



Codes Administration

Guidelines for Plan Review Submittal for Tenant Finish Projects

- The Planning and Development Services Department should be contacted before plans to finish tenant spaces are submitted for permit. Planning and Development Services will discuss the zoning restrictions and other important preliminary details.
- Tenants should submit application to the Johnson County Unified Wastewater (JCW) District for a sewer permit. Contact JCW at (913) 715-8520 or go to www.jcw.org for information. A permit or written approval from the wastewater district must be obtained prior to release of a building permit.
- Food service establishments are required to be licensed by the Kansas Department of Agriculture. Contact Mary Geiger, Communications Director for the Kansas Department of Agriculture, at (785) 296-2653 or at Mary.Geiger@kda.ks.gov for additional information
- Remodeling and construction work shall comply with the requirements of the 2012 Edition International Building Code, International Mechanical Code, International Plumbing Code, the International Energy Conservation Code, and the 2011 National Electrical Code.

Permit Application documents include the following:

1) Two sets of hard copy plans and one digital set of plans are required to be submitted for review with the permit application. Plans should be drawn so that the entire scope of work is clearly shown. Plans for complex projects, such as change in occupancy classifications, structural alterations, fire rated construction, etc. may be required to be prepared and sealed by a Kansas registered Architect or Engineer. Plans should include:

- The name of the tenant and the type of business.
- The use of all rooms clearly labeled, such as store room, bathroom, office, etc.
- The location of any sprinkler heads.
- The location of all exits and exit signs, labeled as existing or new.
- The location of any existing "fire-walls" or fire-rated construction in the tenant space.
- All existing construction should be labeled as existing or otherwise clearly identified.
- The materials to be used in construction of walls, ceilings or floors. Some buildings are required to be constructed of non-combustible materials.
- All alterations to the plumbing, mechanical or electrical systems, clearly shown in detail.
- All other details necessary to show the complete scope of work.

2) A completed [Building Permit Application](#) (pdf) form is required to be submitted at the time of application for permit.

3) All contractors are required to obtain a business license with the City of Shawnee prior to issuance of the permit. Please contact the City Clerk's office at (913) 742-6014.

4) The permit applicant must have a valid class A or B Johnson County contractor's license call (913) 715-2233 or go to the following website at: <http://contractorlicensing.jocogov.org/>.



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5) A list of all chemicals, flammables, explosives, acids, solvents, toxics, etc. and list specific quantities, uses, and amounts to be stored in open and closed containers; or submit a statement that none of the above items will be included in this project.

Chapter 11 of the 2012 IBC has been deleted and the following adopted:

Chapter 11 - Accessibility

Section 1101. General. Modifications to existing building or sites, and construction of new buildings and sites shall comply with all applicable federal and state laws governing access and usability by individuals with disabilities. The permit applicant of record shall obtain certification from a registered architect that both the project design and the finished construction comply with applicable federal and state regulations governing accessibility. The permit applicant of record shall submit the design certification to the building official prior to the issuance of a building permit. The finished construction certification shall be submitted to the building official prior to the issuance of a certificate of occupancy for the project. A single registered architect shall certify the entire scope of the project design documents and the finished construction project. The building official may waive submission of proof of certification for minor projects. The waiver of certification submission shall not relieve the requirement that the permit applicant of record obtain an architect's certification as described above. Appeals to accessibility requirements, where allowed by federal or state law, shall be heard by the board of appeals.

Should you need any reasonable accommodation to assist in making permit application, please contact the Codes Administration division at 913-742-6010.

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