



ELECTRICAL PLANS

Electrical plans are required on most commercial construction projects. The following information is required to be shown on the electrical plans.

- ❖ Location of panels;
- ❖ Voltage and ampere rating of panels and circuits;
- ❖ Load calculations;
- ❖ Panel schedule;
- ❖ Emergency lighting;
- ❖ Exit signage;
- ❖ GFCI locations



MECHANICAL PLANS

Mechanical plans and specifications shall include;

- ❖ Location of mechanical equipment;
- ❖ Rating or BTU/h input of mechanical equipment;
- ❖ Flue details and specifications for gas fire equipment;
- ❖ Combustion air requirements for gas fired equipment;
- ❖ Location and access specifications for fire / fire dampers

PLUMBING PLANS

Plumbing plans shall show;

- ❖ Riser diagram;
- ❖ Location and specifications of all plumbing fixtures;
- ❖ Specifications and identification of fixtures required for ADA Accessibility requirements.

OTHER PLANS

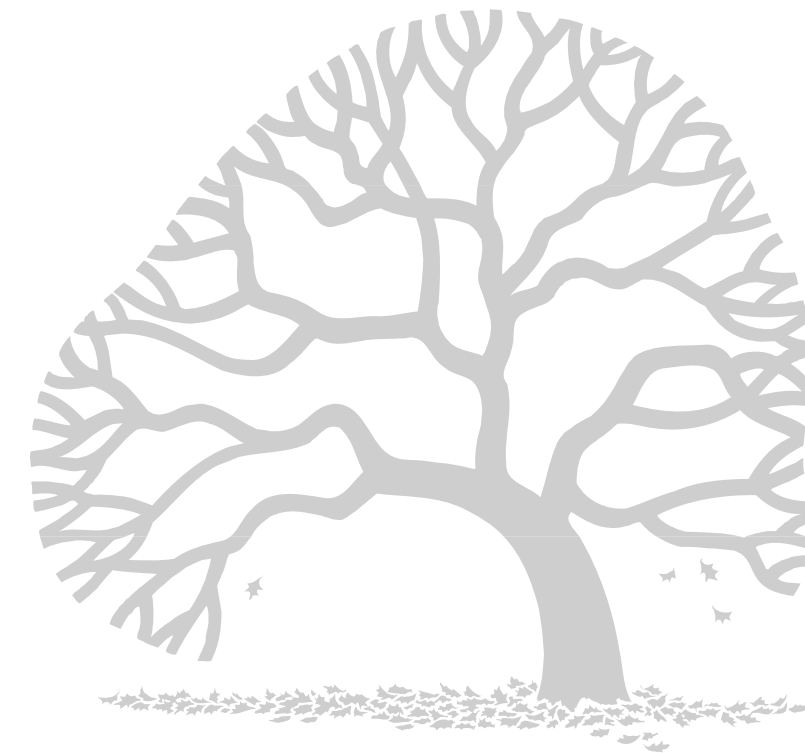
In addition to plans for the building, electrical, plumbing and mechanical plan may be required for equipment or features planned as part of a construction project. Some additional plans that may be required are;

- ❖ Fire Sprinkler Systems.
- ❖ Fire Alarm Systems
- ❖ Commercial Range Hoods
- ❖ Storm Water Runoff and Detention; When improvements on a parcel including new or existing buildings, parking lots or other improvements that create impervious surfaces that exceed ½ acres (21780 Square Feet) in total combined area, a storm water runoff study and detention plan shall be prepared and be sealed by a licensed Civil Engineer and be submitted with the site plans.

How to Obtain a Building Permit

COMMERCIAL CONSTRUCTION

- ❖ New Buildings and Additions
- ❖ Remodeling and Tenant Finish
- ❖ Change of Use or Occupants



MIAMI COUNTY, KANSAS

BUILDING INSPECTION DEPARTMENT

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Phone: (913) 294-4145

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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.*

DO I NEED A BUILDING PERMIT?

A building permit is required for any new commercial and industrial construction; demolition; additions; or remodels including relocation or removal of walls; adding or deleting doors; adding, removing or relocating any electrical, plumbing or mechanical system elements.

HOW DO I GET STARTED?

Questions that you may want answered prior to making application for a building permit.

- ❖ **Zoning;**
Is the property zoned for the proposed use?
Call the Miami County Planning and Development Department at (913) 294-4145 to review the allowed uses for the property .
- ❖ **Sewage Disposal;**
Are public sewers available to serve my site or what type of septic system will be required?
Call the Miami County Environmental Health Department at (913) 294-4117 for information on what type of sewage disposal system will be required and explanation of design and permitting guidelines.
NOTE: Approval of the design for a sewage disposal system and a permit for connection or construction of an approved sewage disposal system is required prior to a building permit application being made.
- ❖ **Architectural Design Required;**
Generally, any building or remodeling project that involves work on a building or structure being used for a commercial purpose requires the project to be designed by an Architect Licensed by the State of Kansas. You may bring concept drawings into the Building Inspection Office for a consultation with a member of staff prior to retaining the services of an Architect, however unless the work being proposed is minor in nature the involvement of a professional is required by Kansas State Statutes.

