

Phased Permit Submittal for Site Development, New Buildings and Tenant Finish

Planning and Development Services Department

www.opkansas.org

INTRODUCTION

The following handout has been designed as a tool to assist the applicant with the permitting process. Though developed primarily for new building permits, it also will be useful for other types of construction permits. Because of the focus on new buildings, specific issues associated with building additions, remodels, site work, etc., may not be addressed even though required on the plans.

This handout identifies the items needed for City staff to do a complete review of new building plans and site development plans. This handout identifies the information required to address many, but not necessarily all of the code and ordinance issues that could arise on a project. This handout also serves to identify the items that receive the most scrutiny during the plan review process. Despite its limitations, using this handout in a conscientious review of each project, prior to the initial submittal of plans to the City for a construction permit, will result in the shortest possible time between plan submittal and issuance of a permit.

GENERAL REQUIREMENTS FOR ALL SUBMITTALS

1. Final development plans must have been approved by the Planning Commission or Planning Division as required.
2. All sheets of the plans, the cover of the structural calculations, the cover of the soils report and the cover of the specifications must be sealed and signed by an architect or engineer licensed by the State of Kansas.
3. Submit four copies of the complete plans (site/civil, architectural, structural, mechanical, plumbing and electrical), one copy of the soils report, one copy of the structural calculations and one copy of the specifications with the application for a building permit or site development permit.
4. Any work in the public right of way that requires a Public Improvement Plan (PIP), must be submitted and accepted prior to a site development permit or building permit approval.

LAND DISTURBANCE PERMIT- LIMITED TO GRADING ONLY

A. Soils Report

1. Excavation and fill material placement procedures to be used.
2. A statement indicating what special inspections will be done for the placement of prepared fill and who will be performing these inspections.

B. Site/Civil Plans

1. Site/Civil plans sealed by a professional engineer licensed in the State of Kansas.
2. [General construction notes](#) in conformance with [City Standards](#).
3. The building location and finished floor elevation.
4. Legal description of site including the location of all property lines.
5. Finished grading plan with contours and/or spot elevations showing existing and proposed drainage pattern on-site and 50 feet beyond.
6. Erosion control plans and notes in conformance with City Erosion and Sediment Control Standards. **Note:** If a building shell permit has not been applied for by the time the Site Development Permit is ready to issue, a separate Land Disturbance Permit and surety will be required.
7. Location and dimensions of all existing and proposed public street right-of-ways, including centerline locations with street names clearly labeled.
8. Floodplain locations and elevations.
9. A plan for the ingress/egress from the public right-of-way into the private site, including a stabilized drive entrance and staging area.
10. The locations of existing traffic signal and street lighting equipment shall be shown, if applicable. Call Kansas One-Call for locations, and show results on the plans.
11. Tree preservation plan, if required.
12. Delineation of wetlands and any Corps of Engineers jurisdictional waters if applicable.
13. Delineation of required natural stream preservation corridors along with locations of protective fencing and/or other measures to prevent unnecessary clearing, grading or other disturbances to the stream corridor area.
14. Location and dimensions of all easements and existing utilities.
15. Provide a signed and approved copy of the Kansas Department of Health and Environment Notice of Intent for land disturbances over one acre.

SITE DEVELOPMENT PERMIT

All items for a Land Disturbance Permit, in addition to the following items listed, must be completed for a full Site Development Permit. A Site Development Permit allows clearing and grubbing, earthmoving, construction of storm sewers, parking lots, curbs, entrances, detention basins, retaining walls, utility drops outside the building, and includes any private infrastructure.

The requirements for Site Development Permit includes the following:

A. Landscaping and Screening Plans

1. Size, species, location, and number of all proposed landscape materials.
2. All existing landscaping to remain on-site.
3. Notation of all lawn areas to be seeded or sodded and any underground sprinkler systems proposed.
4. Location, size, and materials to be used for all screening, including screening for all ground-mounted mechanical equipment and trash enclosure areas.
5. Landscaping/screening plan that meets sight-distance requirements for drive entrances and intersections. Trees shall be positioned 3 or more feet from public sidewalks and street curbs. Overflow swales shall remain open and be free of shrubs or other low vegetation.

B. Final stormwater management study ([separate pdf file](#)) for projects that included a Preliminary Stormwater Management Study.

