



NEW COMMERCIAL BUILDING PERMIT

GENERAL BUILDING PERMIT REQUIREMENTS

The Building Codes Division will issue a building permit for new commercial buildings and additions: Other City departments are included in the approval process (Planning, Development Engineering and the Fire Department). They may require additional permits and approvals in addition to the building permit.

❑ Building Permit: The building permit is issued to a general contractor for the project and includes all electrical, plumbing, and mechanical work. Separate permits are not issued for trade subcontractors. For multi-tenant projects a separate permit may be issued for the shell building.

Additional information can be found on our website. [Building Codes Division](#)

BUILDING PERMIT GENERAL SUBMITTAL REQUIREMENTS

The following are the general requirements of the Building Codes Division of Community Development. The Divisions of Planning, Development Engineering, and the Fire Department have additional requirements specific to each division. Building permits may be applied for in person at Shawnee City Hall or online through [Citizenserve.com/shawnee](https://citizenserve.com/shawnee).

- ❑ Application – Submit a completed **permit application** on the city approved form with the construction documents.
- ❑ Building plans – Submit an electronic set of construction drawings which are sealed by a Kansas architect or engineer. The plans should include architectural, structural, plumbing, mechanical, electrical, sprinkler plans, fire alarm, and pre-construction staked plot plan sealed by a Kansas registered surveyor with sufficient detail to insure code compliance. Please note that the architect or engineer of record is responsible for review and coordination of all submittal documents prepared by others, for compatibility with the design of the building.
- ❑ Underground utilities – The City of Shawnee has a municipal ordinance which requires electric, telephone, and cable TV services to be underground (RE: Section 15.64.020). There are some exceptions to this requirement. Contact our office with any questions.
- ❑ Structural Calculations and soils report – Submit an electronic set of the structural calculations and a soils report, sealed by a Kansas registered professional engineer.
- ❑ ADA compliance certification – The City of Shawnee requires that the permit applicant submit certification from a registered architect prior to issuance of a permit that the project design is in compliance with the federal and state regulations governing accessibility, and prior to issuance of a certificate of occupancy a registered architect shall certify that the entire scope of the project and finished construction are in compliance with the federal and state regulations governing accessibility.



The following information, although required prior to issuance of the building permit, will not delay the review of the plans if it is not submitted with the original application:

- ☐ Sewer permit – A electronic copy of either a **sewer or septic permit** issued for the project must be provided. Contact the Johnson County Wastewater, 11811 S. Sunset Drive, Suite 2500, Olathe, KS 66061, Telephone 913.715.8520. For septic systems contact the Johnson County Environmental Department, 11811 S. Sunset Drive, Olathe, KS 66061, Telephone 913.715.6900.
- ☐ Energy Calculations – Submit electronic documentation that the project is in compliance with the International Energy Conservation Code IECC.
- ☐ Statement of Special Inspections – An electronic statement of special inspections shall be submitted identifying which special inspections are required for the project per IBC Section 1704.3. Submit electronic documentation from the qualified individual(s) confirming their employment by the owner to provide **special inspections** and reports for the type of construction listed by the IBC 1704, and the **special inspection program**, as required by Section 1704.1.1.

PARTIAL PERMITS – PRIOR TO ISSUANCE OF FULL BUILDING PERMIT

- ☐ Demolition (full/partial or interior demo prior to interior remodel) – Prior to issuance for the building permit for new construction or renovation a separate permit can be issued for the complete or partial demolition of an existing structure or for interior demolition. A separate application for a building permit is required. For complete or partial demolition the LDP must be approved and issued prior to issuance of the demolition permit ([link](#))
- ☐ Footing and Foundation – If the building plan review is complete to the point that all structural issues are approved, all basic building code issues have been resolved, the sewer permit has been issued, and other departments have granted approval, and LDP issued, partial permits may be issued.
- ☐ Shell Building – If the footing and foundation permit requirements have been met and other departments have granted approval a partial permit for the building shell may be issued. A permit for the building shall may also be issued for multi-tenant projects with separate permits being issues for each tenant.

DEFERRED PLAN SUBMITTALS – MUST BE SUBMITTED AND APPROVED PRIOR TO INSTALLATION

Submittal of some documents are not required with the initial plan submittals, but are required to be submitted and approved prior to installation. The registered design professional in responsible charge of the project shall list the deferred submittals on the construction documents for review by the building official. Deferred submittals shall comply with the 2018 IBC Section 107.3.4.1. An electronic copy of all applicable deferred submittals is required. Examples of deferred submittals include:

- ☐ Fire sprinkler drawings
- ☐ Fire alarm plans
- ☐ Restaurant – hood and duct suppression system drawings
- ☐ Engineered floor and/or roof truss drawings and layout plan



CONTRACTORS - LICENSES

☐ **Contractors Licensing.** Contractor licensing for the City of Shawnee is controlled by a joint agreement between the City and Johnson County. To obtain a building permit in Shawnee the general contractor and subcontractors are required to possess a valid license issued by Johnson County Contractors Licensing JCCL. This will be checked at the time of permit issuance. For information contact JCCL at 913.715.2233.

☐ **Shawnee occupational license.** Each contractor performing work within the City shall have current occupational license issued by the office of the City Clerk prior to obtaining a permit. For additional information, contact Mary Crissman at 913.742.6247.

INSPECTIONS

- ☐ City Building inspections
- ☐ 3rd Party Special inspections

TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)

The Building Official is authorized to issue a temporary certificate of occupancy (TCO) before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The Building Official shall set a time period during which the TCO is valid. (Ref.: 2018 IBC Sect. 111.3). Please refer to the TCO Minimum Completion standards handouts for requirements. TCO approvals from Planning, Development Engineering, and Fire Department is required.