WHAT INFORMATION DO I NEED TO APPLY FOR A BUILDING PERMIT?

The following items are required to be submitted as part of a building permit application:

- ❖ Completed building permit application.
- ❖ A copy of the deed, including a full legal description, for the property on which the proposed project is to be located.
- ❖ A copy of an installation permit for a sewage disposal system, approval for connection to an existing sewage disposal system or acceptance of an existing sewage disposal system from the Miami County Environmental Health Department.
- ❖ Two (2) site plans showing all existing and proposed improvements.
- ❖ Two (2) sets of plans, each sheet displaying original seal and signature by an Architect or Engineer registered by the State of Kansas.

WHAT WORK REQUIRES LICENSED CONTRACTORS?

Individuals or companies that act as building contractors in Miami County are required to be licensed. Licensing is required for general contractors, framing contractors, roofing contractors, foundation contractors, concrete flatwork contractors, electrical contractors, plumbing contractors and HVAC contractors. Generally property owners may perform work on buildings that they own and occupy for commercial purposes on any trade that requires a license without becoming licensed themselves with the exception of electrical, plumbing and HVAC. Any work involving electrical, plumbing or HVAC systems in a commercially used property requires a qualified licensed contractor to perform the work.



HOW LONG WILL IT TAKE FOR MY PERMIT TO BE APPROVED?

A full review of the use 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 two weeks.

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 for us to help you prevent costly errors and omissions once your project is underway.

SITE PLANS

Site plans must be submitted as a part of the project plans. Site plans for commercial projects are required to be sealed by a Surveyor Registered by the State of Kansas. Site plans shall show the following features;

- ❖ Plot plans shall be drawn to scale and the scale shall be shown on the plans;
- ❖ North shall be indicated by an arrow on the drawing;
- ❖ Show the dimensions of all property lines and indicate the area or size of the property in acres or square feet;
- ❖ Indicate the location of public or private roads and show the name or number of the road;
- ❖ The location of any existing and proposed driveway entrances shall be shown with the distance from a property line to the centerline of the driveway given and the width of the proposed driveway shown;
- ❖ The location of any creeks, streams or drainage ditches and the boundaries of any flood hazard zones;
- ❖ The location of any recorded easements;
- ❖ The location of all existing buildings with the distance shown between building and property lines. The use and dimensions of existing buildings shall be indicated on the plot plan;
- ❖ The location of a septic tanks, lateral fields, lagoons or other components of private sewage disposal systems;
NOTE: Buildings or access drives shall not be placed over septic tanks or disposal fields and proposed buildings shall maintain the required minimum setbacks;
- ❖ Location of all water service lines, electrical service lines, gas service lines or other utility services serving the site;
- ❖ The location of proposed building with the distance between the proposed building and existing structures and property lines shown.
- ❖ The location of fire protection water supply lines and fire hydrants when required by the fire code.



BUILDING PLANS

For new construction:

Provide complete sets of final construction drawings, details, and specifications. Include site plans; foundation plans and details; dimensioned floor plans and elevations; and all wall and floor/ceiling, roof/ceiling sections and details along with UL or UBC fire resistance ratings. A soils report and all structural calculations, including truss manufacturers' engineered shop drawings.

For tenant finish or remodel or Change of Tenant / Occupants;

Provide any above items which apply, along with a key plan showing the relationship of the tenant space or remodel area to the rest of the building. Please clearly distinguish proposed new construction from existing.

All plans for commercial construction shall include a cover page or attachment from the design professional that provides the following information;

- ❖ A statement that plans have been prepared in accordance with the *2000 edition of the International Building Code, International Plumbing Code, International Mechanical Code and the 1999 edition of the National Electrical Code.*
- ❖ Show the use of each area of the building. Provide the Group and Division of Occupancy Classifications for each separate area of the building in accordance with Chapter 3 of the Building Code.
- ❖ Provide the Type of Construction for the building in accordance with Chapter 6 of the Building Code.
- ❖ Provide the allowed building area and building height in accordance with Table 5-B Building Code and any allowed increases used in the design of the building in accordance with Chapter 5 of the Building Code. Applicable code sections and calculations shall be provided with plans.
- ❖ Show the location of any area or occupancy separations required by the Building Code.
- ❖ Show the occupant load including calculations for each separate occupancy in the building in accordance with Table 10-A of the Building Code.
- ❖ Show the required exiting plan for all areas of the building in accordance with Chapter 10 of the Building Code,
- ❖ Show the location of required sanitation facilities as required by Chapter 29 and Appendix Chapter 29 of the Building Code . Provide details that show that sanitation facilities will comply with ICC/ANSI A117.1 American National Standards for Accessible and Usable Buildings and Facilities.
- ❖ A statement shall be on plans from the design professional that all facilities required to be ADA accessible are designed to be accessible to persons with disabilities and comply with *ICC/ANSI A-117.1 1998 American National Standards for Accessible and Usable Buildings and Facilities.*

