



City of Prairie Village
Codes Department
913-385-4604
permits@pvkansas.com

New Home Construction Permits

CODE REQUIREMENTS

- A building permit is required for all new residential construction in accordance with the Prairie Village Zoning Regulations, including the neighborhood design guidelines for R-1A and R-1B zoning, and in accordance with the 2018 IBC, IRC, IPC, IMC, IFGC, IECC, IPMC, and the NFPA 70, as amended by the City in Chapter 4 of the municipal code.
- Please review the neighborhood design guidelines in Chapter 19.06 and 19.08 of the Zoning Regulations thoroughly (including the attached informational handouts) prior to submitting for building permits.
- All contractors and sub-contractors working on a project must be licensed with the City. General, Electrical, Plumbing, and Mechanical Contractors will need to provide a current license from Johnson County Contractor Licensing to obtain a contractor license for Prairie Village.

PLAN SUBMISSION REQUIREMENTS

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

- A site plan drawn to scale based on a boundary survey conducted by a Kansas Registered Land Surveyor that includes the following:
 - Name of project, address, legal description, zoning district, boundaries, date, north arrow, and scale of plan.
 - All existing lot lines, easements, structures, and rights-of-way to include lot area in square feet.
 - Nearest upstream and downstream sanitary sewer manhole top elevations with flow line elevation at bottom of manhole and stub line location from main sewer main.
 - The exact location of existing structures and proposed addition on lot, with all dimensions provided, to include distances from property lines and adjacent neighboring structures within 25 feet of the property line (use ghosted lines to illustrate existing structures).
 - All fences, sheds, retaining walls, pergolas, patios, driveways, sidewalks, structures, decks noted at height from grade, trees located within the front yard, boundary markers and lot dimensions.
 - Existing building coverage and proposed building coverage shown in total square feet and percentage calculation of total lot as defined in 19.02.087 of the Prairie Village Zoning Regulations.
 - All existing impervious coverage and proposed building coverage shown in total square feet and percentage calculation of total lot as defined in 19.02.087 of the Zoning Regulations.
 - All existing impervious surface coverage and proposed impervious coverage shown in total square feet and in percentage calculation of the total lot as defined in 19.02.287 of the Zoning Regulations.
 - Projected roof area in square feet.

- Front yard greenspace calculation per 19.06.025 and 19.08.025 in the Zoning Regulations.
- Building elevations to include the top of foundation wall elevation of the existing structure and the proposed top of foundation wall elevation of the new structure, final grade points along the foundation wall, peak of roof existing and proposed, top of curb, basement elevation, top of footing elevation, and garage elevation.
- Existing and proposed topography shown at not more than 2 feet contour intervals and elevations.
- Locations of down spouts and flow patterns.
- Locations and method of sump pump discharge
- Location and elevation of any drainage inlet, pipe, or channel on the site.
- Indicate if the property is within any flood plains recognized by Johnson County AIMS – if so, illustrate flood plain with elevation numbers.
- Building and construction plans must be sealed by a Kansas Registered Design Professional and include the following:
 - Provide front, side, and rear elevation full view of existing with proposed new addition. Each plan view shall include wall plane square feet for each section, glazing square feet, wall plan offset percentage calculation commensurate with 19.06.025 of and 19.08.025 of the Prairie Village Zoning Regulations, final grade at foundation wall, top of wall elevation, all floors, and peak of roof from top of foundation dimension. Elevation details must be produced to scale.
 - Provide footing/foundation details to include method of attachment to the existing structure.
 - Provide framing details to include wood species and lumber grade, size, and spacing of studs, size, and span of beams/headers over 4 feet, all load-bearing points, the size, span, and spacing of floor/ceiling joists, the size and span of rafters and ridge beam, and the attic access opening.
 - Provide location and size of all emergency escape and rescue openings.
 - Provide all room dimensions, corridor/hallway widths, and ceiling heights (including basements).
 - Provide location and details for all stairways including guardrails/handrails.
 - Provide minimum R-values per IRC 2018.
 - Provide minimum U-factors per IRC 2018.
 - Plan shall indicate if the project will be conducting an energy audit method or utilizing a prescriptive approach to comply with energy code.
 - Provide a permit waiver from Johnson County Wastewater.
 - Provide minimum plumbing fixture clearances dimension per IRC 2018
 - Showers require anti-scald valves.
 - Backwater valve protection is required per IRC 2018.
 - Bath exhaust fan shall be vented directly to the outside.
 - Provide size and location of existing/proposed electrical service.
 - Provide location of all smoke and carbon monoxide detectors.
 - Provide locations of receptacles and lighting fixtures.
 - Provide GFCI protection as required by the 2017 NEC.
 - Provide AFCI protection as required by the 2017 NEC.
- An approved drainage permit from the Public Works Department must be on file before a building permit will be issued.
- A tree protection and removal plan is required to be submitted with the building permit application for all new construction. This plan should include
 - Lot lines
 - Existing and proposed building
 - Existing trees (type and size noted)

