



Commercial Building Permit And Plan Reviews Packet

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 an independent licensed professional engineers. We cannot control the work load of these firms, so the turnaround time for a plan review can vary.

The fastest plan review can take five (5) days and the longest can take seven (7) weeks. On the average, plan for 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 to 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 Zoning Department, Clerk's Office, Fire Department, and the Engineering Department for the approval. When all of these departments have signed off on the project, the permit may be issued.

5. When will a Land Disturbance Permit (LDP) be required?

Any construction, demolition, or landscaping activity that involves the grading, filling, excavating, or similar Land Disturbance Activity requires the issuance of a Land Disturbance Permit. These activities are ones that are characterized as a change in the physical condition of the land to include stockpiling of soil, filling areas with soil, clearing trees and brush, removing grassy or weedy vegetation, or creating bare soil so that erosion may occur. Any activity described above that creates an area greater than 100 sq. ft. (10' x 10") is required to obtain an LDP prior to starting any of the above activities. Any activity described above that creates an

area equal to or greater than 1 acre (43,560 sq. ft.) must obtain a “Notice of Intent” Permit from the State of Kansas and submit a copy of the approved permit to the City of Leavenworth Public Works Department prior to starting any of the above activities. In some instances, fees and bonds may be required for the issuance of LDP’s.

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
4. Name of the engineer or architect. Engineer or architect must be licensed in the State of Kansas
5. Plans:
 - a. 2 Sets of plans
 - i. One (1) Sealed
 - ii. One (1) Digital
 - b. 1 digital copy of specifications. Specifications must be sealed by the engineer or architect
 - c. 1 digital copy of structural calculations. Calculations must be sealed by the engineer or architect.
 - d. 1 digital copy of code footprint per K.A.R 22-1-7
6. General design information:
 - a. Codes
 - i. International Building Code, 2018 Edition
 - ii. International Existing Building Code, 2018 Edition
 - iii. National Electric Code, International Code Council, 2017 Edition

- iv. International Plumbing Code, 2018 Edition
- v. International Mechanical Code, 2018 Edition
- vi. International Fuel Gas Code, 2018 Edition
- vii. International Fire Code, 2018 Edition
- viii. Local amendments of the codes

- b. Frost line depth: 36 inches (36")
- c. Soil investigation report must be submitted if footing is designed for soil bearing greater than 1500 psf. An engineer must verify the soil conditions.

7. Other required information:

- a. Give a brief description of the activities conducted within the building.
- b. List all flammable and hazardous materials to be used, stored, or sold. Submit SDS sheets.
- c. Designate type of construction.
- d. Identify all occupancies and their square footage.
- e. Prior to proceeding with any significant work towards a building permit, it is recommended to check with the City Clerk to determine possible connection fees for sanitary sewer, which may be substantial.

8. Fire Department requirements:

- a. Code footprint in accordance with State Fire Marshall Regulations
- b. 11x17 code footprint of building.
- c. Plans Showing access roadways to within 150 foot of all portions of the exteriors of the first story.
- d. Fire protection and/or alarm systems plans.
- e. Plan showing any type of underground tank installation.

- f. Provide for key box access in accordance with the Fire Department regulations.
 - g. Contact the Fire Marshall/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 "Site 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 Locations 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 PUD-R and RMF districts, indicate density of dwellings.
 - f. Depict location of major thoroughfares, streets, alleys showing existing and proposed right-of-way and pavement widths.
 - g. Indicate the front set back 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 8.5 feet by 18 feet with 25 feet driving aisles.
 - j. Provide erosion control plan and a copy of notice of intent (NOI) permit if site is one acre or larger. (application attached)
 - k. Depict existing and proposed storm water improvements and provide a drainage plan.
 - i. Drainage cross-sections
 - ii. Elevations of pipes and catch basin or area inlets
 - iii. Pipe sizes

