



NEW ROOFED ADDITIONS PERMIT GUIDELINES

REQUIRED INFORMATION FOR PERMIT APPLICATION

The following information should be submitted to the City of Shawnee to obtain a permit to construct a new roofed addition: Building permits may be applied for in person at Shawnee City Hall or online through [Citizenserve.com/shawnee](https://citizenserve.com/shawnee).

DEFINITION: Room addition is any structure that is connected to the house with a roof that water can't go through and therefore **enlarges the footprint** of the house. A new screened porch or sunroom is considered a new room addition. An attic conversion, which is not extending the roof line, would be considered a remodel and would only need a **miscellaneous permit** explaining the remodel parameters.

The following information is required to be submitted for permit:

1. A completed and signed **Building Permit Application** (see attached).
2. A recent (no older than six (6) months) accurate, scaled pre-construction **stake plot plan**, sealed by a Kansas Registered Land Surveyor, showing the size and location of the addition with respect to all platted building lines, and existing structures on the lot. You must meet the **general bulk regulations** for the placement of the building addition on your lot according to your zoning requirements.

In lieu of this requirement, the homeowner can submit a notarized statement, **Code Compliance for New Roofed Additions to Existing One and Two Family Dwellings** taking full responsibility of the location of the new area in relationship to all property lines.

Zoning (SMC 17.84.020) Corner Plots: On a corner plot, each plot line which abuts a street shall be deemed to be a front plot line, and the required yard along-both plot frontages shall be a required front yard.

3. An electronic copy of plans showing elevations, foundation and framing. If addition will not be on a perimeter frost-free footing but supported by piers (like on a deck), plans must be sealed by a Kansas Engineer. The removal of any existing wall over six feet must have a Kansas Engineer's seal on the plans. Entrance to the new area must be shown on plans.
4. Payment for the building permit may be accepted by cash, check or credit card (American Express not accepted). Checks should be made payable to the City of Shawnee. Charges are based on the **Fee Schedule** (attached).
5. A **City of Shawnee Business License** is required for any contractor performing work in the City of Shawnee. For more information please contact the Mary Crissman at 913.742.6247. In addition, the contractor must have a valid Class A, B, or C **Johnson County Contractor's License** (contact 913.715.2233 for more information) or visit their website at: www.jocogov.org.



MISCELLANEOUS INFORMATION AND RESTRICTIONS

UPGRADING SMOKE DETECTORS

Adding a roofed addition on to your home triggers a requirement to upgrade the smoke detectors throughout your home to new dwelling standards and to install carbon monoxide detectors outside of all sleeping rooms. This special requirement is in the building code because of the importance of smoke detectors and the lives that they save every year. Smoke detectors in new dwellings are required to be provided in each sleeping area, outside of each sleeping area, and on each story of the dwelling. Smoke detectors can be battery operated or hardwired. The smoke detectors must be interconnected so that the activation of one detector will activate all of the other smoke detectors with in the home.

The 2018 International Residential Code is the adopted construction code applicable to single family additions.

REMEMBER: Any time you plan to dig on your property, you should contact the free service of Kansas One Call – just Dial 811!

IF YOU NEED ANY REASONABLE ACCOMMODATION TO ASSIST IN MAKING PERMIT APPLICATION, PLEASE CONTACT THE CODES ADMINISTRATION DIVISION AT 913.742.6010.

**CODE COMPLIANCE FOR NEW ROOFED ADDITIONS TO EXISTING 1 AND 2 FAMILY DWELLINGS**

Re: Project Address: _____

I acknowledge and agree that as the property owner, I have full responsibility for the location of the proposed construction related to the attached building permit application and plans, and for compliance with related municipal regulations and other lawful restrictions. I have reviewed the proposed construction location for proximity to property lines, easements, platted restrictions and existing buildings, and that the proposed construction is compliant with applicable municipal regulations and other lawful restrictions. I have been asked to submit a current survey of my property to assist me in meeting the aforementioned requirements, but I am signing this acknowledgement and submitting some type of plot plan drawing in lieu of obtaining and submitting a current survey.

(Must be signed by the property owner)

Signature: _____ Date: _____

Name: _____

Address: _____

Phone: _____ Fax: _____

State of _____, County of _____

Subscribed and sworn to before me this day of _____, 20____

My appointment expires

_____, 20____.

Notary's Signature**Note:** This form shall be completed in lieu of a staked plot plan by a land surveyor.

Upon project completion of form, please submit form by email: codes@cityofshawnee.org or online portal citizenserve.com/Shawnee.

