



TENANT FINISH PERMIT GUIDELINES

GENERAL BUILDING PERMIT REQUIREMENTS

- ☐ Permits can be submitted through the City of Shawnee Online Portal [Citizenserve](https://citizenserve.com/shawnee).
 - ☐ The building permit are issued to a general contractor for the project and includes all electrical, plumbing, and mechanical work. Separate permits are not issued for trade subcontractors.
- For multi-tenant projects, a separate permit may be issued for the shell building.
- ☐ The Planning and Development Services Department should be contacted before plans to finish tenant spaces are submitted for permit. Planning and Development Services will discuss the zoning restrictions and other important preliminary details.
 - ☐ Tenants should submit application to the Johnson County Unified Wastewater (JCW) District for a sewer permit. Contact JCW at 913.715.8520 or go to www.jcw.org for information. A permit or written approval from the wastewater district must be obtained prior to release of a building permit.
 - ☐ Food service establishments are required to be licensed by the Kansas Department of Agriculture. Contact Mary Geiger, Communications Director for the Kansas Department of Agriculture, at 785.296.2653 for additional information.
 - ☐ Remodeling and construction work shall comply with the requirements of the 2018 Edition International Building Code, International Mechanical Code, International Plumbing Code, the International Energy Conservation Code, and the 2017 National Electrical Code.

BUILDING PERMIT GENERAL SUBMITTAL REQUIREMENTS

1) Two sets of hard copy plans and one electronic copy of plans (including fire sprinkler/fire alarm plans as needed) are required to be submitted for review with the permit application. Plans should be drawn so that the entire scope of work is clearly shown. Plans for complex projects, such as change in occupancy classifications, structural alterations, fire rated construction, etc. may be required to be prepared and sealed by a Kansas registered Architect or Engineer. Plans should include:

- ☐ The name of the tenant and the type of business.
- ☐ The use of all rooms clearly labeled, such as storeroom, bathroom, office, etc.
- ☐ The location of any sprinkler heads.
- ☐ The location of all exits and exit signs, labeled as existing or new.
- ☐ The location of any existing "fire-walls" or fire-rated construction in the tenant space.
- ☐ All existing construction should be labeled as existing or otherwise clearly identified.
- ☐ The materials to be used in construction of walls, ceilings or floors. Some buildings are required to be constructed of non-combustible materials.
- ☐ All alterations to the plumbing, mechanical or electrical systems, clearly shown in detail.
- ☐ All other details necessary to show the complete scope of work.



- 2) A completed [Building Permit Application](#) (pdf) form is required to be submitted at the time of application for permit.
- 3) All contractors are required to obtain a business license with the City of Shawnee prior to issuance of the permit. Please contact Mary Crissman at 913.742.6247.
- 4) The permit applicant must have a valid class A or B Johnson County contractor's license call 913.715.2233 or go to the following website at: [Johnson County Contractors License](#).
- 5) A list of all chemicals, flammables, explosives, acids, solvents, toxics, etc. and list specific quantities, uses, and amounts to be stored in open and closed containers; or submit a statement that none of the above items will be included in this project.

CHAPTER 11 ACCESSIBILITY

Chapter 11 of the 2018 IBC has been deleted and the following adopted:

Section 1101. General. Modifications to existing building or sites, and construction of new buildings and sites shall comply with all applicable federal and state laws governing access and usability by individuals with disabilities. The permit applicant of record shall obtain certification from a registered architect that both the project design and the finished construction comply with applicable federal and state regulations governing accessibility. The permit applicant of record shall submit the design certification to the building official prior to the issuance of a building permit. The finished construction certification shall be submitted to the building official prior to the issuance of a certificate of occupancy for the project. A single registered architect shall certify the entire scope of the project design documents and the finished construction project. The building official may waive submission of proof of certification for minor projects. The waiver of certification submission shall not relieve the requirement that the permit applicant of record obtain an architect's certification as described above. Appeals to accessibility requirements, where allowed by federal or state law, shall be heard by the board of appeals.

Should you need any reasonable accommodation to assist in making permit application, please contact the Codes Administration division at 913.742.6010.



Building Permit Application (Commercial)

PROJECT INFORMATION

Project Name: _____

Project Address: _____

Type of Permit (check all that apply):

☐ New Commercial or Public Building

☐ Building Shell

☐ Building Addition

☐ Multi-Family: No. Units _____

☐ Remodel Interior

☐ Change of Occupancy

☐ Retaining Wall: Height _____

☐ Interior Finish

☐ Foundation Only

☐ Other: _____

Description of Work: _____

Area of Construction/Remodel (sq. ft.): _____ No. of Stories: _____

Use of Building or Space: _____

Value of Work (project items under scope of permit): \$ _____

APPLICANT INFORMATION

Check as Applicable: ☐ Contractor ☐ Owner ☐ Architect/Engineer

Name of Applicant/Contractor: (Name of Company) _____

Street Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Email: _____

Office Phone: _____ Cell Phone: _____ Fax: _____

Johnson County Contractors License Number (If applicant is a Contractor) _____

Owner's Designated Design Professional in Responsible Charge (complete this portion if construction documents are prepared by a registered design professional): _____

Office Phone: _____ Email: _____ Fax: _____

I acknowledge that the information contained in this application is true and correct.

