



**Phased Permit Submittal Checklist  
City of Olathe, Kansas  
Revised 4/2/2009**

**INTRODUCTION**

The following checklist 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, parking lots, etc., may not be addressed on the checklist even though required on the plans.

The checklist identifies the items needed for City staff to do a complete review of new building plans. The checklist identifies the information required to address many, but not necessarily all of the code and ordinance issues that could arise on a project. The checklist also serves to identify the items that receive the most scrutiny during the plan review process. Despite its limitations, using the checklist 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.

This checklist must be filled out and included as part of the initial submittal for a footings and foundations, building shell permit, and/or interior tenant finish permit.

• **In the space provided left of each item, enter the page number(s) of the plans that contains the listed item.** All items shown in this checklist must be provided as indicated. If an item is deemed not applicable please indicate by placing “N/A” in the space provided.

**Incomplete submittals will be returned for completion prior to review.**

- Grading Permits page 2
- Site Development Permit page 2
- Footing and Foundation Permit page 5
- Building Shell Permit page 6
- Interior Tenant Finish or Remodel Permit page 9

**I. GENERAL REQUIREMENTS FOR ALL SUBMITTALS**

- \_\_\_\_\_ 1. Final development plans must have been approved by the Planning Commission or Current 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. A total of three copies of the complete plans (site/civil, architectural, structural, mechanical plumbing and electrical), two copies of the soils report, two copies of the structural calculations, and two copies of the specifications must be included with the submittal for a building permit.  
( **All plan sheets to be collated and same size**)
- \_\_\_\_\_ 4. Codes: Provide complete drawings in electronic media. Include Architectural, Structural, Mechanical, Electrical, Fire Sprinkler, Fire Alarm and Civil plans. Plans are to be of equal detail as to represent submitted drawings for permitting. Acceptable media: CDR or CDRW. Acceptable file format: Tif, Pdf. The first file shall include an index referencing all sheets. These submittals are required at the time of application unless prior written deferral is approved.

**II. GRADING PERMIT** - Allows clearing, grubbing and earth moving on private property but not public right-of-way. ( **Engineering requires 3 copies of plans for approval**)

**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 PLANS/CIVIL PLANS**

- \_\_\_\_\_ 1. The building location and finished floor elevation.
- \_\_\_\_\_ 2. Legal description of site including the location of all property lines.
- \_\_\_\_\_ 3. Finished grading plan with contours and/or spot elevations showing existing and proposed drainage patterns. Grading contours and/or spot elevations shall extend a minimum of 25 feet past property lines.
- \_\_\_\_\_ 4. Erosion control plans and notes.
- \_\_\_\_\_ 5. Location of proposed public roads.
- \_\_\_\_\_ 6. Floodplain locations and elevations.
- \_\_\_\_\_ 7. A plan for the ingress/egress from the public right-of-way into the private site.
- \_\_\_\_\_ 8. Notes regarding restoration of the right-of-way and responsibility for any damaged improvements such as curbs, sidewalks, streetlight and traffic signal junction boxes, traffic signal loop lead-ins, signal poles, etc., to be replaced shall be included.
- \_\_\_\_\_ 9. The locations of existing traffic signal and street lighting equipment shall be shown, if applicable.
- \_\_\_\_\_ 10. Tree preservation plan, if required.

**III. SITE DEVELOPMENT PERMIT** – Allows construction of storm sewers, parking lots, curbs, entrances, detention basins, retaining walls, including those items located within the right-of-way. (Sanitary sewers and water lines would be included; however, permits from other agencies are required.) **All items for a grading permit in addition to the items listed below must be completed for a site development permit.**

## **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 system proposed.
- \_\_\_\_\_ 4. Details of location, size and materials to be used for all screening, including screening for all ground and roof mounted mechanical equipment, electrical transformers, electrical meter banks, gas meters and trash enclosure areas etc.
- \_\_\_\_\_ 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. SITE PLANS/CIVIL PLANS**