Summary of General Bulk Regulations

Zoning Designation	Primary Use	Front Setback	Side Setback	Rear Setback	Lot Area	Lot Frontage	Height Limit	Building Coverage	Ordinance Location
AG	Agricultural Holding Zone, Farming	50 feet	30 feet ^(a)	50 feet	5 acres ^(b) / 80,000(ft) ²	200 feet	45 feet/ 3 story	NA	17.10
RE	Residential Estates	50 feet	25 feet ^(c)	50 feet/ 40 feet ^(d)	1ac/sewer 2 ac/septic	160 feet	45 feet/ 3 story	NA	17.12
RS	Residential Suburban	35 feet	15 feet	35 feet/ 40 feet ^(e)	12,000(ft) ²	90 feet	45 feet/ 3 story	NA	17.16
R-1	Single Family Residential	30 feet	20% Lot Width 7 feet min	30 feet/ 40 feet ^(f)	9,000(ft) ²	75 feet	45 feet/ 3 story	NA	17.20
PSF	Planned Single Family (4 acres min.)	25 feet ^(g)	Varies (See Plat File)	Varies (See Plat File)	6600(ft) ² ^(h)	1/3=60'-65' 1/3>70 feet	45 feet/ 3 story	Max. 50%, Max.5du/a	17.23
DU	Duplex Residential	30 feet	10 feet	30 feet	12,000(ft) ²	90 feet	45 feet/ 3 story	NA	17.24
PO	Professional Office	30 feet/ 75' (hotel), 30' (parking)	20 feet ⁽ⁱ⁾ / 50' (hotel), 30' (parking)	35 feet / 75' (hotel) 30' (parking)	10,000(ft) ²	100 feet/ 200' (hotel)	45 feet	NA	17.34
CN	Commercial Neighborhood	40 feet 15' (parking)	Zero / 20' adjacent to Resident.	25 feet 15' (parking)	3 acres	50 feet	45 feet	NA	17.38
CH	Commercial Highway	30 feet/ 75' (hotel), 20' (parking)	Zero / 50' (hotel), 20' adjacent to Resident.	25 feet 75' (hotel) 20' (parking)	10,000(ft) ²	100 feet/ 200' (hotel)	45 feet	NA	17.42
TSQ	Townsquare District	20 feet/ 75' (hotel), 10' (parking)	Zero / 50' (hotel), 20' adjacent to Resident.	20 feet/ 75' (hotel)' 10' (parking)	none	40 feet ^(j)	45 feet	NA	17.45
PI	Planned Industrial (20 acres min.)	50 feet 20' (parking)	25 feet/ 50' adjacent to Highway/ 100' adjacent to Resident.	25 feet/ 50' adjacent to Highway/ 100' adjacent to Resident.	none	100 feet	75 feet	NA	17.46
PMR (PUD)	Planned Mixed Residential (4ac.min.)	See 17.54.21	See 17.54.21	See 17.54.21	17.54.20	17.54.20	17.54.20	17.54.20	17.54
POC (PUD)	Planned Office Commercial(5ac.min.)	See 17.54.23	See 17.54.23	See 17.54.23	17.54.22	NA	17.54.22	NA	

(a)Both side yards in combination must measure at least 100 feet (e)35 feet for SFR, 40 feet for other Permitted Uses and SUPs

(b)For single family residential and agricultural uses (f)30 feet for SFR, 40 feet for other Permitted Uses and SUPs

(c)Both side yards in combination must measure at least 75 feet (g)One front yard setback on a corner lot may be plated as side yard setback of 20 feet

(d)50 feet for SFR, 40 feet for other Permitted Uses and SUPs (h)With density/lot size transitions to adjacent residential

(i) Both side yards in combination must measure at least 50 feet

(j) See ordinance for other related frontage requirements



Residential Building Permit Application - Other than New Residential Structures

PROJECT INFORMATION

Project Address: _____

Type of Permit (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Basement Finish (Sq Ft) _____ | <input type="checkbox"/> Retaining Wall (height of wall) _____ |
| <input type="checkbox"/> Uncovered Deck (Sq Ft) _____ | <input type="checkbox"/> Remodel Existing Interior |
| <input type="checkbox"/> New Roofed Addition (Sq Ft) _____ | <input type="checkbox"/> Swimming Pool or Spa |
| <input type="checkbox"/> Accessory Building (Sq Ft) _____ | <input type="checkbox"/> Electrical Service or Upgrade |
| <input type="checkbox"/> Water Heater | <input type="checkbox"/> Furnace/AC |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Solar |

Description of Work: _____

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

APPLICANT INFORMATION

Check as Applicable: ☐ Contractor ☐ Owner ☐ Agent of Owner

Name of Applicant (Print) _____

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

Phone: _____ Email: _____

Contact Name (If different from above) _____ Phone: _____

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

Home Owners info if Contractor is Applicant:

Name: _____ Email: _____ Phone: _____

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

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)