



**City of Basehor
Planning & Zoning/Department of Building Safety**

Residential Plan Review Code Compliance Check List

Building Permit Applications

Updated January 2015

	<i>Has a permit application been completed and signed by the applicant or his or her authorized representative?</i>		
	<i>Does the permit applicant have a current City of Basehor business licenses?</i>		
	<i>Does the General Contractor have a valid and appropriate Johnson County Contractors License?</i>		
	<i>Do the plumbing, electrical and mechanical subcontractors have a valid and appropriate Johnson County Contractor License?</i>		
	<i>Have two complete sets of construction drawings and details been provided?</i>		
	<i>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?</i>		
	<i>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?</i>		
	<i>Does plot plan indicate finished grade and all proposed structures, including decks?</i>		
	<i>Do all documents prepared by Kansas licensed Architects or Engineers bear the wet seal and original signature of the designer?</i>		
	<i>Does the plot plan indicate the minimum required setback dimensions?</i>		
	<i>Are all areas of the proposed construction located outside of any recorded easements and clear of any private utility service lines?</i>		

	<i>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.)</i>		
	<i>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?</i>		
	<i>Are complete floor plans provided for each floor level?</i>		
	<i>Does the structure have the minimum required ground floor area for the subdivision in which it is located?</i>		
	<i>Do the plans indicate the minimum required 3:12 roof pitch?</i>		
	<i>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?</i>		
	<i>Has a complete, detailed foundation plan, including reinforcing schedule, been provided?</i>		
	<i>All frost footings must have a minimum depth below finished and or natural grade of 32"-36".</i>		
	<i>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)</i>		
	<i>Do the plans indicate the size and type of all windows and doors?</i>		
	<i>Is a minimum ceiling height of 7'0" provided in habitable areas, kitchens, halls, laundry rooms, bathrooms, toilet compartments and basements?</i>		
	<i>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?</i>		
	<i>Do plans indicate correctly sized escape/rescue openings for all sleeping rooms and basements?</i>		
	<i>Do plans indicate smoke detectors within all sleeping rooms and at all areas of access to sleeping rooms?</i>		
	<i>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?</i>		
	<i>Do plans indicate a smoke detector in the basement?</i>		
	<i>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?</i>		
	<i>Do plans indicate at least 5/8" gypsum board on the walls and ceiling throughout the entire garage?</i>		

	<i>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?</i>		
	<i>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?</i>		
	<i>Do plans indicate the minimum required width of 36 inches at all hallways and stairs?</i>		
	<i>Do plans indicate a 7 3/4" maximum rise and 10" minimum run for all steps and stairs?</i>		
	<i>Do plans indicate 6'8" minimum clearance above all stairs?</i>		
	<i>Are handrails provided at all stairs with four risers or more and do the plans reflect a handrail detail?</i>		
	<i>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?</i>		
	<i>If there is enclosed usable space under stairs, are the walls and ceiling of the enclosure protected with at least 1/2" gypsum board?</i>		
	<i>Do plans indicate the grade, species, dimensions, spacing and directional orientation of all ceiling joists?</i>		
	<i>Do plans indicate the grade, species, dimensions, spacing and directional orientation of all roof rafters?</i>		
	<i>Do plans indicate the grade, species, dimensions, spacing and directional orientation of all floor joists?</i>		
	<i>Do plans indicate the species, grade, dimensions and location of all wood headers spanning more than 4' and are all headers adequate to support the loads imposed?</i>		
	<i>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?</i>		
	<i>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?</i>		
	<i>Provide minimum 22" X 30" attic scuttle access with light within 6'.</i>		
	<i>Do plans indicate GFCI protection of all electrical outlets serving bathrooms, kitchen counters, in the garage, and within 6' of any sink?</i>		
	<i>Do plans indicate the basement sump is provided with a pump and receptacle?</i>		
	<i>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?</i>		

	<i>Do the plans show a landing serving every exterior door?</i>		
	<i>All pier pads for decks must extend a minimum of 3" above finished grade.</i>		
	<i>Is there a complete construction plan for any proposed deck and is the deck shown on the plot plan?</i>		