CERTIFICATE OF OCCUPANCY (CO)

CO's are only issued where occupancy occurs. A CO is not issued for shell buildings without a tenant. Shell building life safety issues must be completed prior to issuance of CO's for individual tenant spaces.

- ☐ CO approvals from other departments (Planning, Development Engineering, Fire, Codes)

FEES

- ☐ Building permit and plan review fees – (per fee schedule)
- ☐ Temporary Certificate of Occupancy – (per fee schedule)
- ☐ Planning, Development Engineering, and Fire department might have additional fees.



ADOPTED CODES AND AMENDMENTS

- ☐ 2018 International Building Code
- ☐ 2018 International Fire Code
- ☐ 2018 International Plumbing
- ☐ 2018 International Mechanical Code
- ☐ 2018 International Fuel Gas Code
- ☐ 2018 International Energy Conservation Code
- ☐ 2017 National Electrical Code

[City if Shawnee adopted Building Codes Ordinances](#)

OTHER REVIEWS AND SUBMITTALS

Other Community Development Divisions may require additional reviews and submittals:

- ☐ Planning
- ☐ Development Engineering
- ☐ Flood Plain Management
- ☐ Fire Department



Building Permit Application (Commercial)

PROJECT INFORMATION

Project Name: _____

Project Address: _____

Type of Permit (check all that apply):

☐ New Commercial or Public Building

☐ Building Shell

☐ Building Addition

☐ Multi-Family: No. Units _____

☐ Remodel Interior

☐ Change of Occupancy

☐ Retaining Wall: Height _____

☐ Interior Finish

☐ Foundation Only

☐ Other: _____

Description of Work: _____

Area of Construction/Remodel (sq. ft.): _____ No. of Stories: _____

Use of Building or Space: _____

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

APPLICANT INFORMATION

Check as Applicable: ☐ Contractor ☐ Owner ☐ Architect/Engineer

Name of Applicant/Contractor: (Name of Company) _____

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

Contact Person: _____ Email: _____

Office Phone: _____ Cell Phone: _____ Fax: _____

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

Owner's Designated Design Professional in Responsible Charge (complete this portion if construction documents are prepared by a registered design professional): _____

Office Phone: _____ Email: _____ Fax: _____

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

Applicant (print name): _____ Position: _____

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)



VERIFICATION OF SUBCONTRACTOR'S WORK

Project Address: _____ Permit # _____

I certify that the company listed below performed the [Mechanical, Electrical, Plumbing, Framing, Fire Protection (circle applicable type of work performed)] work for the project listed above.

Licensee Signature: _____ Date: _____

Print Name: _____

Company Name: _____

Johnson County Contractor License #: _____

State of _____, County of _____

Subscribed and sworn to before me this day of _____ 20_____

My appointment expires, 20 _____

Notary's Signature

Note to subcontractor - Upon project completion submit this form:
Shawnee Building Codes Division, 11110 Johnson Drive, Shawnee, Kansas 66203
Email: codes@cityofshawnee.org or Online Portal: citizenserve.com/Shawnee

Subcontractors may make copies of original notarized form and submit a copy for each project as long as original form is less than one year old.

**MINIMUM COMPLETION STANDARDS FOR TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)**

The building official is authorized to issue a temporary certificate of occupancy (TCO) before the completion of the entire work covered by the permit, provided such portion or portions shall be occupied safely. The building official shall set a time period during which the TCO is valid.

The following items, at the very minimum, must be satisfactorily completed before a TCO can be issued (some items may not be applicable):

- The building shall have obtained a Final Inspection.
- The project is substantially complete per approved construction documents.
- Required sanitary facilities and building heating systems are operational.
- All electrical panels and outlets (lighting and receptacles), are installed and approved.
- Required Exit Signs and Egress Illumination have been installed, tested, and operational.
- Means of Egress including egress doors, door hardware, stairway construction, handrails, guardrails, and all other required portions of the means of egress system are completed and approved.
- The kitchen fire suppression system (where provided) has been tested. Approval required by the Fire Marshal.
- NFPA 72 "Record of Completion" for all fire alarm and smoke detection systems. (submit to the Fire Marshal)
- Contractor's material and test certificates for the fire sprinkler system. (submit to Fire Marshal)
- Statement of Compliance per IFC 901.2.1. The installing contractor shall furnish a written statement that the fire protection system has been installed in accordance with approved plans and the appropriate installation standard. (submit to the Fire Marshal)
- A Kansas Registered Architect must certify in writing all construction (as installed) complies with applicable State and Federal laws governing accessibility (ADA, etc.). Their letter shall be submitted to and approved by the Building Codes Division.
- Special Inspectors "Final Report" per 2018 IBC 1704.2.4.
- Subcontractor Verification Forms for all trades required to be licensed through Johnson County Contractors Licensing - Mechanical, Electrical, Plumbing, Framing, and Fire Protection.
- Disinfection of Potable Water System, per 2018 IPC Section 610, shall be certified in writing, and submitted to the Codes Administration Division.
- City of Shawnee departmental approvals: Development Engineering, Planning Division, Building Codes Division and Fire Department. **Fire Department Inspections call 913.742.6101**
- The City Clerk shall be contacted, and application made for a Business license.
- Pay the required TCO fee.

Additional items cited during the Final Inspection may be required to be completed prior to the issuance of a TCO.