- \_\_\_\_\_ 1. Location and dimensions of all existing and proposed public street rights-of-way, including centerline locations with street names clearly labeled.
- \_\_\_\_\_ 2. Location, width and limits of all existing, proposed or modified sidewalks, including where applicable.
  - \_\_\_\_\_ a. Standard sidewalk ramp (3 types available).
  - \_\_\_\_\_ b. ADA sidewalk passing squares (required every 200 feet where not interrupted by a street or drive entrance if walk is less than 5 feet wide).
  - \_\_\_\_\_ c. Standard sidewalk dimensions and cross section.
  - \_\_\_\_\_ d. Traffic control for sidewalks; i.e., any street construction encroachment and any pedestrian traffic lane closures and/or sidewalk closures.
- \_\_\_\_\_ 3. Storm sewer profiles, if more than two pipe segments.
- \_\_\_\_\_ 4. Public and private storm sewer plans signed and sealed by a licensed Professional Engineer in the State of Kansas.
- \_\_\_\_\_ 5. Storm drainage map showing the size (in acres) and outline of the drainage areas tributary to each on-or off-site inlet receiving runoff from the site.
- \_\_\_\_\_ 6. Storm drainage calculations. Calculations include drainage areas, runoff coefficients (matched to actual land uses or master plan land uses, whichever is more intense use, and matched to 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.
- \_\_\_\_\_ 7. Photometrics showing location, height, candle power, and type of outside private lighting fixtures for buildings and parking lots.
- \_\_\_\_\_ 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 lanes.

- \_\_\_\_\_ 9. Location and dimensions of all easements and utilities that will serve the building(s) including any existing or proposed fire hydrant(s) and water main(s), water service line(s), meter size(s), proposed meter location(s), backflow device(s), sanitary sewer main(s), sewer service line(s), grease interceptor(s), and connection details.
- \_\_\_\_\_ 10. Location and dimensions, number of stories, and area in gross square feet of all existing or proposed buildings.
- \_\_\_\_\_ 11. Location, limits, dimensions, top elevation, grade elevation, and description of material used in all existing and proposed retaining walls.
- \_\_\_\_\_ 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. 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.
- \_\_\_\_\_ 14. Location, dimension and radii of all public drives, curb cuts, median breaks, turning lanes and deceleration and acceleration lanes.
- \_\_\_\_\_ 15. Location of all ADA accessible parking spaces, curb ramps and accessible route to all buildings.
- \_\_\_\_\_ 16. Traffic control plan for all drives or street connections to a thoroughfare or collector street. Plan must address both construction and non-construction periods. Include traffic control plans for any encroachment on roadways by construction workers or equipment when constructing items such as traffic signals, sanitary sewers, water lines, gas lines, sidewalks, and when placing sod.
- \_\_\_\_\_ 17. Final detention plans, if applicable, unless previously submitted.
- \_\_\_\_\_ 18. Public street, streetlight and/or storm sewer plans, if applicable, unless previously submitted directly to the Engineering Division.
- \_\_\_\_\_ 19. Existing public street lighting and traffic signal equipment, cable, and conduit locations shall be shown. Call for locations, and show the results on the plans.
- \_\_\_\_\_ 20. 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.
- \_\_\_\_\_ 21. Stabilized parking areas to receive delivery of materials and for construction workers' parking.
- \_\_\_\_\_ 22. No grades steeper than 3:1 and asphalt surfaces no flatter than 1%.
- \_\_\_\_\_ 23. Stabilized roadways to access all buildings at fire hydrants for fire and emergency medical service vehicles.
- \_\_\_\_\_ 24. The following details shall be included, as applicable:
  - \_\_\_\_\_ a. Curb inlets (standard or modified), area inlets.
  - \_\_\_\_\_ b. Manholes, junction boxes.
  - \_\_\_\_\_ c. Inlet frames (of the proper height).

- \_\_\_\_\_ d. Manhole covers (delete word “City” and City logo from private covers).
- \_\_\_\_\_ e. Curbs and gutters.
- \_\_\_\_\_ f. Street sections (for public plans).
- \_\_\_\_\_ g. Streetlight and traffic signal utility contacts.
- \_\_\_\_\_ h. Applicable streetlight and traffic signal details.

