

How to Obtain a Building Permit For

STEEL FRAME BUILDINGS

**DETACHED GARAGES, RESIDENTIAL ACCESSORY STRUCTURES AND
AGRICULTURAL BUILDINGS**



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BUILDING INSPECTION DEPARTMENT

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*Miami County's Mission is to provide the Community with professional services and effective use of resources through responsive, interactive and progressive government;
To safeguard community trust and funding; and
To promote and enhance the highest possible quality of life, while respecting individual rights and human dignity.*

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INTRODUCTION

Several types of structures are commonly utilized for detached residential accessory and agricultural buildings. The three most common types of structures are conventional light wood framing, post frame construction and rigid steel frame structures.

Each of these structures have unique construction features that need to be shown on the plans that are required to be submitted as a part of a building permit application. This document will outline the details and specifications that need to be shown on the plans for buildings utilizing the Rigid Steel Frame construction requirements of the International Residential Code.

HOW TO GET STARTED

The following preliminary issues may need to be addressed prior to an application for a building permit .

- **Zoning:**

- Is the property zoned for how I intend to use my building?**

- If the intended use of a building is planned for anything other than normal residential accessory or agricultural use, you should contact the Miami County Planning Department at 913-294-9553 to discuss the proposed use. If the intended use is for any type of commercial or industrial activity including the storage of contractor's equipment, commercial trucks, or the repair or servicing of commercial equipment may require special zoning.

- **Wastewater Treatment:**

- If a bathroom or any plumbing fixtures, including floor drains, that will discharge any wastewater are planned to be installed, contact the Miami County Environmental Health Department at (913) 294-4117 to discuss what type of wastewater treatment system is best suited for your building and an explanation of design and permitting guidelines for the system.

- **Highway Entrance Permit:**

- The location and construction of a new or existing entrance to a property off of county roadways is required to be approved before the construction of a new entrance is started or before a building permit is issued.

- An application for a new driveway entrance or approval of an existing driveway entrance may be made either prior to or at the same time as applying for a building permit. A \$50.00 processing fee is due at the time the application for the entrance permit is made. Application for a highway entrance permit can be made at the building inspection office in the Miami County Administration Building.

- After a site inspection of the proposed entrance location is made, the Road and Bridge Department will provide an estimated cost of construction. If an applicant chooses to have the Road and Bridge Department construct the new entrance, the construction costs shall be paid before installation will begin.

- If applicants wish to construct the entrance themselves or contract with a private entity, a cash bond with the amount to be determined by the Road and Bridge Department shall be made prior to the start of construction. The Road and Bridge Department will refund the bond upon final approval of the installation of the highway entrance.

AVOID THE MOST COMMON MISTAKES

By avoiding some simple mistakes that are found during the review of plans and documents, unnecessary delays in obtaining your building permit can be prevented. Some of the most common mistakes are described as follows:

1. Site Plan not prepared in accordance with required standards. The site plan standard available from the Planning and Zoning Department should be followed closely.
2. Plans are not sealed by licensed engineer. The international building Code does not contain step by step specifications for Rigid Steel Frame Buildings as it does for light wood frame construction. The structural design is required to be sealed by an engineer that is licensed by the state of Kansas. The requirement for an engineer's seal includes the design of a foundation system plans required to resist all loads and to support the building.
3. Foundation details and specifications are not provided on plans. Steel frame building plans do not normally include the foundation design plans. Due to the loading reactions of the steel frame of a rigid steel frame building the foundation plan is required to be sealed by an engineer that is licensed by the state of Kansas.
4. Licensed contractors. Miami County requires that any general, electrical, plumbing, mechanical, foundation, roofing or site utility contractor hold a valid contractor license. A letter from the licensed contractors that are used on a project verifying that they have agreed to work on the project must accompany each permit application.
5. Work performed exceeds the scope of work covered by permit. All work that is planned to be performed, including any interior partitions or any electrical, plumbing or heating and cooling systems, should be detailed on the permit application and the plans in accordance with the requirements of this guideline. Any work that is observed during inspections that is not included in the scope of work covered by the permit will result in a Stop Work Order being issued until the proper permits have been secured.

WHAT IS THE MINIMUM INFORMATION NEEDED TO APPLY FOR A BUILDING PERMIT?

In order for a permit application to be considered acceptable for review the following information shall be provided:

1. A completed building permit application form with all requested information provided.
2. A copy of the deed to the property with a full legal description included.
3. A completed highway entrance permit application.
4. Signed letters, copies of contracts or affidavits from each contractor that is listed on the permit application questionnaire. If the property owner intends to perform any work for which a license is required, an affidavit on a form provided by our office shall be completed and submitted with the permit application.
5. An affidavit for use of accessory building on a form provided by our office shall be completed and be submitted with the permit application.
6. Two (2) site plans prepared in accordance with enclosed standards.
7. Two (2) full sets of building plans prepared in accordance with the enclosed standards.

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PREPARATION OF PLANS

Plans are required to accurately represent the proposed construction. Plans shall be prepared to scale on standard sized paper of the same dimensions. Plan pages shall be numbered and be correlated into sets with each set bound or secured into complete sets. Plans will be reviewed for compliance with the codes and regulations of Miami County before the permit is issued. The more complete the plans the faster the plan review can be performed and the quicker a permit can be issued.

Plans that are incomplete or that require more than one-hour of review time will have plan review fees charged at the rate of \$50.00 per hour with a minimum one-half hour charge. Plan review fees will be added to the permit fee and collected at the time that the permit is issued.

