



## CITY OF LANSING

# COMMERCIAL BUILDING PERMITS AND PLAN REVIEWS

### GENERAL INFORMATION

1. Who Needs a Plan Review?

Anyone who is planning to construct:

- a. An apartment house of three (3) dwelling units or more.
- b. A commercial building.
- c. A public building.
- d. Other structures, when deemed necessary by the building official.

2. How Long Will It Take?

Plan reviews are performed by independent, licensed professional engineers. The City of Lansing presently uses the services of three different firms. We cannot control the work load of these firms, so the turnaround time for a plan review will vary. We try to engage the services of the reviewer having the quickest turnaround time.

**On the average, expect two to three weeks for the initial plan review to be returned.**

3. What Next?

When the plans are returned to the city, you will be asked to have your architect or engineer respond to the items in the plan review in order to resolve any issues that do not meet the codes or that are unclear.

4. When Can I Get a Building Permit?

After all code issues are resolved, the plans are forwarded to the Department of Community Development, the City Engineer, and the Fire Department for approval.

**When all of these departments have signed off on the project, the permit may be issued, and no building construction can begin until the permit is issued.**

## **CHECKLIST FOR PLAN REVIEW**

1. Name of owner. (Owner of record at the courthouse.)
2. Legal description of the lot or parcel.
3. Address of the new structure.(Given by the Community Development Department)
4. Name of the engineer or architect. The engineer or architect must be licensed in the State of Kansas.
5. Plans:
  - a. Four full size sets of plans and one half size set of plans. Plans must be sealed by the engineer or architect.
  - b. Three sets of specifications. Specifications must be sealed by the Kansas engineer or architect.
  - c. Three sets of calculations. Calculations must be sealed by the Kansas engineer or architect.
  - d. Three sets of site plans. See below.
6. General design information:
  - a. Codes:
    1. 2003 International Building Code (IBC)
    2. 2003 International Plumbing Code (IPC)
    3. 2003 International Mechanical Code (IMC)
    4. 2003 International Fire Code (IFC)
    5. 2003 International Fuel and Gas Code (IFGC)
    6. 2003 International Existing Building Code (IEBC)
    7. 2002 National Electrical Code (NEC)
    8. Local amendments to the codes.

- b. Frost line depth: thirty-six inches (36")
  - c. Seismic zone: 2a
  - d. Soil investigation reports must be submitted if footing is designed for soil bearing greater than 1,000 psf. An engineer must verify the soil conditions.
  - e. Snow load: 30 lbs. on the roof for 7 day duration. Figure No.1608.2(Roof Live Load 30 psi)Local Amendment
  - f. Wind speed per Figure No. 1609 IBC, .(90 MPH)
  - g. Determine exposure (Section 1609.4 B or C, IBC).
7. Other required information:
- a. Give a brief description of the activities to be conducted within the building.
  - b. List all flammable and hazardous materials to be used, stored, or sold. Submit MSDS sheets.
  - c. Designate type of construction: 1FR, II1HR, VN, etc.
  - d. Identify all occupancies and their square footages: B2, A3, H1, etc.
8. Fire Department requirements:
- a. Plans showing access roadways to within 150 feet of all portions of the exterior walls of the first story.
  - b. Fire protection, sprinkler and/or alarm system plans.
  - c. Plans showing any type of underground tank installation.
  - d. Provide for key box (Knox) access in accordance with Fire Department regulations. (Received from Leavenworth County Fire District One.)
  - e. Contact the Fire Inspector for possible additional regulations depending on processes and/or materials stored or used.
9. Site plan requirements
- a. Provide a title - Please use the term ASITE PLAN.@

