accessory structures for non-residential properties may require Planning Commission review and approval. Contact the Planning Department at 913.742.6011 for further information.

MAXIMUM SIZE OF ACCESSORY BUILDINGS

Condition 1. Residential lots one acre (43,560 square feet) in size, or smaller: There are four ordinance restrictions, described below, that act to limit the size of an accessory structure. The most restrictive of these governs:

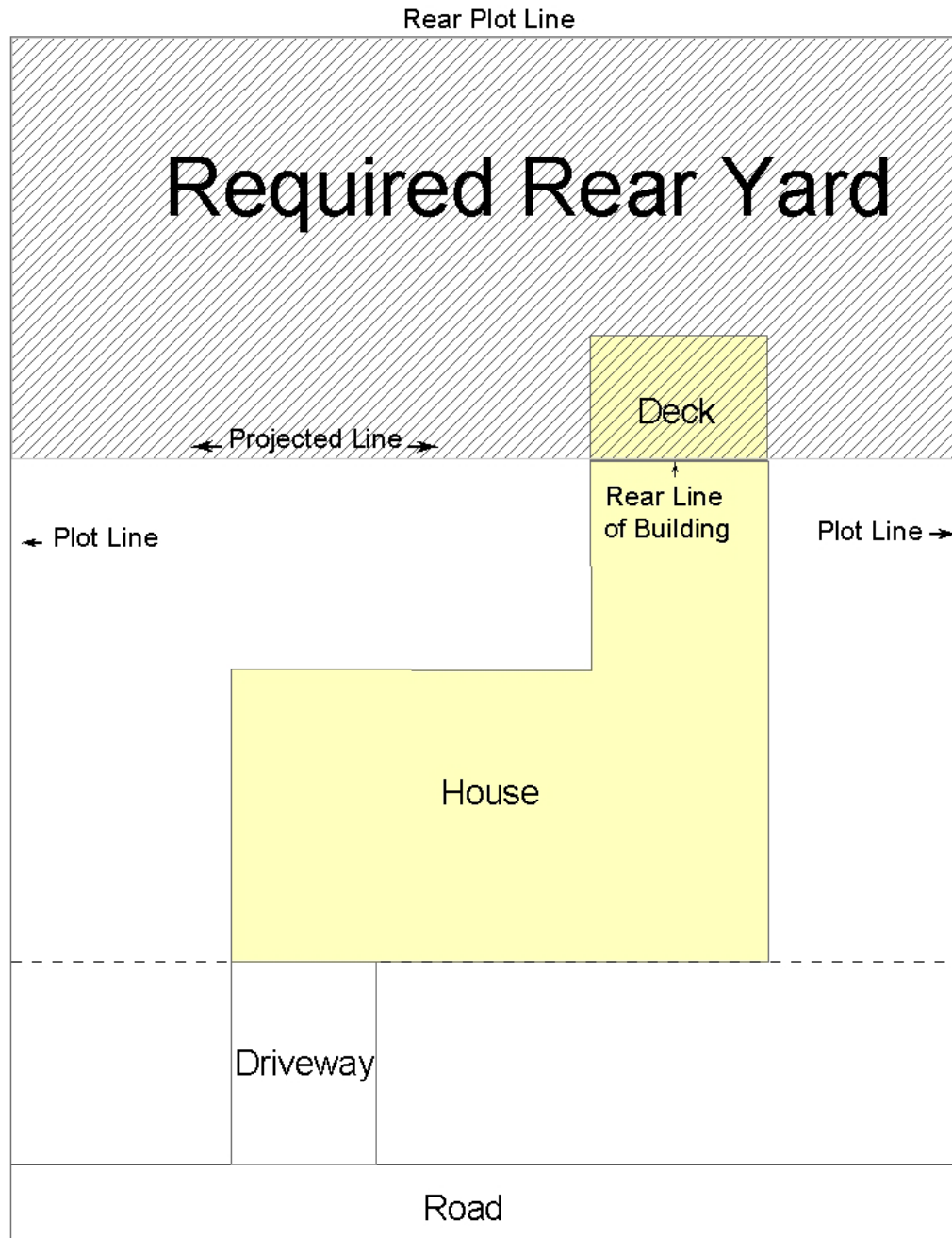
1. Accessory structure size shall not exceed 250 square feet per 3000 square feet of lot area. There is no pro rata for fractions of 3000 square feet. A lot with 8900 square feet would be allowed an accessory building of 500 square feet maximum.
2. Accessory structures may not take up more than 30 % of the "required rear yard" on a lot. The "required rear yard is the full width of the lot between the rear property line, and the rear line of the house, projected to the side property lines of the lot. A drawing of a typical "required rear yard" area is shown on page 3.
3. The size of the accessory structure may not exceed the total finished area within the house on that lot.
4. The accessory structure may not exceed 1000 square feet in total floor area.

