



City of Prairie Village
Codes Department
913-385-4604

permits@pvkansas.com

COMMERCIAL NEW BUILDINGS AND TENANT FINISHES

CODE REQUIREMENTS

All plans shall be designed in compliance with the 2018 IBC, 2018 IFC, 2017 NEC, 2018 IPC, 2018 IFC, 2018 IMC, 2018 IECC, ANSI A117.1-2009 and/or ADDAG 2010. All plans shall also be in compliance with the City of Prairie Village Zoning Regulations.

PLAN SUBMISSION INSTRUCTIONS

Apply for all permits at <https://prairievillageks.viewpointcloud.com>.

- Plans must be sealed by a Kansas Registered Design Professional per the municipal code.
- Cover sheets must display date, proper address and legal description of the property, edition and name of codes, total square footage of project, estimated occupant load, type of construction, occupancy/use group, page index, owner and designer's name, address, phone, and email.

SITE PLAN REQUIREMENTS

Site plans for new or expanded buildings require the following:

- Property lines & dimensions
- Easements/alleys/streets
- Right-of-ways
- All existing and proposed structures with distances between structures and from all property lines to structures
- Overhead and underground utility locations
- Flood zone designations
- Fences
- Parking
- North arrow
- Location map with section number
- Location of gas, electric, and water meters
- Grading and elevations
- Fire hydrant locations (proposed & existing)
- Water main size with flow calculations for each hydrant
- Paving for vehicular use
- Retaining walls, berms, etc.

ACCESSIBILITY REQUIREMENTS

- Parking
- Accessible routes
- Signage
- Clearance, reach, & height tolerances
- Restrooms
- Fountains
- Phones
- Size & depth of footings
- Foundation wall & floor slab
- Reinforcing steel – size, spacing & location
- Soils PSI specification
- Summary list of all items that require special inspections in accordance with Chapter 17 of the 2018 IBC. Applicant must provide a written statement from a special inspection agency that will be conducting the third-party inspections.

FLOOR PLAN REQUIREMENTS

- Must be drawn to a minimum of ¼ inch scale
- Room dimensions & space usage
- Location & size of doors and windows
- Location of plumbing fixtures
- Location of heating & cooling equipment
- Electrical lighting, switching, & power outlets
- Stationary appliances, furniture, displays, etc.
- Fire & U.L. ratings for walls, floors, doors, etc.

EXTERIOR ELEVATION REQUIREMENTS

Exterior elevations should show all stories, dimensions, and compass directions.

ROOF, CEILING AND FLOOR FRAMING

- Size, spacing, direction of span, & bearing for all framing members
- Grade & species of all wood members
- Types of fastening including, clips, hangers, etc.
- Load-bearing locations

TYPICAL BUILDING SECTION AND DETAILS REQUIREMENTS

- Roof, ceiling, and floor construction
- Roofing materials
- Interior & exterior wall construction
- Structural connections
- Concrete & masonry reinforcing
- Fireplace details
- Stairway details
- All construction materials must be specified, including, strength, type, size, grade, etc.

MECHANICAL REQUIREMENTS

- Size & location of all mechanical equipment
- Size & location of all ducts
- Indication of plenum-rated devices & equipment when applicable
- Pound & thickness of insulation
- Location, rating, & type of fire or smoke dampers and detectors
- Location of automatic shutdowns
- Size & type of gas piping
- CFM of fresh air
- Motor horsepower
- BTU input ratings
- Balancing requirements
- Type, size, & location of vents
- Termination height of vents
- Location of service receptacles with GFCI protection
- Details of securing all equipment ducts, pipes, etc.
- Structural calculations for RTUs

ELECTRICAL REQUIREMENTS

- Voltages
- Total connected loads
- Available fault current & calculations
- One line/riser diagram
- Complete grounding details
- Sizing & type of all conductors & conduits
- Locations, ampacity, & interrupt rating of mains
- Location of all devices & electrically-driven equipment
- Circuit distribution & layout
- Location of panels, transformers, & all equipment within electrical room
- Panel room dimensions and exits
- Exterior lighting plan in compliance with the Prairie Village Zoning Regulations

PLUMBING REQUIREMENTS

- Riser diagram
- Available PSI for supply
- Size & material of all pipes
- Distribution of piping system
- Designation of fixtures & DWV pipes
- Roof penetration location for vents
- Dimensions for vents, trap arms, & waste lines
- Type & location of traps
- Type and Location of pressure expansion tanks & pressure-reducing valves when supply PSI exceeds 80 pounds
- Approved sewer permit or waiver from Johnson County Wastewater
- Condensate lines

STORMWATER PRELIMINARY MANAGEMENT PLAN REQUIREMENTS

- 2 foot contours
- Drawn to a 1 inch = 40 feet scale
- Plan size should be 24" x 36"
- Location of streams, waterways, channels, and ponds
- Location of established flood plains & 100-year flood line
- Location of storm drainage with flow rates & capacity
- Type of soils and characteristics
- Method to control increased runoff
- Calculations for determining runoff
- Proposed effect on any receiving stream

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- Location of streams, waterways, channels, and ponds
- Location of established flood plains & 100-year flood line
- Location of flow line of existing sanitary, storm, and/or combined sewers
- Designed volumes & runoff for stormwater
- Location of all drainage structures, storm sewers, channels, & detention basins
- Proposed effect on any receiving stream
- Slope, type, size, and flow calculations for all existing & proposed storm sewers
- For detention basis, a plot/tabulation of storage volumes with elevations, basin overflow rates, & hydrograph of inflows & outflows
- A grading, sediment, and erosion control detail
- Profile and cross sections of all existing & proposed channels

LANDSCAPING REQUIREMENTS

- Must comply with Chapter 19.47 of the Prairie Village Zoning Regulations, including all tree protection and removal requirements
- Drawn to a 1 inch = 40 feet scale
- Plan size should be 24" by 36"
- 2 foot contours
- Tree and plant key
- Trees, shrubs, & grass

PERMIT FEE

The building permit fee is based on the value of the work being completed and/or square footage of the building and will be calculated and assessed by the City when the building permit is approved.

QUESTIONS

For questions regarding the building permit submission process, please email permits@pvkansas.com or call (913) 385-4604.