

The information provided in this publication refers to general requirements of a commercial permit application and should not be considered a complete list of code requirements. Complete information is available in the codes and ordinances adopted by the city. Some information indicated below may not pertain to all projects. Assuring that this information is included on each set of plans will reduce the time involved and number of revisions required to obtain a permit. Currently adopted codes:

- 2006 International Building Code (IBC)
- 2005 National Electrical Code (NEC)
- 2006 International Plumbing Code (IPC)
- 2006 International Fuel Gas Code (IFG)
- 2006 International Mechanical Code (IMC)
- 2006 International Fire Code (IFC)
- 2006 International Energy Conservation Code (IECC)

REQUIRED DOCUMENTS (Submit at time of application for a permit.)

- Completed Certificate of Occupancy application form (new tenants only) to be completed by the tenant. Each new tenant to a space will require issuance of a new Certificate of Occupancy regardless of whether any work requiring a permit is performed. Forms can be found at:
 - www.lenexa.com/commdev/certificates.html
 - www.lenexa.com/commdev/pdfs/Certificate%20of%20occupancy%20Application.pdf
- Note: New businesses to Lenexa are required to obtain a City of Lenexa Business License prior to starting operation.
 - www.lenexa.com/commdev/licenses_business.html
- Completed permit application
- Fees – Plan review fees are required to be paid at the time of submittal. Permit fees are paid at the time of permit issuance after the plans have been approved. Contact a Customer Service Representative at (913) 477-7500 if you have fee questions.
- Four sets of plans – Plans are required to be sealed by a design professional who is licensed in the State of Kansas. Note: Copies of sealed plans are acceptable. If embossed seals are used, they must be shaded to enable identification if plans are copied for record purposes.

CONTRACTOR LICENSING INFORMATION

Prior to issuance of a permit, the applicant shall supply the names of the contractor and sub-contractors for the project. The general contractor and sub-contractors (plumbing, mechanical, electrical and HVAC) are required to be licensed through Johnson County Licensing – license information is available at www.contractorlicensing.jocoks.com. All general contractors and sub-contractors are required to have a Lenexa Business License prior to issuance of the building permit. The tenant is also required to have a Lenexa Business License prior to operating the business; for information, go to:

- www.lenexa.com/commdev/licenses_business.html.

ARCHITECTURAL PLANS – Provide plans to clearly indicate the scope and nature as applicable below.

- **Code Summary** – The code data for the building is required to be on the plans. At a minimum, the following information should be included:
 - Code Editions used as adopted by the City of Lenexa – 2006 ICC Codes and 2005 NEC
 - Type of Construction
 - Occupancy Classification
 - Area of the tenant space
 - Occupant load calculation
 - Fires suppression (indicate if a suppression system is provided throughout)
 - Fire Alarms (indicate if an alarm system is provided)
 - Level of ADA Compliance
- **Site/civil plans**
 - For new buildings and additions, please include site development/civil plans that were approved by the Planning Commission or Governing Body, if applicable.
 - If the project has not been reviewed by the Planning Commission or Governing Body but still includes site modifications, then site development/civil plans are still required to be submitted.
 - If there are no site or exterior improvements associated with the project, then a site location plan showing the location of the tenant in the building is needed. It should indicate the building's exits, stairs, ramps and corridors.
- **Development Review Division comments** – Parking layout and parking space calculations – Tenant finish of spaces involving mixed uses should provide a plan and calculations to verify that adequate parking has been provided. Examples of uses that require additional parking information are office/warehouse and shopping centers where assembly uses are replacing mercantile or office uses.
- **Building Elevations** – Provide elevation drawings for any exterior alterations.
- **Floor plans** – Provide floor plans including dimensions, and show the usage of each space.
- **Partition schedule** – Clearly identify the different types of partitions with appropriate labels and details. Identify the construction materials, fire-resistance design ratings and how walls will terminate at the top. Label any existing fire-rated assemblies such as those associated with rated corridors, tenant separations, occupancy separations and specific use separations.
- **Door/window schedule** – Provide a door and window schedule. Show door and frame assembly ratings, door sizes, hardware and any closing or locking information. If sidelights are provided, include the type of glazing, size and frame information.
- **Americans with Disabilities Act (ADA)** compliance data – If the project is not new construction, then provide written certification, sealed and signed by an architect registered in Kansas, indicating an ADA compliance audit has been conducted of the existing facility identifying deficiencies or verifying compliance with all ADA Title III Design Guidelines OR provide a detailed cost analysis indicating compliance modifications equal to 20% of the overall cost of the project. If the cost analysis option is chosen, the items associated with the cost analysis and the cost analysis must be noted on the plans. If the space is in full compliance, please note this on the cover sheet of the drawing set.
 - Diagrams from ADAAG showing clearances for fixtures, turning radius, grab bar locations, lavatory clearances, water closets, drinking fountains, etc., are acceptable.
 - Where latch-side clearance may be an issue on doors, show dimensions on the plans.
 - Reception and break room counters shall comply with minimum reach ranges:
 - Sales counters shall provide accessibility for a 36-inch wide accessible space not more than 34 inches in height.
 - Break room counters shall be a maximum 34 inches in height. Operating controls of microwaves, etc. shall be no