C. Site Plans/Civil Plans

1. Submit verification that minimum fire flow requirements at 20psi complying with the International Fire Code Appendix B&C can be met. Submit the flow test data, construction type, and square footage for each building.
2. Location, width and limits of all existing, proposed or modified sidewalks, including where applicable:
 - a. Sidewalk ramps.
 - b. ADA sidewalk passing squares (required every 200 feet when not interrupted by a street or drive entrance if walk is less than 5 feet wide).
 - c. Sidewalk dimensions and cross section. Longitudinal and cross slopes shown.
 - d. Traffic control for sidewalks including accessible pedestrian detour plan.
3. Storm sewer profiles, if there are more than two pipe segments.
4. Storm drainage map showing drainage areas to each inlet and any off-site areas sheet flowing onto the site.
5. Storm drainage calculations. Calculations should include drainage areas, runoff coefficients (matched to actual land uses or master plan land uses, whichever is the more intense use, and matched to storm frequency), rainfall intensity, storm frequency, runoff rate (cfs), pipe size, pipe slope and pipe length. Distinguish between overland flow and pipe flow and pipe flow to a curb or area inlet.
6. Construction plans for all [stormwater treatment facilities](#).
7. Photometrics showing location, height, candle power and type of outside private lighting fixtures for buildings and parking lots per the Site Design Standards or Planning Commission Resolution No. 76 as applicable.

8. Location of all buildings, existing and proposed on the same lot. Distance between all buildings, between buildings and property lines, between all parking and driveway areas and property lines and location of all fire separation lines.
9. Location and dimensions of all easements and utilities that will serve the building(s) including any existing or proposed fire hydrants, water lines, sewer lines, electrical service, piping materials, fire flow calculations, and conduits to fire pits.
10. Location, dimensions, number of stories, area in gross square feet and construction type of all existing or proposed buildings.
11. Location, limits, dimensions, top elevation, grade elevation and description of materials used in all existing and proposed retaining walls. Retaining wall structural computations for significant retaining walls (over 5') or when supporting buildings, driveways and parking areas.
12. Location and dimensions of all driveways, parking lots, parking stalls, aisles, loading and service areas and decks. Include curb radii of all landscape areas within parking areas.
13. Parking table showing compliance with minimum parking requirements based on square footage, seating or units etc.
14. Driveway entrance construction details for entrances off public streets. Include width of driveway, radii of curb returns and top-of-curb elevations at the quarter points of curb return radii, including the top-of-curb elevation where the curb returns meet the existing curb. Drive entrances to public streets must be sloped towards the street at the property line in accordance with City [Standard Detail](#).
15. Location of all ADA accessible parking spaces, curb ramps, accessible routes, signage to all buildings, and the finished floor elevation of the ground floor. Include longitudinal and cross slope information.
16. Where access to the site is through a thoroughfare or collector street, include a site specific traffic control plan. Plans must address both construction and non-construction periods. Include traffic control plans for any encroachment on roadways by construction workers or equipment. See the [City Traffic Control Handbook](#) for typical examples.
17. Final detention plans, if applicable, unless previously submitted.
18. Public street, street lighting and/or storm sewer plans, if applicable, unless previously submitted directly to the Engineering Services Division. Public street and/or storm sewer plans must be submitted as a separate set of plans from the building construction plans and will be issued a separate public improvement permit.
19. Modifications to existing street lighting/traffic signal systems shall be addressed on the plans when there are conflicts with the proposed site improvements, including utility relocations/additions. Any streetlight conduit disturbed must be replaced from pole to pole and be issued a separate public improvement permit.
20. Stabilized roadways to access all buildings at fire hydrants for fire and emergency medical service vehicles.

21. The appropriate [Standard Details](#) for all site infrastructure.

BUILDING SHELL PERMIT

Allows construction of the complete exterior envelope of the building, the central core for the elevators, stairways, public restrooms, shafts, electrical and mechanical distribution.

All items listed for land disturbance, site development and footing and foundation must be completed in addition to the following items listed for a building shell permit.

A. Architectural Plans

1. Complete floor plans including dimensions, the usage of the building spaces, materials used for construction, building elevations and the locations of all exits and doors. This would include the central core (elevators, stairs, restrooms, electrical rooms, janitor closets, public areas including lobbies and corridors).
2. The location and hourly fire-rating of all fire-rated assemblies including fire walls, fire barriers, fire partitions, horizontal separation assemblies, column protection, beam protection, shafts, floors and roofs. Indicate the UL or other accredited testing agency design number and specifications for all fire-rated construction.
3. The UL or other accredited testing agency's design and specifications for all through-penetration assemblies where ducts, piping, wiring and conduit penetrate a fire-rated assembly.
4. Location, size and materials to be used in all screening of rooftop mechanical equipment.

