



## NEW ONE AND TWO FAMILY DWELLING CONSTRUCTION Electronic Document Review (EDR)

### HOW DO I GET STARTED?

New applications are submitted online through our online permit portal:

<https://permits.ci.lenexa.ks.us/CitizenAccess/>

Plan reviews are completed through Electronic Document Review (EDR).

### Electronic Application Process:

1. As soon the application is submitted via the portal, a confirmation email will be sent to let you know the delivery was successful.
2. All documents uploaded with the application shall be in PDF format. Each type of document shall be a separate PDF. For example, plans should be one document, sewer permit another, and shop drawings another.
3. The max size for construction plans to be converted to a PDF is 18"x 24" (Arch C) 24"x36" (Arch D). Plot plans can be 8 ½ x 14(Legal size) or bigger if needed,
4. A customer service representative will contact you by email to notify you of the required plan review fee. Once paid **please reply to the email to notify the City of the payment.**
5. The City's plan review will be communicated to the applicant by email and marked up construction documents. For example, if the plot plan shows some incorrect slopes, you may receive a marked up version of the plot plan, which will identify the area that needs correction.
6. If the documents require revision, the document upload and plan, review process is to be repeated with some slight differences.
  - a. Please reference the project number and note revision per review in the subject of the email.
  - b. A complete new plan set is required to be submitted for each revision. For example, if the construction plans were required to be revised, a complete set of plans will need to be submitted, not just the page or pages that require revision.
  - c. Revisions shall be clouded to identify the changes.
7. Once the application and plans are approved, an email will be sent notifying you of the approval and the permit fee. Once fees are paid via the portal **please reply to the email to notify the City of the payment. If you choose to pay by check, you will need to come to City Hall.**
8. Once the fees are confirmed, the approved plans and permit will be uploaded to the portal for your access it and to download for printing. City approved hard copy are



always required to be on site during inspections, failure to do so, might cause cancellation and re-inspection fee

9. Track builders are recommended to contact Community Development staff before uploading and applying for a permit.

If you have any questions regarding electronic permit applications, or encounter any difficulties, please contact a License and Permit Technician at 913-477-7725 or by email at [permits@lenexa.com](mailto:permits@lenexa.com)

### **REQUIRED MINIMUM INFORMATION**

All plans shall bear the seal and signature of a Kansas licensed architect or engineer. Scanned seals on plans in PDF format are accepted.

#### **Plot plan:**

The plot plan shall bear the seal and signature of a Kansas licensed civil engineer or land surveyor. The plot plan (legal size or 11"x17") shall include the following information:

1. Property address and legal description
2. Property dimensions
3. Existing and proposed contour lines
4. Proposed structures and distances to property lines
5. Building lines
6. Location of outside utilities (Storm inlets, street light pole, junction box etc...) easements , Rights-of-way, front building line setback
7. All drainage swales, Minimum Low Openings (MLO) or Minimum Floor Elevations (MFE)
8. Existing and proposed lot corner elevations
9. Driveway width at the R.O.W line
10. Driveway wings
11. Elevations at centerline of back of curb at R.O.W. line
12. Elevations at centerline of the driveway at R.O.W. line
13. Garage, basement floor elevation and top of foundation wall elevation
14. Callout daylight and or walkout limits
15. Show and label storm shelter if required by grade.
16. A copy of the sewer connection permit or private sewage disposal system permit
17. Square footage of the 1st and 2nd floors, garage, basement (finished/unfinished), and decks must be listed on the application. Draw decks, accessory buildings, fence, pools, to scale on the plot plan.

#### **Construction Plan Documents:**

The construction documents shall bear the seal and signature of a Kansas licensed architect or engineer. In general, the plans shall include the following:

1. General construction drawings, which include a level of detail sufficient to determine that all requirements are being met.
2. Foundation plan with the location, openable dimension and finished sill height of the required basement egress window(s) or walkout door, the dimensions and steel reinforcement schedule for the perimeter footings, foundation walls and all isolated footings or grade beams.
3. Complete framing plans for the floor/ceiling system joist system, roof rafters, including rafter and purlin bearing locations, an span charts reflecting the City of Lenexa's design loads for the rafters, ceiling joists and floor joists is required on the plan set identifying the following:
  - a. Species and grade rather than the modulus of elasticity/fiber strength in bending in the material specification, directional orientation of all joists and rafters
  - b. Species, grade and dimension of all headers, wood beams and columns
  - c. Size and specification of any steel beams or columns
  - d. Dimension of bearing stud walls and the location and methodology of all braced wall panels
  - e. Note the location and required guardrails, handrails, smoke detectors and G.F.C.I. receptacles. Provide a detail of the guardrail and handrail standards.
  - f. Exterior doors shall be illustrated as served by a landing on the construction plans. Decks and or stairs shall be shown on the plot plan.
4. For deck construction, provide the location, diameter and depth of all pier footings, the dimension, species, and grade and on center spacing of all joists, beams and posts shear and uplift connectors. Show the deck on your plot plan.
5. Full set of elevations, the elevation shall match with the proposed plot plan.
6. Note on the plan that the sump will be provided with a pump and an electrical receptacle.