Condition 2. Residential lots larger than one acre (43,560 square feet) in size, but smaller than 4.99 acres (and zoned other than agricultural):

1. The size of the accessory structure may not exceed the total finished area within the house on that lot.
2. Accessory structures may not take up more than 30 % of the "required rear yard" on a lot. The "required rear yard is the full width of the lot between the rear property line, and the rear line of the house, projected to the side property lines of the lot. A drawing of a typical "required rear yard" area is shown on page 3.
3. An accessory structure may be larger than 1000 square feet in total floor area, provided the size may increase only 250 square feet for each full acre in lot size over one acre, and may be increased on a pro rata basis for each fraction of a full acre over one acre in lot size.

Condition 3. Residential lots larger than five acres:

1. The only limitation on size for an accessory structure for a lot of this size is that the accessory structure may not exceed the finished area of the house on the lot.



**SETBACKS FOR ACCESSORY BUILDINGS****SETBACKS FOR ACCESSORY BUILDINGS**

- For **UP TO 250 SQ. FT.** (in total floor area) shall be located at least 5 feet from the side and rear property line and outside any utility easements.
- For **OVER 250 SQ. FT.** (in total floor area) shall meet the bulk setbacks of the zoning district for side or rear yards. (see attached)
- **SETBACKS FOR ANIMAL PENS, SHELTERS, STABLES, ETC.**
The Shawnee Municipal Code Section 6.08.020 has additional setback requirements for animal shelters, described below:

6.08.020 Improper Keeping

A. Distance Requirements. It is unlawful for any owner, keeper, or harbored, to build, establish or maintain any pen, shelter, or quarters to keep any animal or bees, which does not conform to the applicable distance requirement set out below:

1. There shall be no stable, pen, shelter or similar animal or poultry housing within one hundred feet of any plot line; provided, that this shall not apply to noncommercial dog pens or doghouses.
2. Manure or other odor or dust producing substances shall not be stored within two hundred feet of any plot line.
2. All buildings and structures used for farming in excess of ten animals shall be located at least one hundred feet from any plot line.
3. Commercial dog kennels shall be located at least two hundred feet from any plot line.
4. Aviaries and apiaries shall be located at least thirty-five feet from any plot line.

Should you need any reasonable accommodation to assist in making permit application, please contact the Building Codes Division at 913.742.6010.