- b. Indicate the location and dimensions of all proposed buildings, open space, parking and drives, and depict the boundary of the project with dimensions to scale. (Not more than 1" = 100').
- c. Provide a Site Location Map, a north arrow, and scale to which the Site Plan is drawn.
- d. Indicate the owner of the property.
- e. Indicate the proposed land use of each structure. For Planned Unit Districts, indicate density of dwellings.
- f. Depict location of major thoroughfares, streets, and alleys, showing existing and proposed right of way and pavement widths.
- g. Indicate the front setback of all proposed buildings.
- h. Indicate the pavement radii and widths for all proposed entrances to or from the site.
- i. Show parking arrangement. Each parking space must be a minimum of 9 feet by 20 feet, with 25 feet driving aisles.
- j. Depict existing and proposed storm water improvements and provide a drainage plan. Include:
  - (1) Drainage cross-sections.
  - (2) Elevations of pipes and catch basin or area inlets.
  - (3) Pipe sizes.
  - (4) Type of pipe.
  - (5) Gabion baskets or rip-rap shown, with appropriate dimensions.
  - (6) Drainage area calculations shown, in order to determine appropriate pipe size diameter. Use a rainfall intensity factor as per the city's Technical Specifications for Public and Private Improvement Projects, Sec. DC/4.
  - (7) Pre and Post development Drainage Calculations to determine need for, capacity, and design of storm water detention as per DC/4, E.
- k. Indicate existing sanitary sewer system and the method of sewerage disposal.

- l. Indicate zoning district proposed for the site.
  - m. Provide a landscape plan, including the location and height of all walls, fences, and screen plantings.
    - (1) All parking areas adjoining residential use must be screened.
    - (2) All mechanical structures and appurtenances, storage, and exterior solid waste containers shall be screened from public view on a year-round basis by an enclosure of at least 6 feet in height.
    - (3) All commercial, industrial, or multi-family uses which abut a residential district should be properly screened.
  - n. Indicate location of existing and proposed fire hydrants and existing utilities (gas, electric, cable, etc.), with statements from the Fire Department and utility companies involved confirming and approving the locations.
  - o. Depict the existing land use of properties within 200 feet of the project.
  - p. Informational sketches showing building height, bulk, and proposed use may be provided at the developer's option.
  - q. For Planned Unit Developments only: Indicate proposed recreational areas or open space.
  - r. Provide copies of any special agreement, conveyances, restrictions, or covenants which will govern the use, maintenance, and continued protection of a Planned Development and its common park areas.
10. Health Requirements:

All information concerning food service may be obtained from Community Development Department for local requirements, and the Kansas Department of Agriculture for the state requirements.

- a. Community Development, - Rebecca Savidge, City Inspector, 913-727-2400
- b. KDA – Kansas Department of Agriculture, 785-296-7430 ([www.ksda.gov](http://www.ksda.gov))

#### **WHO HAS TO BE LICENSED?**

**THE CITY OF LANSING REQUIRES THAT ALL PERSONS PERFORMING ELECTRICAL, PLUMBING, AND MECHANICAL WORK BE PROPERLY LICENSED BY THE CITY OF LANSING, KANSAS.**

## WHO CAN ANSWER MY QUESTIONS?

### INSPECTION DIVISION

LICENSES/BUILDING, ELECTRICAL, PLUMBING, MECHANICAL CODES  
PLAN REVIEW/PERMITS

REBECCA SAVIDGE, CITY INSPECTOR  
CYNTHIA TRIPP, ADMINISTRATIVE ASSISTANT  
(913) 727-2400 FAX (913) 351-3618

### COMMUNITY DEVELOPMENT

ZONING/SITE PLANS/LANDSCAPE/PARKING/FLOOD PLAIN/EASEMENTS

JOHN JACOBSON, COMMUNITY DEVELOPMENT SUPERINTENDENT  
REBECCA SAVIDGE, CITY INSPECTOR  
(913) 727-2400

### ENGINEERING

JOHN W. YOUNG, DIRECTOR OF PUBLIC WORKS  
(913) 727-2400  
MATTHEW L. HARDING, CITY ENGINEER  
(913) 768-7788

### CITY CLERK=S OFFICE

SPECIAL ASSESSMENTS ON STREETS AND SEWERS

SUNSHINE PETRONE, CITY CLERK  
(913) 727-3233

### FIRE DEPARTMENT

RICK HUHN, FIRE CHIEF  
LEAVENWORTH COUNTY FIRE DISTRICT 1  
TIM MONDERO, FIRE INSPECTOR  
(913) 727-5844

### UTILITIES

ELECTRIC - WESTAR ENERGY  
(913) 758-2733

GAS - KANSAS GAS  
(913) 758-2730

WATER SERVICE - LAN-DEL WATER DISTRICT  
(913) 727-3350