

How to Obtain a Building Permit For
**RESIDENTIAL REPAIRS, REMODELING
and ROOM ADDITIONS**



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BUILDING INSPECTION DEPARTMENT
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*Miami County's Mission is to provide the Community with professional services and effective use of resources through responsive, interactive and progressive government;
To safeguard community trust and funding; and
To promote and enhance the highest possible quality of life, while respecting individual rights and human dignity.*

"This institution is an equal opportunity provider and employer."

HOW DO I GET STARTED?

The following preliminary issues may need to be addressed prior to an application for a building permit.

- **Zoning:**

A zoning review will be conducted as part of the plan review process prior to a permit being issued. If you have any questions regarding the zoning of a property, required setbacks, how to split a property into more than a single parcel or other zoning or planning related questions call (913) 294-9553.

- **Wastewater Treatment:**

A permit to upgrade or replace an existing onsite wastewater system may be required when a room or space is being added onto an existing residence. Contact the Miami County Environmental Health Department at (913) 294-4117 for information on the specific requirements.

WHAT INFORMATION IS NEEDED TO APPLY FOR A BUILDING PERMIT?

In order for plans to be considered acceptable for review, permit applications shall contain the following information:

1. A completed building permit application form with all requested information provided.
2. Clearance from the Environmental Health Department documenting that a soil profile analysis has been performed and an application for a sewage disposal system has been made.
3. A copy of the deed to the property with a full legal description included
4. Signed letters, copies of contracts or affidavits from each contractor that is listed on the permit application questionnaire. If the property owner intends to perform any work for which a license is required, an affidavit on a form provided by our office shall be completed and submitted with the permit application.
5. For room additions or projects that will change the footprint of the building such as decks or porch roofs, two (2) site plans prepared in accordance with required standards.
6. Two (2) full sets of building plans prepared in accordance with the enclosed standards. Please note that building plans for additions shall include a full floor plan of both the existing residence and the addition.

MINOR REPAIRS OR REMODELING:

In instances where the extent of work is minor in nature, such as when the only work on a dwelling is limited to reroofing, upgrading an electrical service, replacing a furnace or air conditioner or other similar projects, plans may not be required. Contact the building inspections office at 913-294-4145 to discuss your project to determine whether plans are required.

PREPARATION OF PLANS

Plans for additions and remodeling projects are required to accurately represent the proposed construction. Plans shall be prepared to scale on standard sized paper of the same dimensions. Plan pages shall be numbered and be correlated into sets with each set bound or secured into complete sets. Plans will be reviewed for compliance with the codes and regulations of Miami County. The more complete the plans the faster the plan review can be performed and the quicker a permit can be issued and construction started..

A plan review fee of \$50.00 will be assessed for the review of single family plans. Plans that are incomplete or that require more than one-hour of review time will have additional plan review fees charged at the rate of \$50.00 per hour with a minimum one-half hour charge. Plan review fees will be collected at the time that the permit is issued.

Upon approval of the submitted plans the plans will be stamped "REVIEWED FOR COMPLIANCE" and the permit will be authorized for issuance. One set of stamped REVIEWED FOR COMPLIANCE "" plans will be returned to the applicant with the permit. The permit applicant is responsible to have approved plans on the job site for all inspections. All site construction is required to be performed in accordance with the approved plans. Revisions to the approved plans must be reviewed and be approved by the building inspection department prior to the revised work being performed.

A brief outline of the details and specifications that the plan reviewer will be checking follows this introduction and an applicant may utilize this outline as a checklist to ensure that they have complied all the necessary information for submittal with the permit application. If this information is not provided the permit application will be deemed to be incomplete and the plans will be returned to the permit applicant for correction. Upon re-submittal the plans will be re-reviewed for compliance with the codes and regulations of Miami County.

SITE PLAN REQUIREMENTS

Please refer to the Site Plan Standards handout available from the Planning and Zoning Department.

Site plans that do not show the information that is requested will be rejected during plan review and the site plan will be required to be prepared to acceptable standards, either by an individual or by a registered surveyor.

PREPARATION OF BUILDING PLANS

Building plans shall be sealed by a Kansas licensed Architect or Engineer and provide details and specifications on all of the following:

FLOOR PLAN:

- **Area:**
 - A full floor plan of the existing residence with the addition when applicable shall be provided.
 - The floor area of each floor level shall be shown in square feet.
 - The floor area of finished basement space shall be shown in square feet.
 - A before and after floor plan is required, detailing the extent of work that will be performed.
- **The use of each room or area shall be shown.**
- **All room dimensions shall be shown.**
- **Ceiling heights shall be shown.**

