



RETAINING WALL PERMIT GUIDELINES

1. Electronic sets of plans, prepared by a Kansas registered Engineer, shall be submitted with the application for retaining wall permit. Plans should show sufficient detail to adequately describe the scope of work, including the location of the wall with respect to property lines and all construction details. Please note that permits are not required for retaining walls which are not over 4 feet in height measured from the bottom of the footing to the top of the wall. All retaining walls on commercial property, regardless of height, should obtain approval from the Planning and Development Engineering Departments prior to construction. Any retaining wall regardless of height requires a permit if constructed in a right-of-way, a drainage easement, flood plain, located on an E/I lot (as shown on the subdivision records of the City Engineer's office), or if the wall supports a surcharge or impounds Class I, II or III-A liquids.
2. A completed [permit application](#) form is required to be submitted at the time of application (see attached). All applications are made to the Building Codes Division.
3. Projects that involve grading and fill placement of more than 50 cubic yards or that are within 50 feet of a natural or improved channel or drainage way must also obtain a Land Disturbance Permit.
4. Work, which will be done in the regulatory floodplain, shall comply with all federal, state and city regulations. All required federal, state and county permits shall be obtained prior to city permit application submittal, and copies of those permits shall be included with the city permit application.
5. All contractors are required to possess a valid [business license](#) with the City of Shawnee. Contact the Mary Crissman at 913.742.6247 for any questions.
6. All work shall comply with the 2018 International Building Codes.

Remember, any time you plan to excavate or dig on your property you should contact the free service of Kansas One Call – just dial 811.

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



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.



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: _____

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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)