- iv. Type of pipe
 - v. Gabion baskets or rip-rap shown with appropriate dimensions
 - vi. Drainage area calculations shown in order to determine appropriate pipe size diameter. Use a rainfall intensity factor of 5.6 inch/hour
- l. Indicate existing sanitary sewer system and the method of sewerage disposal
 - m. Indicate zoning district proposed for the site.
 - n. Provide a landscape plan, including the location and height of all walls, fences, and screen plantings.
 - i. All mechanical structures and appurtenances, storage and exterior solid waste containers shall be screened from public view on a year-round basis by and enclosure of at least 6 feet in height.
 - ii. All commercial, industrial, or multi-family uses which abut a residential district should be properly screened.
 - o. Indicate location of existing and proposed fire hydrants and existing utilities (gas, electric, cable, etc.) with a statement from the Fire Department and utility companies involved confirming and approving the locations.
 - p. Depict the existing land use of properties within 200 feet of the project.
 - q. Informational sketches showing building height, bulk, and proposed use may be provided at the developer's option.
 - r. For PUD-R only: Indicate proposed recreational areas or open space.
 - s. 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 parking areas.

10. Health Department:

All Information concerning food service may be obtained from the Fire Department for local requirements and the Kansas Department of Health and Environment in Topeka, KS, for state requirements.

11. Who has to be licensed?

The City of Leavenworth requires that all persons performing electrical, plumbing, and mechanical work be properly licensed by the City of Leavenworth, Kansas.

Inspection Division

Harold Burdette, Chief Building Inspector

Licenses/ Building Codes/ Plan Reviews/ Permits

Main #: 913-684-0378

Community Development

Julie Hurley, Community Development Director

Plan Reviews

Main #: 913-680-2626

Bethany Falvey, City Planner

Plan Reviews/ Zoning/ Site plans/ Landscape/ Parking

Main #: 913-680-2626

Engineering Division

Brian Faust, Public Works Director

Plan Reviews

Main #: 913-684-0375

Mike Hooper, Public Works Deputy Director

Plan Reviews, City Sewers, Easements

Main #: 913-684-0375

City Clerk's Office

Sarah Bodensteiner, City Clerk

Special Assessments – Streets and Sewers

Main #: 913-682-9201

Fire Department

Andy Brooks, Fire Marshall

Sprinkler Systems

Main #: 913-682-3346

Shawn Kell, Health Inspector

Health Services

Main #: 913-682-3346

Utilities

Electric Service- Evergy

2720 2nd Ave., Leavenworth, KS 66048

913-758-2721

Gas Services – Kansas Gas

2720 2nd Ave., Leavenworth, KS 66048

913-758-2718

Water Service - Leavenworth Waterworks

601 Cherokee St., Leavenworth, KS 66048

913-682-1513



NOTICE OF INTENT (NOI)

For Authorization to Discharge Stormwater Runoff from Construction Activities
 In accordance with the Kansas Water Pollution Control General Permit
 Under the National Pollutant Discharge Elimination System (NPDES)

Submission of this Notice of Intent constitutes notice that the party identified in Section I of this form requests authorization for coverage under the Kansas Water Pollution Control general permit, or KDHE issued successor permits, issued for stormwater runoff from construction activities in the State of Kansas. Becoming a permittee obligates the discharger to comply with the terms and conditions of the general permit. **Completion of this NOI does not provide automatic coverage under the general permit. Coverage is provided and discharge permitted when the Kansas Department of Health and Environment (KDHE) authorizes the discharge of stormwater runoff from the construction activities identified on the NOI and supporting documentation. A signed and dated copy of the first page of the NOI indicating the Authorization will be provided to the owner or operator, or all three pages for Conditional Authorizations.** Upon authorization of the construction activity discharge, a Kansas permit number and a Federal permit number will be assigned to the construction project. **A complete request for Authorization for coverage under the general permit must be submitted or the request will not be processed (see listing on Page 3 of this NOI).** KDHE will notify owners or operators whose Notice of Intent (NOI) and supporting documentation for Authorization of stormwater runoff associated with construction activities are incomplete, deficient, or denied.
Please Print or Type.