- **Insulation and Fenestration Requirements by Component :**
 - Construction documents shall include designation of insulation compliance method (Prescriptive or Energy Rating Index (ERi) approach, (HERS Certificate). Construction documents shall include Insulation and Fenestration Requirements by Component Table N1102.1.2 Climate Zone (4) as adopted by Miami County model code 2018 International Residential Code.
- **Location of Exterior Doorways and Windows with Opening Dimensions:**
 - Show the location of all exterior doors and windows showing the finished opening dimensions.
 - Specify openings that require Safety Glazing.
- **Emergency Rescue or Escape Openings shall be shown with the following information specified:**
 - Specify the location, finished sill height and the finished clear openable dimensions of the opening.
 - Show window well dimensions when necessary.
 - Where required:
 - Minimum one from each bedroom
 - Minimum one from every basement

NOTE: For the purpose of determining whether a room is a bedroom the Miami County Building Code has defined a bedroom as “a room with a minimum floor area of at least 70 square feet with a minimum dimension of 7 feet that contains an adjacent room or space that may be utilized as a closet.” This definition will be applied for the purposes of determining the design of on-site sewage disposal systems, emergency rescue or escape openings and smoke detector location.
- **Interior stairways specifications and details shall be provided with the following information specified:**
 - Stairway width shall be shown.
 - Proposed rise and run of stairs shall be shown.
 - The clear headroom height shall be shown.
 - The dimensions of required landings shall be shown.
- **Location of required smoke and carbon monoxide detectors shall be shown:**
 - Where Required:
 - Inside of each bedroom.
 - Centrally located outside of each separate bedroom area.
 - Each floor level and basement.

NOTE: When an addition or substantial improvements is being made to an existing residence, smoke detectors shall be provided in the existing residence in all locations required by the current code. When it is determined that is not a substantial hardship, newly installed smoke detectors will be required to be hardwired and interconnected as required for new construction.
- **Location of electrical service shall be shown with the following information provided (if new):**
 - Show the location of the electrical service.
 - Specify amperage rating of service.
- **Location of Furnace and Water Heater shall be shown with the following information provided:**
 - Specify that a thermal expansion device will be provided for water heater.
- **Location of Plumbing Fixtures shall be shown.**
- **Exterior porches, decks, landings and stairs:**
 - Show dimensions of exterior porches and decks.

- **Garage (if new):**
 - Show dimensions of garage;
 - Specify ½ inch gypsum board separating garage and residence;
 - Show all openings between the garage and dwelling;
 - Specify Door Type and thickness;
 - Show openings into attic; specify that one-hour protection will be maintained;
 - Overhead door location and opening sizes;
 - Specify concrete floor surface and floor reinforcing.

STRUCTURAL DETAILS AND SPECIFICATIONS FOR ADDITIONS or STRUCTURAL ALTERATIONS:

- **Foundation Plans**
 - **Footings** — the following information for footings is required to be shown on the plans:
 - Width and thickness of footings shall be shown;
 - Reinforcing specifications for footings shall be shown;
 - Detail for footings at walkout walls shall be shown — anchor bolt specifications and spacing and walkout foundation height specified that is a minimum of 6 inches above adjacent finished grade;
 - Footings with minimum 36-inch depth below finished grade shown;
 - Pier pad location and dimensions shall be shown;
 - Detail for Foundation drains shown.
 - **Foundation Walls** — the following information is required for foundation walls:
 - Specify the maximum height of unbalanced fill;
 - Specify the height of foundation walls;
 - Specify the thickness of foundation walls;
 - Specify the reinforcing for foundation walls;
 - Specify anchor bolt size and spacing;
 - Show crawl space ventilation opening location and opening size;
 - Show crawl space access (18" X 24" minimum required);
 - Specify use of Pressure Preservatively Treated Sill Plates when in contact with concrete.
- **Concrete Floors:**
 - Detail or note specifying that vapor barrier under slab or crawl space gravel is provided;
 - Detail or note specifying minimum 4 inches gravel under floor slab;
 - Specify reinforcing schedule of minimum #4 reinforcing bar at 24 inches on center each way;
 - Specification of Pressure Preservatively Treated lumber when in contact with slabs;
 - Detail or note specifying vapor barrier under floor slabs in basements or habitable spaces;
 - Specify any slabs that will be placed on more than 2 feet of fill and specify fill material and reinforcing schedule. If any part of floor slabs are to be placed on more than two feet of fill, the slab shall be designed as a structural slab.
- **Floor Framing:**
 - Steel or wood beam locations and specifications;
 - Provide dimension, grade, species and spacing and directional orientation of floor framing if conventional framing methods will be employed;
 - Engineered or manufacturers layout plan for I joist system shall be provided with plans.
- **Wall Framing:**
 - Dimension and spacing of studs;
 - Show header dimensions;
 - Specify load-bearing walls.
- **Braced Wall Panels:**
 - Show the location of braced wall panels as required by IRC Section R602.10.2;
 - Braced wall panel construction methods as required by IRC Section R602.10.4 shall be shown by specification or detail on plans.