Upon approval of the submitted plans, the plans will be stamped "APPROVED" and the permit will be authorized for issuance. One set of stamped "APPROVED" plans will be returned to the applicant with the permit. The permit applicant is responsible to have approved plans on the job site for all inspections and all site construction is required to be performed in accordance with the approved plans. Revisions to the approved plans must be reviewed and be approved by the building inspection department prior to the revised work being performed.

A brief outline of the details and specifications that the plan reviewer will be checking follows this introduction and an applicant may utilize this outline as a checklist to ensure that they have complied with all the necessary information for submittal with the permit application. If this information is not provided the permit application will be deemed to be incomplete and the plans will be returned to the permit applicant for correction. Upon re-submittal, the plans will be re-reviewed for compliance with the codes and regulations of Miami County.

SITE PLAN REQUIREMENTS

Please refer to the Site Plan Standards handout available from the Planning and Zoning Department.

Site plans that do not show the information that is requested will be rejected during plan review and the site plan will be required to be prepared to acceptable standards, either by an individual or by a registered surveyor.

DESIGN LOADS

The following design loads shall be used in the preparation of the building plans:

- ◆ Ground Snow Load: 20 psf
- ◆ Roof Snow Load: 20 psf
- ◆ Wind Load: 90 mph, exposure "C" for a 3-second gust
- ◆ Seismic Design Category: "A"

PREPARATION OF BUILDING PLANS

Building plans shall provide details and specifications on all of the following that apply:

Floor Plan:

- The use of each separate area of the building shall be shown.
- All area dimensions shall be shown.
- Ceiling heights shall be shown.

- Location of Exterior Doorways and Windows with Opening Dimensions.
 - Show the location of exterior doors and windows showing the finished opening dimensions
- Location of Plumbing Fixtures shall be shown (if applicable).
- Location of any heating or cooling equipment shall be shown (if applicable).
- Location of electrical service shall be shown with the following information provided(if applicable).
 - Show the location of the electrical service
 - Specify amperage rating of service

Structural Plan:

- The International Building Code does not contain step by step specifications for rigid steel frame buildings. The components of this type of building are typically fabricated by in a shop based upon engineered plans and specifications. Structural plans for both the building frame and the supporting foundation system are required to be sealed by an engineer that is licensed by the state of Kansas.

FREQUENTLY ASKED QUESTIONS

Q. How long does it take to obtain a building permit?

A. A full review of the plans and specifications will be completed by the departments and agencies responsible for checking the project for compliance with applicable codes and regulations. Depending on the complexity of the project and completeness of plans and specifications an answer usually can be given within five working days. **During peak construction periods this time frame may be exceeded** so please allow ample time when making application for a building permit.

Please keep in mind that the more concise and complete your plans are, the faster it is to complete the review of your project and the easier it is for us to help you prevent costly errors and omissions once your project is underway.

Q. How close to a property line can I construct a building?

A. The minimum setbacks depend on the Zoning District in which the parcel of land is located. Contact the Planning and Development Department at (913) 294-9553 for details and have the legal description, including the Section, Township and Range of the property available when calling.

Q. How is my property zoned? What uses are allowed on the property?

A. Contact the Planning and Development Department at (913) 294-9553 for details and have the legal description, including the Section, Township and Range of the property available when calling.

Q. What work requires licensed contractors?

A. Generally, property owners may perform any type of work on buildings that they own and will personally occupy. Individuals or companies that act as building contractors in Miami County are required to be licensed. Licensing is required for general contractors, electrical contractors, plumbing contractors, HVAC contractors, foundation contractors, roofing contractors and site utility installers.

Q. What codes have been adopted by Miami County?

A. Miami County has adopted the provisions of the 2006 edition of the *International Residential Code for One- and Two-Family Dwellings®* for the unincorporated areas of Miami County outside of established community growth areas. This publication covers all aspects of conventional construction for one and two family dwellings including structural and non-structural, plumbing, HVAC and electrical.

Q. Where can I obtain a copy of the Building Codes adopted by Miami County?

A. Copies of the Uniform Codes or the International Residential Code may be obtained from the International Code Council by phone at 1-800-786-4452 or can be ordered online at www.iccsafe.org/store.

Q. What will my building permit cost?

A. Permit fees are based upon the valuation of construction. The valuation will be determined as part of the plan review process and there is no standard answer, the fee is based upon factors such as the square footage of the dwelling, basement, finished basement and garages along with

other factors. A worksheet for an individual to estimate a permit fee is available from the building inspection department.

Q. What type of inspections are required?

A. A complete listing of required inspections will be included with the building permit. A related handout is available on request outlining required inspections and procedures for making inspection requests. A typical residential accessory building can have as few as two inspections, however, additional inspections may be required based upon the type of work that is being performed. Typical inspections include footings, foundation walls, underslab plumbing, rough in of building, electrical, plumbing and hvac systems, open trench inspections for electrical, water and gas laterals, interior gas piping installation and pressure testing, and a final inspection.

Q. When can a new building be used or occupied?

A. Generally anything that is considered to be a safety or sanitation requirement must be complete before occupancy of a new building will be granted. A Certificate of Occupancy is required to be issued by the Codes Official before a building may be legally occupied. A final inspection is required prior to gaining approval to use or occupy any building.

Q. Can a dwelling unit be constructed in an accessory building?

A. If the structure is designed for the loads and conditions for residential use the building may be allowed to have a dwelling unit finished inside of it. When the building is either of post frame or rigid steel frame construction the structural plans will be required to be prepared and sealed by a design professional registered by the state of Kansas providing details and specifications showing the required compliance with the provisions of the International Building Code for use as a residential structure.