## CONTRACTOR REQUIREMENTS

**Business License** – All general and sub-contractors are required to have a current Lenexa Business License. The license may be obtained from the Department of Community Development at Lenexa City Hall located at 17101 West 87th Street Parkway in Lenexa or by calling staff at 477-7725

**Contractor License** – All general and sub-contractors are required to have a current Johnson County Contractor's License (JCCL) to obtain building permits, except those types of work for which no applicable category exists. JCCL is not required for fence, land disturbance and site development permits. This list of exceptions is not complete; new categories may be added or deleted at the city's discretion. The JCCL can be obtained from the Johnson County offices located at 111 South Cherry, Olathe, KS. Phone: (913) 715-2233. Information is also available at <http://contractorlicensing.jocogov.org>



**Performance Guaranty**– A “Performance Guaranty bond” is required when performing any form of land disturbance. The purpose of this guaranty is to ensure that contractors keep their projects and the adjoining public right-of-way free from damage, dirt, mud, gravel and other debris. The required amount of the guaranty is based upon the previous year’s single-family permit activity using a tiered system.

### **Toilet Facilities for Workers**

Temporary toilet facilities are required within 500 feet of the construction, and shall be provided and maintained in sanitary condition for use of workers. Facilities must be available from ground breaking through completion.

### **REQUIRED INSPECTIONS**

For a summary of the City’s inspection requirements for new homes please reference the following:

[https://www.lenexa.com/UserFiles/Servers/Server\\_4323159/File/Government/Departments/CommDev/ResidentialInspectionGuidelines.pdf](https://www.lenexa.com/UserFiles/Servers/Server_4323159/File/Government/Departments/CommDev/ResidentialInspectionGuidelines.pdf)

To schedule an inspection or to check on the status of an application, go to <https://permits.ci.lenexa.ks.us/CitizenAccess/>

For concrete inspections, call (913) 477-7725.

### **COMMON QUESTIONS**

**How is the permit fee calculated?** Permit fees are based on the size and value of each project based on guidelines from the International Code Council. Please contact a License and Permit Technician at (913) 477-7725 or by email at [permits@lenexa.com](mailto:permits@lenexa.com) Fees vary for each project.

The specific fee calculations can be found here:

[https://www.lenexa.com/UserFiles/Servers/Server\\_4323159/File/Government/Departments/Finance/Schedule\\_of\\_Fees.pdf](https://www.lenexa.com/UserFiles/Servers/Server_4323159/File/Government/Departments/Finance/Schedule_of_Fees.pdf)

### **What are your basement egress requirements?**

All finished or unfinished basements and bedrooms are required to have at least one code compliant egress door or window. All below grade windows used for required egress must have a window well or day lighted that meets the same requirements as bedroom egress.

### **What is the below grade openable size of the required emergency egress window?**

All escape or rescue windows shall have a minimum net clear openable area of 5.7 square feet, minimum net clear openable height of 24 inches, minimum net clear openable width of 20 inches, and maximum sill height of 44 inches above the floor.



**What is required for placement of trees?**

The contractor is responsible for placing two yard trees. Deciduous trees must have a minimum diameter of 2 to 2-1/2 inches measured six inches above grade. Ornamental trees must have a minimum height of six to eight feet. Evergreens must have a minimum height of five to six feet. Street tree requirements must be addressed individually. Existing trees might be taken into account if they meet the size and type, contact the Building Codes Division for specifics on your project.

**When must I retain the services of an engineer for inspections?**

A qualified engineer must be employed, at the permit holder's expense, for the inspection of engineered piers foundation designs, the use of high strength bolts and the welding of structural steel members. City of Lenexa's staff will define the inspection protocol. The work will require City of Lenexa inspection in addition to the engineer's inspection (third party special inspection).

**When can a new dwelling unit be occupied?**

An approved final inspection must be completed/or passed before occupying a new home. All health, life and safety items must be completed. In situations where landscape items cannot be completed or if unique circumstances prevent complete code compliance, a Temporary Certificate of Occupancy (TCO) may be approved. A TCO will not be issued if a deficiency creates a hazard or threat to life as determined by the building official or requires access to the interior of the home. Landings at all exterior doors will be required prior to the issuance of a TCO or CO. Any holds for retaining wall designs/calculations or swale inspections must be satisfied prior to the issuance of a TCO or CO.

If you have any questions regarding permits or inspections please contact a customer service representative at 913-477-7725 or by email at [permits@lenexa.com](mailto:permits@lenexa.com)