- Protection fence with size
- Construction entrance (note any requested variance to tree protection limits)
- Tree removals
- Buildable area outline
- Mitigation trees (proposed number, size, and type)
- A tree removal request will be required for the removal of any trees prior to the building permit being issued, per Chapter 19.47 of the zoning regulations. See attached handouts for further information.
- 50 feet of gravel shall be provided on each site from the street onto each lot for vehicle access and parking.
- All construction sites shall be screened with a construction fence throughout the duration of exterior construction. Fence should be at least 72 inches tall with an opaque vinyl screen, per Chapter 4 of the Municipal Code (effective June 1, 2021).
- A \$5,000 mud (surety) bond is required prior to permit issuance. Bond will be returned, if requested, when the Certificate of Occupancy is issued for final inspection approval.
- All devices or equipment installed in the right-of-way shall be shown on the drawing and first submitted to the Public Works Department for approval. This includes lawn irrigation, gas lamps, mailboxes, etc.
- Any work being completed in the right-of-way requires an approved right-of-way permit from Public Works.
- The site plan should include the direction and method of drainage from swimming pools, if applicable.
- If the structure is being built on a currently vacant lot, notice shall be sent to all property owners within 200 feet per 19.06.050 and 19.08.045 of the Zoning Regulations (see attached handouts for further information).
- Provide the green copy from Johnson County Wastewater, which indicates a permit has been issued for reconnection to their lines.

BUILDING PERMIT FEE

The building permit fee is based on the value of the work and/or square footage of the new structure and will be calculated and assessed when the permit is approved.

QUESTIONS

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

Application #: _____

Demo Permit #: _____



City of Prairie Village
Codes Department
913-385-4604
permits@pvkansas.com

NEW HOME ON EMPTY LOT CHECKLIST

Building address: _____ Homeowner: _____

Contractor: _____ Phone: _____

- Stamped and sealed survey of first floor elevation measurement of the structure and adjacent structures. Date document provided: _____
- Site plan for new construction: _____
- Building coverage calculations for new structure: _____
- Impervious coverage calculations for lot: _____
- Frontage greenspace calculations for lot: _____
- Tree removal and protection plan: _____
- Approved tree removal request (if removing trees): _____
- Drainage approval from Public Works: _____
- Mud (surety) bond received from builder: _____
- Copy of certified letter and return receipts for 200 feet notification: _____
- Construction fencing plan (at least 72 inches tall with opaque screen): _____
- Overall building height of new structure: _____

EXAMPLE MUD/SURETY BOND

KNOWN BY ALL PERSONS BY THESE PRESENTS:

That we, _____ of _____ (hereinafter called the Principal) and _____ (hereinafter called the Surety), are held and firmly bound unto the City of Prairie Village, Kansas (hereinafter called the obligee) in the penal sum of Five Thousand Dollars (\$5,000.00), lawful money of the United States, to the payment of which sum, well and truly to be made, the Principal herein firmly binds himself (themselves), their heirs, executors, administrators, and assigns, and the said Surety bonds themselves, their successors, assigns, executors and administrators, jointly and severally, firmly by these presents.

WHEREAS, the Principal intends to perform demolition/construction according to the Prairie Village Municipal Code; and

WHEREAS, to obtain a license or permit for said demolition/construction, the Principal must guarantee that the streets and sidewalks in the area shall remain free and clear of dirt, mud, gravel, and other debris; and

WHEREAS, the Principal has guaranteed that the streets and sidewalks in the areas shall remain free and clear of dirt, mud, gravel, and other debris.

NOW, THEREFORE, the condition of this obligation of such, that if the said Principal shall faithfully observe the provisions of the Laws, Ordinances, and Resolutions, governing the issuance of this License or Permit, then this obligation shall be null and void, otherwise to remain in full force and effect.

PROVIDED FURTHER, that if said Principal shall not faithfully observe the provisions and conditions of the Laws, Ordinances, and Resolutions, or in any way fail to keep the streets or sidewalks in the area free and clear of dirt, mud, gravel, and other debris, then the Surety shall pay the costs and damages for such failure and such other expenses accruing therefrom, directly to the City of Prairie Village, Kansas.

