

The City of Basehor, Kansas



Residential and Miscellaneous Permits

This list provides general information regarding permit requirements for various residential construction and maintenance activities. The city may regulate work even if a permit is not necessary. Some of those requirements have been included. Please call 913-724-1370 ext. 27 if you have questions on these projects or on projects that are not included.

Accessory Structure (detached/residential) - garages, sheds, carports, gazebos and greenhouses

Yes, a permit is required with these exceptions: Garages, sheds and storage buildings less than 120 square feet must comply with zoning setbacks and subdivision regulations, but do not require a building permit. A permit is required for accessory structures 120 square feet in area or greater. Materials used must be compatible with residential construction. A permit is required for any electrical or plumbing installation in an accessory structure.

Administrative - licensing requirements

All persons undertaking work which requires a building permit are required to have a currently valid City of Basehor Business License and a current valid Contractor License issued by the Johnson County Contractor Licensing Program.

Arbor/Trellis/Shade Structure

No permit is required with these exceptions: The overhead structure must be at least 50% open, unobstructed, and not be capable of providing for a buildup of water, snow, ice or debris. Under these conditions, there are no load requirements in the code. The structure must comply with setback requirements of the dwelling when associated with the dwelling, or when detached, must maintain the setbacks required for an accessory structure. Maintain 8-foot vertical over roof or 3-foot horizontal clearance to overhead conductors per the National Electrical Code (NEC) 230-42; framing shall be spaced to limit accumulation of water, snow or ice.

Air Conditioner Replacement

Yes, a permit is required with these exceptions: Air conditioners (except window air conditioners) require a permit. Repair does not require a permit (includes condenser replacement). If the demand for the unit is greater than the old unit, conductor sizes may need to be increased. A means to disconnect power is required within sight of the unit.

Addition - residential

Yes, a permit is required. The addition of a building area to a dwelling requires a permit regardless of the area. Replacement of a deck or porch also requires a permit.

Awning/Canopies

No permit is required. Awnings on one- and two-family dwellings do not require a permit.

Basement Finish - residential

Yes, a permit is required. Permits are required to install walls or framing to finish a basement.

Cabinet Installation/Replacement

No permit is required with these exceptions: Cabinets and shelves are non-structural and generally are treated similar to furniture, a permit is not required. Electrical or plumbing modifications associated with cabinet replacement require a permit.

Decks

Yes, a permit is required. New decks or replacement of existing decks (regardless of the height above grade) and balconies require a permit to verify setbacks from property lines and structural stability.

Demolition Permits

Complete demolition needs only to have proof that all utilities have been turned off. Partial demolition (i.e. tenant space renovation) requires plans to be submitted to the Building Official for review.

Dishwasher - new and replacement

No permit is required to replace an existing dishwasher.

Yes, a permit is required for new installation. New installation requires a separate circuit (can be combined with garbage disposal circuit). If a new branch circuit is installed, an electrical permit is required. Dishwashers and disposals are to be on a separate circuit from the two required counter top small appliance circuits.

Driveways and Drive Approach Replacement

No permit is required for driveway replacement on private property. Driveway on private property requires minimum 4-inch air entrained concrete. A drive cannot be closer than 2 feet to adjoining property and cannot occupy more than 35 percent of the front yard area. (Continued on next page)

A right of way work permit is required for an approach (paving from the property line to the curb). An approach addition or replacement requires a minimum 6-inch paving with approved concrete mix.

Dwelling - new

Yes, a permit is required for new dwellings. Plans sealed by a licensed Kansas architect and/or engineer as well as a registered design professional must be submitted and reviewed in advance of permit issuance.

Electrical Low Voltage Wiring

No permit is required. Low voltage wiring in plenums and return air spaces must meet the applicable flame spread requirements for plenums in the mechanical code. This would also apply to controllers for lawn sprinkler systems and alarm systems.

Electrical Service Upgrade - residential

Yes, a permit is required for electrical service upgrades.