B. Structural Plans

1. Complete wall designs and details.
2. The size and locations of all columns, beams, bar joists, trusses and girders.
3. Complete connection details.
4. A statement of special inspections indicating all inspections to be done as part of the shell permit and who will be doing these inspections.
5. All concrete and masonry reinforcing steel must be specified.
6. The minimum concrete strength must be specified.
7. The location, weight and method of supporting all mechanical equipment and any other special fixed equipment must be provided.
8. The structural engineer must submit verification that they have received, reviewed and approved the steel erection and fabrication plans.

C. Structural Calculations

1. Complete design calculations for all structural elements and building systems supports.

D. Mechanical Plans

1. The location, size and materials used for all ducts, plenums, vents and piping.
2. Mechanical floor plans indicating the location of all main duct runs, fire dampers, and smoke dampers.
3. Locations and specifications for all mechanical equipment including boilers, water heaters, exhaust hoods, exhaust fans, chillers and HVAC equipment.
4. 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 recirculated.
5. The location of all smoke detectors used to shut down the air handling system and the method used to monitor the detectors.
6. Complete mechanical floor plans for the core areas and finished areas of the building. Load locations and capacity for future equipment installations shall be included in the structural design. Equipment serving common areas shall be installed with the shell building.

E. Electrical Plans

1. Complete electrical floor and ceiling plans for the core area.
2. Electrical riser diagrams including all feeder conductor sizes, panel types and overcurrent protective devices.
3. Panel schedules.
4. Electrical load calculations.
5. Available fault current. Indicate the system is designed to withstand this fault current.
6. The locations and types of all exit signs and emergency egress lighting in the core area.
7. The locations of all smoke detectors, fire alarm pull stations, fire alarm panel, fire horns and heat detectors if required.

F. Plumbing Plans

1. Complete plumbing floor plans for the core area including all sanitary drains, storm drains (roof drains), and water lines. Must be able to calculate the drainage fixture units that the main lines receive.
2. Size, slope, materials and locations of all piping.
3. Plumbing riser diagrams for all sanitary drain, waste and vent piping.

4. The location and type of all backflow preventers.
5. The location of the fire sprinkler risers and the fire department connection.

G. Specifications

1. A complete set of specifications must be submitted.

H. Fire Alarms and Fire Sprinkler Plans

1. If fire alarm and/or fire sprinkler systems are to be installed in the building, then complete plans and calculations for each of these systems must be submitted prior to any installation or occupancy. Receiving these plans will not delay the issuance of a building shell permit. All areas of the building including proposed unfinished areas must be covered in the design for the building shell permit.

I. Energy Code Compliance

1. Submit an energy code compliance report or demonstrate how the project complies with the prescriptive methods in the building code. This must be a complete package that includes the building envelope, mechanical systems, and lighting/electrical system.

J. Accessibility

1. Plans must demonstrate, with dimensions, full compliance with accessibility standards.

RELEASE OF FOOTINGS AND FOUNDATION

After submission of the plans for the building shell, the full permit may be issued with an administrative hold that allows construction of footings, foundation, underground foundation walls, base slab work (underground plumbing/electrical/mechanical are allowed if the required plans are submitted and approved).

All items listed for Land Disturbance and Site Development permit must be completed in addition to the following items listed:

A. Architectural Plans

1. The construction type, occupancy use groups, the occupant load used for designing the facility, the height and area calculations; and the building, plumbing, mechanical and electrical code editions used for designing the facility.
2. Floor plans including dimensions, the usage of the building spaces, materials used for construction, building elevations and the locations of all exits and doors.
3. The location and hourly fire-rating of all fire-rated assemblies including fire walls, fire separation assemblies, columns, beams, shafts, floors and roofs.
4. Indicate whether a fire sprinkler system and/or a fire alarm system will be provided and the standards to which they will conform.

5. Elevations of all sides of proposed buildings including building materials and colors to be used on exteriors and roofs and the location, size and materials to be used in all screening of rooftop mechanical equipment.
6. Include the main portions of all mechanical, electrical and plumbing systems.