Summary of General Bulk Regulations

Zoning Designation	Primary Use	Front Setback	Side Setback	Rear Setback	Lot Area	Lot Frontage	Height Limit	Building Coverage	Ordinance Location
AG	Agricultural Holding Zone, Farming	50 feet	30 feet ^(a)	50 feet	5 acres ^(b) / 80,000(ft) ²	200 feet	45 feet/ 3 story	NA	17.10
RE	Residential Estates	50 feet	25 feet ^(c)	50 feet/ 40 feet ^(d)	1ac/sewer 2 ac/septic	160 feet	45 feet/ 3 story	NA	17.12
RS	Residential Suburban	35 feet	15 feet	35 feet/ 40 feet ^(e)	12,000(ft) ²	90 feet	45 feet/ 3 story	NA	17.16
R-1	Single Family Residential	30 feet	20% Lot Width 7 feet min	30 feet/ 40 feet ^(f)	9,000(ft) ²	75 feet	45 feet/ 3 story	NA	17.20
PSF	Planned Single Family (4 acres min.)	25 feet ^(g)	Varies (See Plat File)	Varies (See Plat File)	6600(ft) ² ^(h)	1/3=60'-65' 1/3>70 feet	45 feet/ 3 story	Max. 50%, Max.5du/a	17.23
DU	Duplex Residential	30 feet	10 feet	30 feet	12,000(ft) ²	90 feet	45 feet/ 3 story	NA	17.24
PO	Professional Office	30 feet/ 75' (hotel), 30' (parking)	20 feet ⁽ⁱ⁾ / 50' (hotel), 30' (parking)	35 feet / 75' (hotel) 30' (parking)	10,000(ft) ²	100 feet/ 200' (hotel)	45 feet	NA	17.34
CN	Commercial Neighborhood	40 feet 15' (parking)	Zero / 20' adjacent to Resident.	25 feet 15' (parking)	3 acres	50 feet	45 feet	NA	17.38
CH	Commercial Highway	30 feet/ 75' (hotel), 20' (parking)	Zero / 50' (hotel), 20' adjacent to Resident.	25 feet 75' (hotel) 20' (parking)	10,000(ft) ²	100 feet/ 200' (hotel)	45 feet	NA	17.42
TSQ	Townsquare District	20 feet/ 75' (hotel), 10' (parking)	Zero / 50' (hotel), 20' adjacent to Resident.	20 feet/ 75' (hotel)' 10' (parking)	none	40 feet ^(j)	45 feet	NA	17.45
PI	Planned Industrial (20 acres min.)	50 feet 20' (parking)	25 feet/ 50' adjacent to Highway/ 100' adjacent to Resident.	25 feet/ 50' adjacent to Highway/ 100' adjacent to Resident.	none	100 feet	75 feet	NA	17.46
PMR (PUD)	Planned Mixed Residential (4ac.min.)	See 17.54.21	See 17.54.21	See 17.54.21	17.54.20	17.54.20	17.54.20	17.54.20	17.54
POC (PUD)	Planned Office Commercial(5ac.min.)	See 17.54.23	See 17.54.23	See 17.54.23	17.54.22	NA	17.54.22	NA	

(a)Both side yards in combination must measure at least 100 feet (e)35 feet for SFR, 40 feet for other Permitted Uses and SUPs

(b)For single family residential and agricultural uses (f)30 feet for SFR, 40 feet for other Permitted Uses and SUPs

(c)Both side yards in combination must measure at least 75 feet (g)One front yard setback on a corner lot may be plated as side yard setback of 20 feet

(d)50 feet for SFR, 40 feet for other Permitted Uses and SUPs (h)With density/lot size transitions to adjacent residential

(i) Both side yards in combination must measure at least 50 feet

(j) See ordinance for other related frontage requirements



Residential Building Permit Application - Other than New Residential Structures

PROJECT INFORMATION

Project Address: _____

Type of Permit (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Basement Finish (Sq Ft) _____ | <input type="checkbox"/> Retaining Wall (height of wall) _____ |
| <input type="checkbox"/> Uncovered Deck (Sq Ft) _____ | <input type="checkbox"/> Remodel Existing Interior |
| <input type="checkbox"/> New Roofed Addition (Sq Ft) _____ | <input type="checkbox"/> Swimming Pool or Spa |
| <input type="checkbox"/> Accessory Building (Sq Ft) _____ | <input type="checkbox"/> Electrical Service or Upgrade |
| <input type="checkbox"/> Water Heater | <input type="checkbox"/> Furnace/AC |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Solar |

Description of Work: _____

Value of Work (project items under scope of Permit): \$ _____

APPLICANT INFORMATION

Check as Applicable: ☐ Contractor ☐ Owner ☐ Agent of Owner

Name of Applicant (Print) _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Contact Name (If different from above) _____ Phone: _____

Johnson County Contractors License Number (If applicant is a Contractor) _____

Home Owners info if Contractor is Applicant:

Name: _____ Email: _____ Phone: _____

I acknowledge that the information contained in this application is true and correct.

Signature of Applicant: _____ Date: _____

CITY INFORMATION

Permit applications and design documents shall be submitted to the Building Codes Division, located in the lower level of the west wing of City Hall (11110 Johnson Drive Shawnee KS 66203). Building permits may also be applied for online through citizenserve.com/shawnee.