Electrical Portable Generator - residential

No permit is required with these exceptions: A permit is required for a generator that is direct wired to the building's main electrical system - transfer switch required.

Electrical Miscellaneous Repair/Replacement

Yes, a permit is required with these exceptions: Replacement of receptacles or light fixtures is considered repair and does not require a permit. New branch circuits or extension of branch circuits or placing additional fixtures or receptacles on an existing circuit require a permit.

Elevator

No permit is required if adding weight (additional dead loads) that is less than 5% of cars total dead weight.

Yes, a permit is required if adding more than 5% of cars total dead weight.

Fences

Yes, a permit is required, there are several items required to receive a permit for a fence they include a plot plan, mortgage survey or an aerial view of your property (this can be obtained from http://gis.leavenworthcounty.org/leavenworth_sde/). The drawing must indicate where the fence is to be placed in relationship to the property lines and existing buildings, if there is an existing fence (either on your property or a neighbors) the drawing must indicate where the fence is located and what parts are to remain in place. A brochure is also available at the front counter of City Hall.

Flatwork on Private Property - driveway, sidewalks, and concrete patio

No permit is required with these exceptions: Flatwork (concrete slabs on grade) on private property and not supporting a structure do not require permits. The minimum driveway thickness of 4-inches of air-entrained concrete is required. Driveways must be setback a minimum 2 feet from property lines. Homeowners performing work in the right-of-way should contact the Building Official for specific requirements.

Foundation Repair

Yes, a permit is required with these exceptions: No permit is required for maintenance and repair, i.e., epoxy injection. Wall replacement or the additions of structural columns or bulkhead require a permit and an engineered design (sealed plan).

Furnace Replacement

Yes, a permit is required. Many new furnaces and hot water heaters have venting systems which are fan-assisted and are high efficiency. The existing venting system may not be adequately designed for the new system. Repair does not require a permit (including fan replacement).

Garage Door Opener

No permit is required. Cord and plug-connected equipment does not require a permit.

Garbage Disposal - new/replacement

No permit is required for replacing a garbage disposal.

Yes, a permit is required if it is a new installation which requires a separate circuit (can be combined with dishwasher circuit). If a new branch circuit is installed, an electrical permit is required. The dishwasher and disposal are to be on a separate circuit from the two required counter top small appliance circuits.

Gas Line (inside a building) - installation/replacement

Yes, a permit is required. To assure gas line installations and replacement are of approved materials and free of leaks, a permit is required. Copper gas lines are permitted if the copper is listed as gas pipe (minimum Type K or L, identified continuously on each pipe).

Gas Line (outside a building) - installation/replacement

No permit is required with this exception: The line from the house to the meter (service line) is the responsibility of the utility company. Lines from the house to gaslights, cookers, or other accessory structures (yard lines) would be covered by the building code and require a permit.

Gas Tank (LP) - residential

No permit is required with these exceptions: Permit is not required for a tank with less than 500-gallon capacity (see Fire Code). Must comply with the same setbacks as accessory structures. Minimum 5-foot separation from openings below grade and minimum 10-foot separation from ignition sources.

House Moving

Yes, a permit is required for structures to be moved from, to or through the City of Basehor. Planning and coordination with multiple government entities and utility companies is required. Applicants should contact the Building Safety Department at 913-724-1370 ext.27 at least 30 days prior to the anticipated move. A permit is not required for transporting mobile homes or modular building sections that are designed to be relocated in their transported state.

Lawn Irrigation System

A permit is required. Any work in the public right-of-way requires issuance of a right or way work permit; contact the Building Safety Department for more information.

Painting, Wallpaper, Paneling, Wainscoting

No permit is required. Painting and wall finish does not require a permit

Patios

No permit is required for patios on grade consisting of concrete or brick. See also Flatwork, Retaining walls and Electrical.

Playground Equipment

No permit is required.