I. OWNER OR OPERATOR ADDRESS, BILLING, CONTACT & RECORDS LOCATION INFORMATION

<p>A. Owner or Operator's Name: _____ Company Name: _____ Owner or Operator's Phone: _____ Mailing Address: _____ City: _____ State: ____ Zip: _____</p>	<p>C. Contact Name: _____ Company Name: _____ Contact Phone: _____ Mailing Address: _____ City: _____ State: ____ Zip: _____ E-mail Address (optional): _____</p>
<p>B. Billing Contact Name: _____ Billing Contact Address (if different): _____ City: _____ State: ____ Zip: _____</p>	<p>D. Address where records will be kept (if not on-site): Records Address: _____ City: _____ State: ____ Zip: _____</p>

II. SITE INFORMATION

<p>A. Project Name: _____ Site Address: _____ City: _____ State: ____ Zip: _____ (Nearest City to Project) County: _____</p>	<p>B. LEGAL SITE DESCRIPTION: ____ QTR of ____ QTR of ____ QTR Section: ____ Township: ____ South; Range: ____ <input type="checkbox"/> E <input type="checkbox"/> W Latitude: _____ Longitude: - _____ Deg. Min. Sec. Deg. Min. Sec.</p>
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For Official Use Only:

Received	Amount Paid: _____	Authorized <input type="checkbox"/> Y; <input type="checkbox"/> N
	Date: _____	Is Authorization Conditional? <input type="checkbox"/> Y; <input type="checkbox"/> N (if yes, see page 3 of NOI for conditions)
	Initials: _____	
	Check No.: _____	
Secretary, Kansas Department of Health and Environment		Reviewer _____ Date _____
K S Permit No.: _____		Federal Permit No.: _____

Send completed 3 page NOI form **with original signature** and all appropriate submittals (see page 3 of NOI) to:

Note: A copy of the permit can be obtained at: www.kdheks.gov/stormwater or by submitting a written request to KDHE.

Kansas Department of Health and Environment
 Bureau of Water, Industrial Programs Section
 1000 SW Jackson, Suite 420
 Topeka, KS 66612-1367

KDHE Contact Information:
 Phone: (785) 296-5545
 E-mail: stormwater@kdheks.gov

Project Name: _____

Notice of Intent (NOI)

C. EXISTING CONDITIONS/USES

- 1) Is any part of the project located on Indian Country land? Y; N
If yes: Contact EPA regarding discharging stormwater runoff from industrial activities on Indian Country land.
- 2) If stormwater runoff drains to or through a Municipal Separate Storm Sewer System (MS4): MS4 Name: _____
- 3) Name of the first receiving water, stream, or lake: _____, River Basin: _____
- 4) Are contaminated soils present on the site or is there groundwater contamination located within the site boundary? Y; N
If yes: On separate paper please explain in detail the locations, contaminants and concentrations.
- 5) Are there any contaminated soils that will be disturbed or any contaminated groundwater that will be pumped by the proposed construction activity? Y; N
If yes: On separate paper provide a description of the special erosion and sediment control measures to be utilized.
- 6) Are there any surface water intakes for public drinking water supplies located within ½ mile of the site discharge points? Y; N
- 7) Are there any known historical or archeological sites present within the site boundary or any historic structures located within 1000 feet of the project site? Y; N
Note: Include documentation of project-specific coordination with the Kansas Historical Society in making this determination.
- 8) Is any threatened or endangered species habitat located within the site boundary or in the receiving water body? Y; N
Note: Include documentation of project-specific coordination with the Kansas Department of Wildlife, Parks & Tourism in making this determination.
- 9) Will the project impact the line or grade of a stream or does it include dredge or fill of a potential jurisdictional water body or wetlands? Y; N
If yes: Include documentation of project-specific coordination with the US Army Corps of Engineers and/or the Kansas Department of Agriculture, Division of Water Resources in making this determination.
- 10) Are any Critical Water Quality Management Areas, Special Aquatic Life Use Waters, or Outstanding National Resource Waters located within ½ mile of the facility boundary? Y; N
If yes, list the names of all such areas and waters: _____