Community Development

Building Codes Division

BUILDING PERMIT FEE SCHEDULE

VALUATION (\$)	FEE (\$)	VALUATION (\$)	FEE (\$)	VALUATION (\$)	FEE (\$)
0 - 500	20.00	24,001 - 25,000	257.00	62,001 - 63,000	497.00
501 - 600	22.00	25,001 - 26,000	264.00	63,001 - 64,000	502.00
601 - 700	24.00	26,001 - 27,000	271.00	64,001 - 65,000	507.00
701 - 800	26.00	27,001 - 28,000	278.00	65,001 - 66,000	512.00
801 - 900	28.00	28,001 - 29,000	285.00	66,001 - 67,000	517.00
901 - 1,000	30.00	29,001 - 30,000	292.00	67,001 - 68,000	522.00
1,001 - 1,100	32.00	30,001 - 31,000	299.00	68,001 - 69,000	527.00
1,101 - 1,200	34.00	31,001 - 32,000	306.00	69,001 - 70,000	532.00
1,201 - 1,300	36.00	32,001 - 33,000	313.00	70,001 - 71,000	537.00
1,301 - 1,400	38.00	33,001 - 34,000	320.00	71,001 - 72,000	542.00
1,401 - 1,500	40.00	34,001 - 35,000	327.00	72,001 - 73,000	547.00
1,501 - 1,600	42.00	35,001 - 36,000	334.00	73,001 - 74,000	552.00
1,601 - 1,700	44.00	36,001 - 37,000	341.00	74,001 - 75,000	557.00
1,701 - 1,800	46.00	37,001 - 38,000	348.00	75,001 - 76,000	562.00
1,801 - 1,900	48.00	38,001 - 39,000	355.00	76,001 - 77,000	567.00
1,901 - 2,000	50.00	39,001 - 40,000	362.00	77,001 - 78,000	572.00
2,001 - 3,000	59.00	40,001 - 41,000	369.00	78,001 - 79,000	577.00
3,001 - 4,000	68.00	41,001 - 42,000	376.00	79,001 - 80,000	582.00
4,001 - 5,000	77.00	42,001 - 43,000	383.00	80,001 - 81,000	587.00
5,001 - 6,000	86.00	43,001 - 44,000	390.00	81,001 - 82,000	592.00
6,001 - 7,000	95.00	44,001 - 45,000	397.00	82,001 - 83,000	597.00
7,001 - 8,000	104.00	45,001 - 46,000	404.00	83,001 - 84,000	602.00
8,001 - 9,000	113.00	46,001 - 47,000	411.00	84,001 - 85,000	607.00
9,001 - 10,000	122.00	47,001 - 48,000	418.00	85,001 - 86,000	612.00
10,001 - 11,000	131.00	48,001 - 49,000	425.00	86,001 - 87,000	617.00
11,001 - 12,000	140.00	49,001 - 50,000	432.00	87,001 - 88,000	622.00
12,001 - 13,000	149.00	50,001 - 51,000	437.00	88,001 - 89,000	627.00
13,001 - 14,000	158.00	51,001 - 52,000	442.00	89,001 - 90,000	632.00
14,001 - 15,000	167.00	52,001 - 53,000	447.00	90,001 - 91,000	637.00
15,001 - 16,000	176.00	53,001 - 54,000	452.00	91,001 - 92,000	642.00
16,001 - 17,000	185.00	54,001 - 55,000	457.00	92,001 - 93,000	647.00
17,001 - 18,000	194.00	55,001 - 56,000	462.00	93,001 - 94,000	652.00
18,001 - 19,000	203.00	56,001 - 57,000	467.00	94,001 - 95,000	657.00
19,001 - 20,000	212.00	57,001 - 58,000	472.00	95,001 - 96,000	662.00
20,001 - 21,000	221.00	58,001 - 59,000	477.00	96,001 - 97,000	667.00
21,001 - 22,000	230.00	59,001 - 60,000	482.00	97,001 - 98,000	672.00
22,001 - 23,000	239.00	60,001 - 61,000	487.00	98,001 - 99,000	677.00
23,001 - 24,000	248.00	61,001 - 62,000	492.00	99,001 - 100,000	682.00

Building Permit fee for valuations of \$100,001 to \$500,000:

- \$682.00 for the first \$100,000 plus \$4 for each additional \$1,000 or fraction thereof up to \$500,000

Building Permit fee for valuations of \$500,001 or more:

- \$2,282 for the first \$500,000 plus \$3 for each additional \$1,000 or fraction thereof

Plan Review Fees: When commercial building plans must be submitted, a plan review fee shall be paid at the time of submitting such plans and specifications for review. The plan review fee is in addition to the building permit fee.

Description

- Plan Review Fee
- Additional plan review required by changes, additions or revisions to approved plans (two hour min)

Charge

65% of Permit Fee

\$50/hour

For complete fee information, please review City of Shawnee [Comprehensive User Fee Schedule PS-56](#) (Effective 1/1/2020)