**IV. FOOTINGS AND FOUNDATION PERMIT** - 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 site development and grading permits must be completed for a footing and foundation permit in addition to the items listed below:**

**A. ARCHITECTURAL PLANS**

- \_\_\_\_\_ 1. The Construction Type, Occupancy Use Groups, the occupant load used for designing, the height and area calculations; and the building, plumbing, mechanical, and electrical code editions used for designing this 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.

**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.
- \_\_\_\_\_ 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, with record of soil profile.
- \_\_\_\_\_ 4. Elevation of water table.
- \_\_\_\_\_ 5. Foundation recommendations.
- \_\_\_\_\_ 6. Expected total & differential settlement.
- \_\_\_\_\_ 7. Pile & pier information.
- \_\_\_\_\_ 8. Special design & construction provisions for footing & foundation.

## E. PLUMBING PLANS

**YES—NO** Is underslab plumbing to be included with this permit? If the answer is yes, then the following plumbing plans listed in item E below must be submitted.

- \_\_\_\_\_ 1. Complete plumbing floor plans for all floors including all sanitary drains, storm drains (roof drains), water lines, and gas piping.
- \_\_\_\_\_ 2. Size, slope, materials, and locations of all piping.
- \_\_\_\_\_ 3. Plumbing riser diagrams for all sanitary drain, waste, and vent piping.
- \_\_\_\_\_ 4. Plumbing fixture value count.

**V. BUILDING SHELL PERMIT** - Allows construction of the complete exterior envelope of the building, the central core for the elevators, stairways, restrooms, shafts, electrical and mechanical distribution.

**All items listed for foundation, site development, and grading permits must be completed in addition to the items listed below 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 separation assemblies, columns, beams, 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 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 the 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.

## **C. STRUCTURAL CALCULATIONS**

Complete design calculations for all structural elements and building systems.

## **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.
- \_\_\_\_\_ 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 re-circulated.
- \_\_\_\_\_ 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.

## **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 over-current 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.

\_\_\_\_\_ 2. Size, slope, materials, and locations of all piping.

\_\_\_\_\_ 3. Plumbing riser diagrams for all sanitary drain, waste, and vent piping.

\_\_\_\_\_ 4. Plumbing fixture value count.

\_\_\_\_\_ 5. The location and type of all backflow preventers.

\_\_\_\_\_ 6. The location of the fire sprinkler risers and the fire department connection.

## **G. SPECIFICATIONS**

\_\_\_\_\_ A complete set of specifications must be submitted.

## **H. FIRE ALARMS AND FIRE SPRINKLER PLANS**

\_\_\_\_\_ If a fire alarm and/or fire sprinkler system are to be installed in the building, then complete plans 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.

**VI. INTERIOR TENANT FINISH OR REMODEL PERMIT** - Allows construction of all interior walls, finishes; electrical, plumbing, and mechanical systems. The following phases, although not required to be resubmitted at this time, are required to have been previously addressed. Items required to be submitted are those from A through G below. **In the space provided left of each item, enter the page number(s) of the plans that contains the listed item.** All items shown in this checklist must be provided as indicated. If an item is deemed not applicable please indicate by placing "N/A" in the space provided.

**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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 4. Provide complete drawings in electronic media. Include Architectural, Structural, Mechanical, Electrical, Fire Sprinkler, Fire Alarm and Civil plans. Plans are to be of equal detail as to represent submitted drawings for permitting. Acceptable media: CDR or CDRW. Acceptable file format: Tif, Pdf.. The first file shall include an index referencing all sheets. These submittals are required at the time of application unless prior written deferral is approved.

**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 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, including interceptors if applicable.
- \_\_\_\_\_ 4. The location and type of all backflow preventers.

## **F. FIRE ALARM AND FIRE SPRINKLER PLANS**

\_\_\_\_\_ If fire alarm and/or fire sprinkler systems are to be installed in the building, then complete plans for each of these systems must be submitted prior to any installation or occupancy. Receiving these plans will not delay the issuance of a tenant finish permit.

## **G. SPECIFICATIONS**

\_\_\_\_\_ Two complete sets of specifications must be submitted.