Plumbing Fixture Installation - repair/replacement

No permit is required. Fixture replacement is considered repair/ maintenance and therefore does not require a permit. This would include sinks, lavatories, tubs, showers, valves, garbage disposals, dishwashers, etc.

Yes, a permit is required for installation or replacement of the building piping or drainage system.

Plumbing - sump pumps

No permit required with these exceptions: Replacement of an existing pump does not require a permit. New sump pumps require a dedicated GFCI electric circuit, and a permit is required for new branch circuits. The City of Basehor does not permit sump pump connections to the sanitary sewer system.

Pools

Yes, a permit is required. Swimming pools more than 24 inches deep and all spas and hot tubs require a permit prior to installation. There are specific electrical and enclosure requirements for spas and hot tubs.

Pools Less Than 24 Inches Deep

No permit is required with these exceptions: The code does not regulate pools of water less than 24 inches deep that do not contain recirculating equipment. Recirculating equipment requires an electrical permit.

Porches

Yes, a permit is required to install, replace or enclose a deck or porch.

Retaining Walls

Yes, a permit is required with these exceptions: Retaining walls less than 48 inches in height do not require permits. Walls over 48 inches require a permit and engineered (sealed) design. No setback requirements.

Roofing - repair/replacement

No permit is required. Re-roofing is considered repair and does not require a permit. Although a permit is not required, the code has specific material and installation requirements for roofing and re-roofing. A composition roof may be installed over wood shingles (not permitted over shakes). No more than two layers of any type of covering may be placed on a roof. If three layers of roofing are in place, all layers shall be removed prior to installation of additional roofing. Some homes associations regulate the quality and color of roof coverings - these are not enforced by the city.

Roof Deck - repair/replacement

No permit is required.

Satellite Dishes

No permit is required for one- and two-family dwellings. Dishes less than 24 inches in diameter may be attached to the house

Septic Tank Demolition and Connection to Public Sewer System

Yes, a permit is required, these must be received from Leavenworth County. Drawings are needed; provide a copy of permit from Leavenworth County with permit application.

Sewer Line Replacement - exterior

Yes, a permit is required for sewer line replacement.

Sidewalk Replacement in Right-of-Way

Yes, a right-of-way permit is required for additional or replacement sidewalk. The sidewalk must meet with the City's standard details. The permit may be obtained by contacting the Planning and Zoning Department.

Siding - replacement/repair

No permit is required. Siding repair and replacement are considered maintenance and do not require issuance of a permit. The building code contains requirements regarding siding applications and flashing.

Signs and Banners

Yes, a permit is required.

Monument Signs

Yes, a permit is required. This permit is obtained through Planning and Zoning.

Spas and Hot Tubs

Yes, a permit is required. There are specific electrical and enclosure requirements for spas and hot tubs. See.

Swimming Pools

Yes, a permit is required. Swimming pools more than 24 inches deep and all spas and hot tubs require a permit prior to installation. There are specific electrical and enclosure requirements for spas and hot tubs.

Towers - radio/communication

Yes, a permit is required with these exceptions: Residential - permits required; engineering data to support the design may be required.

Tree Houses

No permit is required. Tree houses are not addressed by the Building Code or Zoning Ordinance; therefore a permit is not required. Electrical connections to tree houses are not permitted.

Water Heater Replacement

Yes, a permit is required. Many new furnaces and hot water heaters have venting systems that are fan-assisted and are high efficiency; the existing venting system may not be adequately designed for the new system.

Water Line Replacement - exterior

No permit is required for general water line replacement but you should contact your local water company either Consolidated Water District #1 @ 913-724-700 or Suburban Water Department @ 913-724-1800. A permit is required for the replacement or repair of fire service mains serving private fire hydrants, fire suppression systems (sprinkler) or standpipe systems.

Window Replacement

A permit is not required for a like-kind replacement. Alterations made to exterior walls to allow for the installation of a larger window do require a permit.

If you have any questions please call the Building Official at 913-724-1370 or email at bldginspect@cityofbasehor.org