



**City of Basehor**  
**Planning & Zoning**  
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 City of Basehor, Kansas

**Residential Plan Review Code Compliance Check List**  
 For New One and Two Family Dwellings  
**Building Permit Applications**

The following is intended to be a comprehensive list of items reviewed by city staff for code compliance upon application for building permit for new one or two family residential structures or for significant additions or alterations to existing structures.

**Effective April 1, 2005**

1.	Has a permit application been completed and signed by the applicant or his or her authorized representative?	Yes	No
2.	Does the permit applicant have a current City of Basehor business licenses?	Yes	No
3.	Have two complete sets of construction drawings and details been provided?	Yes	No
4.	Are plans accompanied by all necessary supporting documentation such as plot plan, design calculations, soils reports, truss details and layouts, braced wall panel location and design, and engineered details if applicable?	Yes	No
5.	Are plans accompanied by one copy of the plot plan with the original seal and signature of a civil engineer or land surveyor licensed in the state of Kansas?	Yes	No
6.	Does plot plan indicate finished grade and all proposed structures, including decks?	Yes	No
7.	Do all documents prepared by Kansas licensed Architects or Engineers bear the wet seal and original signature of the designer?	Yes	No
8.	Does the plot plan indicate the minimum required setback dimensions?	Yes	No
9.	Are all areas of the proposed construction located outside of any recorded easements and clear of any private utility service lines?	Yes	No
10.	Does the plot plan indicate the basement floor elevation is at least 1'0" above 100 year flood elevations? (A flood plain certificate is required if any portion of the lot falls within a FEMA regulated flood plain.)	Yes	No

		Yes	No
11.	Are plan details and design calculations with the original seal and signature of an engineer, licensed in the state of Kansas provided for any proposed retaining walls taller than 4 feet?		
12.	Are complete floor plans provided for each floor level?	Yes	No
13.	Does the structure have the minimum required ground floor area for the subdivision in which it is located?	Yes	No
14.	Do the plans indicate the minimum required 3:12 roof pitch?	Yes	No
15.	Has the surveyor of record specified any MLO (Minimum Low Openings) or MFE (Minimum Floor Elevation) and identified the precise location of any required water resistant window or walk-up wells on the plot plans?	Yes	No
16.	Has a complete, detailed foundation plan, including reinforcing schedule, been provided?	Yes	No
17.	Are detailed framing plans included for all floors and the roof? (The roof framing plan shall illustrate all roof planes, purlins and purlin strut bearing locations)	Yes	No
18.	Do the plans indicate the size and type of all windows and doors?	Yes	No
19.	Is a minimum ceiling height of 7'0" provided in habitable areas, kitchens, halls, laundry rooms, bathrooms, toilet compartments and basements?	Yes	No
20.	Do plans indicate a mechanical ventilation system for bathrooms and water closet rooms not provided with a minimum 3 square foot exterior window, ½ of which is openable?	Yes	No
21.	Do plans indicate correctly sized escape/rescue openings for all sleeping rooms and basements?	Yes	No
22.	Do plans indicate smoke detectors within all sleeping rooms and at all areas of access to sleeping rooms?	Yes	No
23.	If there are sleeping rooms on an upper level, is a smoke detector provided in the ceiling at the stairs, which access the upper level?	Yes	No
24.	Do plans indicate a smoke detector in the basement?	Yes	No
25.	Do plans indicate correct fireplace hearth depth of 16" if firebox area is less than 6 square feet or 20" if 6 square feet or more?	Yes	No

26.	Do plans indicate at least 5/8" type 'X' gypsum board throughout the entire garage?	Yes	No
27.	Do plans indicate a 1-3/8 inch thick solid core, or honeycomb core steel or listed and labeled 20-minute fire-rated, self-closing door between the dwelling and any adjacent attached garage areas?	Yes	No
28.	Do plans indicate that any duct penetrations of the walls or ceiling separating the dwelling from adjacent attached garage areas are constructed of minimum 26 gauge sheet metal with no unprotected openings into the garage?	Yes	No
29.	Do plans indicate the minimum required width of 36 inches at all hallways and stairs?	Yes	No
30.	Do plans indicate a 7 3/4" maximum rise and 10" minimum run for all steps and stairs?	Yes	No
31.	Do plans indicate 6'8" minimum clearance above all stairs?	Yes	No
32.	Are handrails provided at all stairs with four risers or more and do the plans reflect a handrail detail?	Yes	No
33.	Are guardrails provided at all unenclosed floor openings and open sides of stairways, porches, balconies and decks, which are more than 30" above grade or the floor below, and do the plans reflect a guardrail detail?	Yes	No
34.	If there is enclosed usable space under stairs, are the walls and ceiling of the enclosure protected with at least 1/2" gypsum board?	Yes	No
35.	Do plans indicate the grade, species, dimensions, spacing and directional orientation of all ceiling joists?	Yes	No
36.	Do plans indicate the grade, species, dimensions, spacing and directional orientation of all roof rafters?	Yes	No
37.	Do plans indicate the grade, species, dimensions, spacing and directional orientation of all floor joists?	Yes	No
38.	Do plans indicate the species, grade, dimensions and location of all wood headers and are all headers adequate to support the loads imposed?	Yes	No
39.	Do plans indicate the grade, species, dimensions and location of all bearing posts and columns and are all bearing posts and columns adequate to support the loads imposed?	Yes	No

40.	Do plans indicate the type, grade, species, dimensions and location of all beams and girders and are all beams and girders adequate to support the loads imposed?	Yes	No
41.	Do plans indicate GFCI protection of all electrical outlets serving bathrooms, kitchen counters, in the garage, and within 6' of any sink?	Yes	No
42.	Do plans indicate the basement sump is provided with a pump and receptacle?	Yes	No
43.	Has an accurate foundation plan, precisely reflecting the foundation as proposed on the plot plan, including window locations and water resistant continuously poured concrete window or door wells been submitted if a MLO or MFE has been specified on the plot plan?	Yes	No
44.	Do the plans show a landing serving every exterior door?	Yes	No
45.	Is there a complete construction plan for any proposed deck and is the deck shown on the plot plan?	Yes	No

Copies of this form are also available on the City Web Page  
[www.cityofbasehor.org](http://www.cityofbasehor.org)

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