- more than 48 inches above the floor.
- Provide a drinking fountain for wheel chair access complying with ANSI/ICC A117.1-98 and 2006 IPC Section 410.1. (Contact the plans analyst in the Building Inspection Division for other options.)
 - **Fire-resistance design information** – Provide fire-resistive design information including through-stop penetration designs, and the location and hourly fire-rating of all fire-rated assemblies. Indicate the UL or other accredited testing agencies' design number and specifications for all fire-rated construction including: design and specifications for all through penetration assemblies where ducts, piping, wiring and conduit penetrate a fire-rated assembly; and design and specifications for all fire rated joint assemblies for all static and dynamic joints involving fire rated construction.
 - **Electrical plans** – Plans should include general notes describing the scope of the electrical work to be performed. Plans shall clearly indicate any new work that is being performed. To verify code compliance, information shall include but not be limited to the following:
 - The locations and types of all exit signs and emergency egress lighting
 - Complete electrical floor and ceiling plans where new lighting systems are being installed
 - Complete panel schedules where new panels are being installed
 - For new, replaced or upgraded services and feeders, provide an electrical riser diagram. The line diagram should indicate all types and sizes of conductors, conduits and any other electrical components. The grounding methods need to be clearly noted.
 - For panel and service upgrades of more than 200 amps, provide a riser diagram sealed by a licensed Kansas engineer.
 - Indicate the location and types of all exit signs and emergency egress lighting.
 - List all electrical materials and wiring methods that are to be used.
 - **Fire alarm plans** – If a fire alarm is to be installed in the building, then complete plans for the system must be submitted to both the Fire Department and Building Department prior to occupancy. In buildings with fire alarm systems, indicate the location of all smoke detectors, fire alarm pull stations, fire alarm panels, heat detectors, fire horns and strobes. Include the decibel and candela ratings for the horns and strobes. ADA compliance will be verified by the Building Department while all other compliance will be verified by the Fire Department. For existing systems, show alarm and strobe locations and ratings on the plans. For new systems, complete plans may be submitted prior to installation and will not hold up permit issuance.
 - **Fire sprinkler plans/Fire suppression system plans** – If a fire sprinkler/fire suppression system is to be installed in the building, then complete plans and calculations for the system must be submitted directly to the Fire Department prior to occupancy. Receiving these plans will not delay the issuance of a tenant finish permit.
 - **Plumbing plans** – Plans shall provide notations describing the scope of plumbing work to be performed. Plans shall clearly show any new work that is being performed. To verify code compliance, information shall include but not be limited to the following:
 - Size, slope, materials and locations of all piping
 - Plumbing riser diagrams for all sanitary drain, waste and vent piping
 - Plumbing floor plan, including sanitary drains and water lines being installed or replaced
 - If a grease interceptor is required, the Johnson County Environmental Department (913) 715-6900, and the Johnson County Wastewater District (913) 715-8100, must approve the plans.
 - Changes in use or other modifications that significantly alter the quantities or types of discharge to the sanitary sewer system may require a new sewer permit from Johnson County Wastewater District (913) 715-8100.

