



NEW CONSTRUCTION REQUIREMENTS

Community Development/Planning Dept.
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This document contains information that will enable you to:

- ✓ Submit the application for a New Construction Permit through the online portal (CSS)
- ✓ Documents required to accompany the New Construction Application
- ✓ Information for inspections
- ✓ Information for Temporary Certificate of Occupancy and Certificate of Occupancy

Checklist of items to be returned in PDF format with each Permit Packages:

- A set of plans and plot plan drawings
- A set of Truss plans, if applicable

NEW CONSTRUCTION PERMIT APPLICATION

NOTE: ALL contractors requesting building, plumbing, mechanical, and electrical permits **MUST** be licensed with the [Johnson County Contractor Licensing Program](#) or the [Miami County Contractor Program](#). Permits will not be processed without valid licensing.

Review Time - Plans and forms are inspected within 10-14 business days of submission.

Permit Fees - Permit costs are based on the following approximate costs (refer to the separate fee schedule for breakdown of pricing):

- **New Construction:** The approximate cost of new 1 and/or 2 family dwelling is the selling price, minus lot cost, minus sewer cost, and minus water cost.
- **Other Construction** is the value that is being added to the property.

All costs for Spring Hill utility connections and all other charges must be paid when the permit is issued.

All applications for new construction permits are subject to the following site plan requirements:

1. **Submit plans prior to issuance of a permit.** Plans will have been prepared in accordance with applicable City building codes.
Plans need to include the following:
 - a) Four elevations.
 - b) Location of furnaces, hot water heaters, sump pumps, floor drains, size of beams, columns, footings, flue sizes and locations and types. Show sizes, spacing and lumber species to meet City codes.
 - c) One-hour fire rating required between garages and living quarters.
 - d) Exterior elevations will show materials to be used and approximate finished grades.
 - e) Foundation plan will show footing sizes, height of concrete walls and special footings, such as for fireplaces, basement emergency escape and rescue window or exterior door.
2. **All documents** needs to be submitted to the permit portal when submitting an application. Digital submittals will include:
 - a. All documents shall be in PDF format, with a graphic scale, and rotated so that the pages read upright.

- b. Verify you have unlocked and flattened all the drawings and reports. The markups list & layers should be cleared and empty (you can also control this in your print settings).
- c. Vector content only. Scanned images are prohibited.
- d. Drawing Export Tips:
 - i. Maintain output Scale – avoid “Fit to Page”
 - ii. Keep hatch patterns to a minimum as best practice as these can quickly increase file sizes and slow the files down
- e. Documents shall be created with True Type Fonts
- f. Sheet title block sizes shall remain consistent on each page of the plan set including subdisciplines
- g. Files should only be saved in black and white
 - i. The exception to the black and white submittals will be elevation and rendering views for Current Planning Design Review requirements.
- h. File naming conventions should be as follows: Address-Lot #-Subdivision-Plan ID (name)
 - i. Example: (401 N. Madison St.-Lot 1-SUBDIVISION- The Premier) Application with files not named consistent with these requirements may be rejected.
- i. Name each page with a page label that matches the sheet.
 - i. Example: Page label C2 Grading Plan
- j. Each Plan Sheet must be clearly bookmarked to clearly identify the content of the page.
 - i. Example: Page A1.0 Architectural Site Plan
- k. Reserve a location on all plan sheets for City stamps. The size shall be a minimum of 3”x2” and be in the same location on every sheet.
- l. Drawings, reports and other documents must be submitted as a separate PDF for each document type. (e.g. calculations, specifications, reports, studies, etc.)
- m. Truss plans must be submitted on each building permit application at the time of applying or three (3) days before a Rough-In inspection.
- n. The plot plan must include fully dimensioned plot plans, showing walks, drives, patios, porches, retaining walls (if any), existing and final grades at corners of building and side property lines, upstream and downstream sewer top of manhole elevations and flow line elevations, storm water inlets, existing trees to remain, sewer stub location or taps with distance from side property line. Also show grades at each lot corner and curbs and grades of top of curbs at driveway and street juncture. Show the proposed elevation of each floor level and top and bottom of foundation wall. Provide direction arrows indicating how water will drain.

Remodeling and Additions for single-family residential. That part of the house that is to be remodeled and added to will require plans and inspections, as stated herein, that are acceptable.

Building Plans other than Single-Family and Duplex. One set of building plans will accompany the Building Permit Applications. The plan shall include structural, architectural, mechanical, electrical and plumbing. The plans shall be prepared, signed and sealed by a licensed Architect registered in the State of Kansas. The building inspection requirements will be the same as described in above site plan requirements. PDF of all plans are REQUIRED.

Before any work may commence, all pertinent permits must be obtained.

