



Guidelines for Residential Building Permit Applicants (1&2 Family Dwellings)

All documents used to check residential plans can be found on the web at www.cityofbasehor.org or they can be picked up at Basehor City Hall 2620 N. 155th Street, Monday-Friday during the hours of 8:00 am and 4:30 pm.

All necessary documents and other pertinent information shall be submitted concurrently for prompt issuance of a permit. All necessary documents must be submitted no later than five (5) days prior to the requesting of any inspections.

The list of documentation that must be provided is as follows:

- All contractors and sub-contractors must now be licensed through the Contractors Licensing Program of Johnson County. **You will need to provide proof that you and your sub-contractors are licensed through this program.** Licensing information is available on the web at www.cityofbasehor.org or from City Hall.
- **Facilities for Workers**
Temporary restroom facilities must be provided and maintained in sanitary conditions for the use of workers and must be available from ground breaking through completion.
- **Underground wiring**
All service entrance conductors and cables must be placed underground in the following situations: New construction, expansion greater than 50% of the square footage of the existing structure, reconstruction of an existing structure damaged by greater than 50% of its fair market value.
- One copy of an original plot plan signed and sealed by a registered engineer or land surveyor. This document must meet certain criteria and a checklist is available on the web at www.cityofbasehor.org or available at City Hall.

- Two (2) sets of plans are required these plans must be drawn by either a registered design professional or a licensed architect. The plans must meet a level of detail sufficient to determine compliance with the building codes. A checklist is available to assure that the plans meet the minimum level of detail required this list is available on the web at www.cityofbasehor.org or available at City Hall.
 - These plans must be drawn to scale:
 - Floor plans a minimum of ¼" scale
 - Elevations a minimum of 1/8" scale
 - Minimum paper size of 18" X 24"

GENERAL BUILDING PLAN INFORMATION

- Provide a note on the construction documents that indicate which edition of the International Codes they were prepared under (The City of Basehor is currently using the 2003 International Codes).
- Plans must provide exterior elevations of each side of the building. The elevation drawings must be coordinated with the plot plan at walk-out, daylight windows and minimum low opening locations.
- Plans must show a floor plan of each floor with dimensions and use of each room or area. The floor plans shall be coordinated with the plot plan for walk-out and daylight window locations.
- **Plans must include a roof framing plan**, if the roof will be constructed from trusses then truss drawings must be submitted at the time of permit application. (Deferred submittals are allowed but must be submitted prior to installation.)
- Plans must indicate the height of all ceilings
- Plans must indicate total square footage of each floor level including the basement, garages, covered porches and balconies.
- Plans must indicate the location of the building furnace and water heater.
- Plans must indicate landings at every doorway, if the landing is a proposed deck, drawings must be submitted with construction documents.

GENERAL FOUNDATION PLAN INFORMATION

- The plan must include a reinforcement schedule and show placement of the necessary rebar.
- The plans must indicate that the footings shall extend below the frost line – minimum depth of 32" below grade is required in Basehor, Kansas.
- The plans must note the minimum size of footings. Footing details must show that footings are provided with two continuous #4 bars.
- The plans must indicate the location, size and construction details for interior column pads and interior footings.

- **The plans must indicate that interior footings for load bearing walls and column pads shall be isolated from the basement floor slab.**
- The plans must indicate anchor bolt spacing shall not exceed 6 feet on center, with bolts being placed within 12 inches of the ends of all sole plates. The anchor bolts shall also be imbedded into the concrete a minimum of 7 inches.
- The plans must provide construction details for openings in foundation walls. Foundation window wells for emergency means of egress and rescue shall provide a minimum 3 foot by 3 foot open horizontal area.

GENERAL INFORMATION REGARDING STAIRWAYS

- Plans must indicate that stairways shall provide a maximum of 7 ¾" rise and a minimum 10" tread depth.
- Plans must provide a handrail and/or guardrail detail, either illustrated or described.
- Plans must indicate the minimum head clearance of 6'8".
- Plans must indicate that any available enclosed storage areas under stairways will be sheetrocked with a minimum of ½" sheetrock.
- Winding stairs and their associated floor openings shall be fully dimensioned and detailed. Include a dimensioned elevation drawing and a drawing indicating the tread dimension at the 12" walk line.

GENERAL INFORMATION REGARDING GLAZING IN HAZARDOUS LOCATIONS

- The plans must note the location of all glazed openings requiring safety glazing.

GENERAL INFORMATION REGARDING EMERGENCY EGRESS & RESCUE OPENINGS

- The plans must note the location of the emergency egress and rescue windows in each bedroom. A note or detail shall be provided which indicates that the emergency egress window shall have a minimum openable area of 5.7 square feet with a minimum openable height of 24" and a width of 21". **The sill height of the window must not exceed 44".**

GENERAL INFORMATION REGARDING FRAMING

- The plans must identify all load bearing walls.
- Wood framed walls that exceed the prescriptive height allowances in IRC Table 602.3 (5) will require an engineered design.
- The plans must denote the size, span, spacing and grade of all floor joists, ceiling joist, purlins and roof rafters.
- For I-Joist construction, specify the type and size and submit a layout plan. (Deferred submittals are allowed but must be submitted prior to installation.)

- Where floor or roof trusses are used, designs and layout plans which bear the seal of a licensed Kansas Design Professional must be submitted with permit application. (Deferred submittals are allowed but must be submitted prior to installation.)
- The plan shall denote the size, span and material type of all beams, hip rafters and valley rafters.
- Column size, location and materials identification for determining code compliance must be shown on the plans.
- The plans must identify the location of interior and exterior braced wall lines. The type, size and location of individually braced wall panels shall be identified. Construction details for each braced wall panel shall be provided (2003 IRC Table 602.10.1)

GENERAL REQUIREMENTS FOR GARAGE DOOR OPENINGS

- Plans must note that the garage vehicle doors and frames shall be designed and installed to meet the 90 mph wind load resistance requirements of DASMA 108 and ASTM E 330-96 (2003 IRC Table 301.2 (1) These standards are available at City Hall or on the web at www.cityofbasehor.org.

NEIGHBORHOOD REVITALIZATION INFORMATION

- If the home is located within a designated Neighborhood Revitalization Area, then the application for property tax rebates must accompany the building permit application or be received by the Building Official no later than thirty (30) days after issuance of a building permit. This application can be found on the web at www.cityofbasehor.org or at City Hall.
- **These documents must be delivered to City Hall no later than five (5) business days prior to the first inspection being called in for.**