- **Ceiling Framing:**
 - Dimension, grade, species and spacing of ceiling framing if conventional framing methods will be employed;
 - Direction of ceiling joists;
 - Show location and specifications for any beams required for ceiling or roof support.

- **Roof Framing:**
 - Dimension, grade, species and spacing of roof framing members framing if conventional framing methods will be employed;
 - Specify direction of rafters;
 - Specifications or details for vaulted ceiling support shall be shown.

- **Trusses:**
 - A truss design and layout plan sealed by design professional for roof or floor trusses shall be provided.

FREQUENTLY ASKED QUESTIONS

Q. Are the plans required to be prepared or be sealed by an architect?

A. Generally, plans for construction work involving single family dwellings are required to be prepared by an architect or engineer.

Q. How long does it take to obtain a building permit?

A. A full review of the plans and specifications will be completed by the departments and agencies responsible for checking the project for compliance with applicable codes and regulations. Depending on the complexity of the project and completeness of plans and specifications an answer usually can be given within five working days. During peak construction periods this time frame may be exceeded so please allow ample time when making application for a building permit.

Please keep in mind that the more concise and complete your plans are, the faster it is to complete the review of your project and the easier it is for us for us to help you prevent costly errors and omissions once your project is underway.

Q. How close to a property line can I construct a room addition?

A. The minimum setbacks depend on the Zoning District in which the parcel of land is located. Contact the Planning and Development Department at (913) 294-9553 for details and have the legal description, including the Section, Township and Range of the property available when calling.

Q. How is my property zoned? What uses are allowed on the property?

A. Contact the Planning and Development Department at (913) 294-9553 for details and have the legal description, including the Section, Township and Range of the property available when calling.

Q. What work requires licensed contractors?

A. Generally property owners may perform any type of work on buildings that they own and will personally occupy. Individuals or companies that act as building contractors in Miami County are required to be licensed. Licensing is required for general contractors, electrical contractors, plumbing contractors, HVAC contractors, foundation contractors, roofing contractors and site utility installers.

Q. What codes have been adopted by Miami County?

A. *Miami County currently enforces the provisions of the 2018 edition of the International Residential Code for One and Two Family Dwellings®, 2018 edition of the International Building Code®, the 2018 edition of the International Plumbing Code®, the 2018 edition of the International Mechanical Code®, the 2018 edition of the International Fire Code®, the 2018 edition of the International Swimming Pool and Spa Code® and the 2017 edition of the National Electrical Code®.*

Q. Where can I obtain a copy of the Building Codes adopted by Miami County?

A. Copies of the International Codes may be obtained from the International Code Council by phone at 1-800-786-4452 or can be ordered online at www.iccsafe.org/store.

Q. What will my building permit cost?

A. Permit fees are based upon the valuation of construction. The valuation will be determined as part of the plan review process and there is no standard answer, the fee is based upon factors such as the square footage of the dwelling, basement, finished basement and garages along with other factors. A worksheet for an individual to estimate a permit fee is available from the building inspection department.

Q. What type of inspections are required?

A. A complete listing of required inspections will be included with the building permit. A related handout is available on request outlining required inspections and procedures for making inspection requests. A typical dwelling must have an average of 10 or more inspections including the footings, foundation walls, foundation drains, underslab plumbing, rough in of building, electrical, plumbing and hvac systems, open trench inspections for electrical, water and gas laterals, interior gas piping installation and pressure testing, and a final inspection. Additional inspections may be required based upon the type of work that is being performed.

Q. Can a second dwelling be constructed on a piece of property?

A. Under limited circumstances, the Miami County Zoning Regulations under specific conditions may allow a temporary dwelling when a hardship can be shown, and allows for a guesthouse as a secondary dwelling unit on a single parcel. For further information, contact the Planning and Development Office at (913) 294- 9553

Q. If I am planning an addition to my house that will increase the total number of bedrooms in my home, how does this affect my existing onsite wastewater treatment system?

A. Depending on the age of the system, you may be able to increase its size. In any case, the system will need to be inspected to determine its condition and size. A new system may need to be installed. Contact the Environmental Health Department at (913) 294-4117 for further details.

Q. Can I connect to my existing onsite wastewater treatment system if I replace my existing home with a new one?

A. If you are constructing a new home or setting a different or new home on your property, the existing onsite wastewater treatment system must meet current standards as stated in the Environmental Health Sanitary Code. The existing system will need to be evaluated, a soil profile analysis may need to be conducted and a new system may need to be permitted and installed. Contact the Environmental Health Department at (913) 294-4117 for further details.