- **Mechanical plans** – Plans shall provide notations describing the scope of mechanical work to be performed. For minor tenant upgrade, mechanical information may be limited to only the work included in the remodel (e.g., diffuser relocation with no changes to trunk lines). Where changes in use occur that necessitate different air supply requirements or HVAC units and/or distribution systems are being modified, sufficient information is required on the plans to verify compliance with the code provisions including but not limited to the following:
 - The location, size and materials used for all ducts, plenums, vents and piping
 - Mechanical floor plans indicating the location of all main duct runs
 - Locations and specifications for all mechanical equipment including boilers, water heaters, exhaust hoods, exhaust fans, chillers and HVAC equipment
 - For any change in use or addition of new mechanical systems, provide complete air balance schedule including the quantities of outside air introduced into the building, the amount of air exhaust from the building and the amount of air re-circulated.
 - The location of all smoke detectors used to shut down the air handling system and the method used to monitor the detectors
 - Restaurants installing hood and duct systems - Submit manufacturers listing information for all pre-manufactured hoods. If you are installing a site-built kitchen hood, provide drawings and specifications in accordance with Chapter 5 of the 2006 International Mechanical Code.
 - Warehouse/storage with vehicle – Incidental storage of vehicles within the building does not require ventilation unless the space is operated as a parking garage or repair garage.
- **Material Safety and Data Sheets** – All hazardous materials to be used and/or stored on site must be identified by providing MSDS sheets. In addition, a detailed listing of the proposed materials and the proposed quantities must also be provided.

TYPICAL PLAN NOTES

Some divisions require typical notes and acknowledgement of those requirements prior to issuance of permits. To minimize the number of plan revisions required to obtain a permit, the plan notes should include the following:

- **Building Division Code Summary** – The code data for the building is required to be on the plans. This should include the following minimum information:
 - Code Editions used as adopted by the City of Lenexa – 2006 ICC Codes and 2005 NEC
 - Type of Construction
 - Occupancy Classification
 - Area of the tenant space
 - Occupant load calculation
 - Fire suppression (indicate if a suppression system is provided throughout)
 - Fire Alarms (indicate if an alarm system is provided)
 - Level of ADA Compliance
- **Fire Department**
 - Alteration of building signage requires a separate permit and approval from the City prior to installation.
 - Double keyed locks are not permitted on any required or marked exit.
 - Exit and emergency lighting is subject to a field inspection by the City.
 - Provide 2a-10bc fire extinguisher(s) properly mounted as directed by the Fire Department during inspection.
 - Provide five-inch address numbers on the front and back of the building.

In buildings with sprinkler systems, add the following notes as applicable:

- Modify fire sprinkler protection per NFPA-13. Submit copy of head relocation plans to the Fire Department for approval prior to relocation.
 - Storage height limited to 12 feet unless sprinkler system is designed for higher storage. All storage shall comply with IFC Chapter 23 and NFPA-13.
 - Storage of idle pallets are required to be in groups of four stacks no higher than six feet separated from each other by eight feet of clear space and 25 feet from commodities. If storage of idle pallets will exceed this requirement, the fire sprinkler system shall be upgraded to meet NFPA.
- **Development Review comments**
 - The permit application is only for interior work and there are no exterior changes.
 - The overall square footage of the building will not change.
 - Any change to the construction documents requires city review and approval prior to implementation.
 - Issuance of a building permit does not constitute approval of any signage reflected on the drawings. All signage requires a separate permit prior to fabrication and installation.

REVIEW PROCESS

Plans are reviewed on a first come, first served basis by the Planning & Zoning, Engineering, Fire and Building Codes Departments. We ask for a minimum of 10 working days to complete the review on tenant finish, remodel and alterations permits and for 20 working days to review new construction and additions. Often, additional information will be necessary and the applicant will be notified if such information is required. A plans examiner will contact you once the permit has been approved.

PERFORMANCE GUARANTY

A "Performance Guaranty" is required when performing any form of land disturbance. The guaranty is based upon a per acre amount for commercial projects. The guaranty amount is determined during the plan review process and you will be notified of the required amount by the Development Engineering staff.

The purpose of this guaranty is to ensure that the contractors keep their projects and the surrounding area free and clear of dirt, mud, gravel and other debris. If the City determines that clean-up is necessary, the contractor will receive notice to take appropriate action. If the contractor fails to take appropriate action in the allotted time, the City will perform all clean-up, and charges will be assessed against the guaranty.

REQUIRED INSPECTIONS

To schedule an inspection, go to <https://permits.ci.lenexa.ks.us/citizenaccess/>. For concrete inspections, call (913) 477-7500.

Please have the permit number, project address, builder/contractor and type of inspection available before scheduling your inspection. YOU MUST PROVIDE A COPY OF THE APPROVED PLANS ON SITE FOR ALL INSPECTIONS.