D. PROJECT DESCRIPTION

- 1) Project Description: _____

- 2) Does this NOI include all proposed soil disturbing activities associated with the entire common plan of development? Y; N
If no, explain what development areas of the site are not included in this NOI and provide contact information, if available, for the party or parties that own or have operational control of these areas:

- 3) Anticipated project Start Date: _____, and Completion Date: _____
- 4) Estimated total area to be disturbed: _____ Acres Total area of the site: _____ Acres
- 5) Do you plan to disturb ten or more acres that are within a common drainage area? Y; N
If yes, will a sedimentation basin be installed in that drainage area? (Attach design calculations for each sedimentation basin.) Y; N
If a sediment basin is not feasible, on a separate sheet explain what similarly effective erosion and sediment control measures will be implemented in lieu of a sedimentation basin.

E. Maps

Include an area map showing the outline of the construction site and the general topographic features of the area at least one mile beyond the project site boundary.

F. EROSION CONTROL PLAN AND BEST MANAGEMENT PRACTICES

- 1) Provide a site plan showing the existing contour, proposed contour, the erosion control measures and the locations of stormwater management or pollution control features including BMPs. Incorporate details and notes as necessary to describe the erosion control plans and BMPs.
- 2) Provide a description of the best management practices which will be utilized to control erosion, sedimentation and other pollutants in stormwater runoff during construction.

Project Name: _____

Notice of Intent (NOI)

- 3) Provide a summary of the sequence of major soil disturbing activities and the corresponding erosion control measures or BMPs.
- 4) Provide the name and License or Certification Number of the engineer, geologist, architect, landscape architect, or Certified Professional in Erosion and Sediment Control (CPESC) under which the construction stormwater pollution prevention plan has been developed.

 Name License or Certification Number Profession or Field (Engineer, Architect, etc.)

III. ANNUAL FEE

Enclose a check for the first year of the annual permit fee specified in K.A.R. 28-16-56 et seq. as amended. Make the check payable to "KDHE". Per K.A.R. 28-16-56, as amended, the current annual permit fee for this general permit is \$60. An invoice for the annual permit fee will be sent to the contact person requesting a permit until such time as the permittee submits a Notice of Termination (NOT).

Failure to pay the annual fee will result in termination of the construction stormwater discharge Authorization.

IV. OWNER OR OPERATOR CERTIFICATIONS

I, the undersigned, certify that a Stormwater Pollution Prevention Plan (SWP2 Plan) will be or has been developed for the construction site described in this NOI and supporting documentation. I further certify that the plan will be implemented at the time construction begins, and, as required by the NPDES general permit for Stormwater Runoff from Construction Activity, will revise the SWP2 plan if necessary.

I understand that continued coverage under the NPDES general permit for Stormwater Runoff from Construction Activities is contingent upon maintaining eligibility as provided for in the requirements and conditions of the general permit, and paying the annual fee.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

 Signature (owner or operator) Date

 Name and Official Title (Please print or type. Form with original signature must be sent to KDHE.)

Conditions of Authorization - For Official Use Only:

When indicated, Conditions of Authorization are as follows:

A complete request for Authorization for coverage under the general permit must be submitted or the request will not be processed. A complete request for Authorization includes:

- An NOI form (construction stormwater) with an **original authorized signature**;
- The annual permit fee for the first year; (\$60.)
- An area map showing the outline of the construction site and the general topographic features of the area at least one mile beyond the project site boundary;
- A detailed site plan showing the existing contours, proposed contours, erosion and sediment control features, locations where stormwater runoff leaves the construction site;
- A narrative summary of the additional erosion and sediment control and other best management practices that will be utilized to prevent or reduce contamination of stormwater runoff from the construction activities;
- Total drainage area, storage capacity and design calculations for each sedimentation basin; and
- Copies of letters or e-mails documenting coordination with appropriate local, state or federal agencies.