B. Structural Plans

1. Live, dead, wind, seismic and other loads used for design of the building.
2. Complete foundation plans with construction details.
3. Floor and roof framing plans indicating the location of all columns, girders, beams and trusses on all levels.
4. Complete wall designs and details for all below ground foundation walls.
5. All concrete and masonry reinforcing steel must be specified for all foundation walls.
6. The minimum concrete strength must be specified for all piers, footings and foundations.
7. The location, estimated weight and method of supporting all mechanical equipment and any other special fixed equipment.
8. A statement of special inspections indicating all inspections to be done as part of the foundation permit and who will be doing these inspections.

C. Structural Calculations

1. Complete design calculations for all footing and foundation systems including estimated dead loads for all the structural elements and building systems. This will include most of the main portions of all mechanical, electrical and plumbing systems.
2. The minimum live load, dead load, snow load, wind speed and seismic loads.
3. The soil-bearing capacity that was used for the foundation design.

D. Soil Report

1. Complete boring logs including the boring locations and the type of soils encountered.
2. Excavation and fill material placement procedures to be used.
3. The bearing capacity of the soils intended to support the building.

E. Mechanical, Electrical and Plumbing Plans

1. Complete plumbing, mechanical and electrical floor plans for all floors including all sanitary drains, storm drains (roof drains), water lines gas piping, main mechanical system elements, and main electrical system elements.

2. Size, slope, materials and locations of all piping, main conduit runs, and main mechanical trunk lines.
3. Plumbing riser diagrams for all sanitary drain, waste and vent piping. Must be able to calculate the drainage fixture units that the main lines receive.
4. Electrical riser diagrams for main runs.
5. A sewer connection permit is required prior to release of footing and foundation construction.

INTERIOR TENANT FINISH PERMIT

Allows construction of all interior walls, finishes; electrical, plumbing and mechanical systems.

All items for a full site development, foundation and building shell permits must be completed in addition to the following items listed for the interior tenant finish permit.

A. Architectural Plans

1. Complete floor plans including dimensions, the usage of the building spaces, materials used for construction, building elevations and the locations of all exits and doors.
2. 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. The details for constructing these assemblies are required to be in the drawings.
3. The UL or other accredited testing agency design and specifications for all through penetration assemblies where ducts, piping, wiring and conduit penetrate a fire-rated assembly. The details for constructing these assemblies are required to be in the drawings.
4. For restaurant and assembly uses or where new seats are proposed for an existing restaurant: An updated parking table to confirm sufficient parking is required.

B. Structural Plans

1. Complete wall designs and details.
2. The locations, weight and method of supporting all mechanical equipment and any other special fixed equipment must be provided.

C. Mechanical Plans

1. The location, size and materials used for all ducts, plenums, vents and gas piping.
2. Complete mechanical floor plans.
3. Locations and specifications for all mechanical equipment including boilers, water heaters, kitchen equipment, grease hoods, chillers and HVAC equipment.
4. The location of all fire dampers, smoke dampers and smoke detectors used to shut down the air handling system.

D. Electrical Plans

1. Complete electrical floor plans, riser diagrams and ceiling plans.
2. Complete panel schedules.
3. Electrical load calculation.
4. The locations and types of all exit signs and emergency egress lighting.
5. The locations of all smoke detectors, fire alarm pull stations, fire alarm panel, fire horns and heat detectors if required.

E. Plumbing Plans

1. Complete plumbing floor plans including all sanitary drains, storm drains (roof drains) and water lines.
2. Size, slope, materials and locations of all piping.
3. Plumbing riser diagrams for all sanitary drain, waste and vent piping.
4. The location and type of all backflow preventers.

F. Fire Alarm and Fire Sprinkler Plans

1. If fire alarm and/or fire sprinkler systems are to be installed in the building, then complete plans and battery load calculations for each of these systems must be submitted prior to issuance of any permit that would include the tenant finish portion of a permit.
2. The locations of all required smoke detectors, fire alarm pull stations, fire alarm panels, fire horns, strobes with their candela ratings, and heat detectors.

G. Specifications

1. A complete set of specifications must be submitted.

H. Energy Code Compliance

1. Submit energy code lighting compliance reports.
2. If the design involves the building envelope, demonstrate envelope compliance.
3. If the tenant finish project includes installing new mechanical units, demonstrate how the mechanical system complies with the energy code.

I. Accessibility

1. Plans must demonstrate, with dimensions, full compliance with accessibility standards.