Applicant (print name): _____ Position: _____

Signature of Applicant: _____ Date: _____

CITY INFORMATION

Permit applications and design documents shall be submitted to the Building Codes Division, located in the lower level of the west wing of City Hall (11110 Johnson Drive Shawnee KS 66203). Building permits may also be applied for online through citizenserve.com/shawnee.



Community Development

Building Codes Division

BUILDING PERMIT FEE SCHEDULE

VALUATION (\$)	FEE (\$)	VALUATION (\$)	FEE (\$)	VALUATION (\$)	FEE (\$)
0 - 500	20.00	24,001 - 25,000	257.00	62,001 - 63,000	497.00
501 - 600	22.00	25,001 - 26,000	264.00	63,001 - 64,000	502.00
601 - 700	24.00	26,001 - 27,000	271.00	64,001 - 65,000	507.00
701 - 800	26.00	27,001 - 28,000	278.00	65,001 - 66,000	512.00
801 - 900	28.00	28,001 - 29,000	285.00	66,001 - 67,000	517.00
901 - 1,000	30.00	29,001 - 30,000	292.00	67,001 - 68,000	522.00
1,001 - 1,100	32.00	30,001 - 31,000	299.00	68,001 - 69,000	527.00
1,101 - 1,200	34.00	31,001 - 32,000	306.00	69,001 - 70,000	532.00
1,201 - 1,300	36.00	32,001 - 33,000	313.00	70,001 - 71,000	537.00
1,301 - 1,400	38.00	33,001 - 34,000	320.00	71,001 - 72,000	542.00
1,401 - 1,500	40.00	34,001 - 35,000	327.00	72,001 - 73,000	547.00
1,501 - 1,600	42.00	35,001 - 36,000	334.00	73,001 - 74,000	552.00
1,601 - 1,700	44.00	36,001 - 37,000	341.00	74,001 - 75,000	557.00
1,701 - 1,800	46.00	37,001 - 38,000	348.00	75,001 - 76,000	562.00
1,801 - 1,900	48.00	38,001 - 39,000	355.00	76,001 - 77,000	567.00
1,901 - 2,000	50.00	39,001 - 40,000	362.00	77,001 - 78,000	572.00
2,001 - 3,000	59.00	40,001 - 41,000	369.00	78,001 - 79,000	577.00
3,001 - 4,000	68.00	41,001 - 42,000	376.00	79,001 - 80,000	582.00
4,001 - 5,000	77.00	42,001 - 43,000	383.00	80,001 - 81,000	587.00
5,001 - 6,000	86.00	43,001 - 44,000	390.00	81,001 - 82,000	592.00
6,001 - 7,000	95.00	44,001 - 45,000	397.00	82,001 - 83,000	597.00
7,001 - 8,000	104.00	45,001 - 46,000	404.00	83,001 - 84,000	602.00
8,001 - 9,000	113.00	46,001 - 47,000	411.00	84,001 - 85,000	607.00
9,001 - 10,000	122.00	47,001 - 48,000	418.00	85,001 - 86,000	612.00
10,001 - 11,000	131.00	48,001 - 49,000	425.00	86,001 - 87,000	617.00
11,001 - 12,000	140.00	49,001 - 50,000	432.00	87,001 - 88,000	622.00
12,001 - 13,000	149.00	50,001 - 51,000	437.00	88,001 - 89,000	627.00
13,001 - 14,000	158.00	51,001 - 52,000	442.00	89,001 - 90,000	632.00
14,001 - 15,000	167.00	52,001 - 53,000	447.00	90,001 - 91,000	637.00
15,001 - 16,000	176.00	53,001 - 54,000	452.00	91,001 - 92,000	642.00
16,001 - 17,000	185.00	54,001 - 55,000	457.00	92,001 - 93,000	647.00
17,001 - 18,000	194.00	55,001 - 56,000	462.00	93,001 - 94,000	652.00
18,001 - 19,000	203.00	56,001 - 57,000	467.00	94,001 - 95,000	657.00
19,001 - 20,000	212.00	57,001 - 58,000	472.00	95,001 - 96,000	662.00
20,001 - 21,000	221.00	58,001 - 59,000	477.00	96,001 - 97,000	667.00
21,001 - 22,000	230.00	59,001 - 60,000	482.00	97,001 - 98,000	672.00
22,001 - 23,000	239.00	60,001 - 61,000	487.00	98,001 - 99,000	677.00
23,001 - 24,000	248.00	61,001 - 62,000	492.00	99,001 - 100,000	682.00

Building Permit fee for valuations of \$100,001 to \$500,000:

- \$682.00 for the first \$100,000 plus \$4 for each additional \$1,000 or fraction thereof up to \$500,000

Building Permit fee for valuations of \$500,001 or more:

- \$2,282 for the first \$500,000 plus \$3 for each additional \$1,000 or fraction thereof

Plan Review Fees: When commercial building plans must be submitted, a plan review fee shall be paid at the time of submitting such plans and specifications for review. The plan review fee is in addition to the building permit fee.

Description

- Plan Review Fee
- Additional plan review required by changes, additions or revisions to approved plans (two hour min)

Charge

65% of Permit Fee

\$50/hour

For complete fee information, please review City of Shawnee [Comprehensive User Fee Schedule PS-56](#) (Effective 1/1/2020)