BUILDING INSPECTION INFORMATION AND REQUIREMENTS

The contractor, builder and/or subcontractor are responsible to see that the following inspections are done before work is covered. The inspector will check “pass” or “fail” on a Report of Inspection Form that will be emailed to the email address(es) associated with the permit. Upon completion of the structure, a final inspection will be done. When approved, a Certificate of Occupancy will be issued by a building inspector. No one is allowed to conduct a business or reside in a structure before a Temporary Certificate of Occupancy or Certificate of Occupancy is issued. There is a \$75 fee for a Temporary Certificate of Occupancy issuance.

At least a **24 hour** notice is required for ALL inspections. *Inspections are completed Monday through Friday between 8:00 a.m. and 4:00 p.m. To schedule an inspection, call the Community Development Department at (913) 592-3657 or email planning@springhillks.gov.*

The City of Spring Hill, has adopted the following codes as a guideline to oversee the construction and building process:

- 2006 Edition, International Building Code
- 2006 Edition, International Residential Code
- 2006 Edition, International Plumbing Code
- 2006 Edition, International Fuel Gas Code
- 2006 Edition, International Mechanical Code
- 2006 Edition, International Fire Code
- 2006 Edition, International Property Maintenance Code
- 2005 Edition, National Electrical Code
- 2016 Spring Hill Zoning Ordinance

REQUIRED INSPECTONS

All inspections listed below must be done for new home construction, and some may apply to other projects.

- Footing Inspection:** When all excavation, forming and placement of reinforcing is complete and prior to pouring (*minimum 24 hour curing before placement of wall panels; 36" frost line*).
- Foundation Walls Inspection:** When all forming and placement of reinforcing is complete.
- Suspended Stoop (if applicable)**
- Pier Holes (if applicable)**
- Erosion Control ie: silt fence**
- Ground Rough-in Inspection of Under Slab Plumbing:** No sewer connection is to be made until the rough-in inspection is completed, and all vents, drains and cleanouts have been plugged or capped to prevent infiltration and it is observed that the roofing is completed at the rough-in framing stage. Concrete floors do not need to be inspected.
- Building Sewer Connection:** Prior to backfilling.
- Driveway Approach:** Install
- City Sidewalk**
- Rough-in Framing, Rough-in Electrical, Rough-in Plumbing, Rough-in Mechanical, Gas line pressure test:** Prior to insulation and drywall work.
- Gas Line Pressure Test:** When the house gas piping is completed, and prior to ordering the meter, the piping is air pressure gauge tested at 10 lbs. p.s.i. After the inspection has passed, the meter may be ordered.

- ❑ **Insulation Certificate:** Provide signed insulation rating certificate from contractor to the Spring Hill Building Inspections office. This can be sent via e-mail to planning@springhillks.gov.
- ❑ **Final Inspection:** When the building is complete, a Certificate of Occupancy will be issued when all things are in order. A Temporary Certificate of Occupancy to complete planting sod and trees may be issued at a cost of \$75.00.

NOTE: Erosion control must be maintained throughout the project until completion.

City of Spring Hill Water District Water Meter Installation and Water Main Tap: Inspections from the meter to the house are not required prior to backfilling. *Note:* A “Meter Set” work order for the Water Department is requested through City Hall as well. The installing contractor picks up and signs out meter installation materials and tapping tools on a first come first serve basis at the Public Works Building, 502 E. Nichols St., Spring Hill, KS 66083, Monday through Friday between 8 a.m. and 4 p.m. (with the exception of noon lunch hour). After installation is completed, please contact a representative from the Public Works Water Department at (913) 592-3317 for an inspection. Tools and spare materials are returned by the contractor to Public Works Building and signed in promptly upon completion. Failure to comply will result in tools not being loaned out to the offending contractor and the cost reimbursed to the City.

No one is allowed to conduct a business or reside in a structure before the Temporary Certificate of Occupancy or Certificate of Occupancy is issued.

PERMIT EXPIRATION:

Every permit issued by the building official under the provisions of this code shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced **within 180 days** from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, a new permit shall be first obtained to do so, and the fee therefore shall be one half the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work; and provided further that such suspension or abandonment has not exceeded one year. In order to renew action on a permit after expiration, the permittee shall pay a new full permit fee. The expiration date of the permit will be determined by the building official, and an extension may be granted at the cost of \$100.00.

Any permittee holding an unexpired permit may apply for an extension of the time within which work may commence under that permit when the permittee is unable to commence work within the time required by this section for good and satisfactory reasons. The building official may extend the time for action by the permittee for a period not exceeding 180 days on written request by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken. No permit shall be extended more than once.

Suspension or Revocation. The building official may, in writing, suspend or revoke a permit issued under the provisions of this code whenever the permit is issued in error or on the basis of incorrect information supplied, or in violation of any ordinance or regulation or any of the provisions of this code.

Please submit application and corresponding documents to:

https://permitting.springhillks.gov/EnerGov_Prod/SelfService#/home



ePermits-Users-Guide.pdf

If you are having any problems with the online portal, please contact us at 913-592-3657.