PROVIDED FURTHER, that liability under this bond shall terminate as of the _____ day of _____, 20____, as to any acts subsequent thereto, unless said bond is continued in force from year to year by the issuance of a continuation certificate signed by the Surety.

IN WITNESS THEREOF, we have hereunto set our hands and seals this _____ day of _____, 20_____.

By: _____
PRINCIPAL

By: _____
SURETY

By: _____
ATTORNEY-IN-FACT

City of Prairie Village
Notice of Demolition and/or New Single-Family Residential Structure
Instructions for Property Owners/Contractors

The Prairie Village Zoning Regulations require that any teardown of an existing residential structure and any new principal residential structure shall send notice to all property owners within 200 feet of the lot before a building permit can be issued.

The notice to residents must include the following documents with your public notice form:

1. Site plan that includes the new structure with distances to the property lines, utility easements, driveways, patios, sidewalks, decks, pergolas, and egress wells. No elevation information is required for this generic rendering of a site plan.
2. Elevation drawing, which include front, side, and rear details to include dimension notation from top of foundation to peak of roof and the overall wall length dimension. All elevation drawings can be included on one sheet, if space allows.

Documents shall be prepared on paper stock no smaller than 8.5" x 11". Details are to be rendered professionally, proportionally scaled, and legible. These documents are not required to bare the seal of a Kansas Registered Design professional. The documents should provide enough information to convey general information to the neighbors for design and placement on the lot.

This notice shall be sent via certified mail, return receipt requested, on the attached form provided by the City. The applicant will need to provide the following items as proof to the Prairie Village Codes Department before a building permit will be issued:

1. Photocopies of certified mail receipts and one copy of each document sent to each property owner that is located within 200 feet of the project. These renderings shall coordinate with documents submitted to the Codes Department for the building permit application. This information will be retained and available upon request as public information.
2. The applicant may provide any additional information within this package that they think will better enhance communication with neighboring properties, such as anticipated work schedules, request for pre-inspection of foundations, removal and installation of fences, landscaping details, etc.

City of Prairie Village
Notice of Demolition and/or New Single-Family Residential Structure

In accordance with the City of Prairie Village Zoning Regulations, the purpose of this document is to notify you that plans have been filed at City Hall for a demolition of a single-family residence and/or new single-family residence within 200 feet of your property. The City encourages all contractors and property owners to be good neighbors. If you have questions or concerns regarding the specific construction details of this permit application, you may contact the property owner or the general contractor responsible for the project listed below. A site plan and elevation drawings for the project are also included with this notice.

Address of Property: _____

Name of Property Owner: _____

Phone Number: _____ Email: _____

Name of General Contractor: _____

Phone Number: _____ Email: _____

Anticipated Start Date of Construction: _____

Anticipated End Date of Construction: _____

Notice of City of Prairie Village Noise Ordinance

The Prairie Village Municipal Code prohibits construction noise before 8:00 a.m. and after 8 p.m. Monday – Sunday. From May 15 – September 15, construction noise is permitted to begin at 7 a.m., except on weekends and federal holidays. If you witness this ordinance being violated, it is important to report it to the Police Department immediately when it occurs. You may contact the Prairie Village Police Department at their non-emergency number at 913-642-5151. Contractors who violate this ordinance will receive a Notice to Appear in Municipal Court.

Tree Protection and Tree Removal Request Requirements

In 2021, the City Council adopted a [tree protection ordinance](#) that goes into effect on June 1, 2021. Below is a summary of the tree protection ordinance and a full copy of the ordinance is attached to this document. The tree protection ordinance applies to the following situations:

- Removal of a tree in the public right-of-way
- Projects subject to site plan review by the Planning Commission
- A new residential structure
- A teardown of at least 10% of an existing residential structure
- An addition of 600 square feet or more to a residential structure

Tree Protection and Removal Plot Plan Requirements

Prior to issuing a permit for any of the situations listed above, a tree protection and removal plan must be included in the building permit application and construction documents. This plan must include the following information:

- Location of all existing trees on the lot
- Size (by DBH) of all existing trees on the lot
- Species of all existing trees on the lot
- Identification of trees that will be protected during construction
- Identification of trees planned for removal (a tree removal permit will be required)
- Placement of protective fencing for all trees required to be protected during construction
- Lot lines
- Buildable area outline
- Construction entrance

An example of a tree protection and removal plot plan is attached to this handout.

Tree Removal Request Requirement

Prior to removal of any tree associated with new construction or major additions (as outlined above), a tree removal request must be approved. The tree removal request must include the following information:

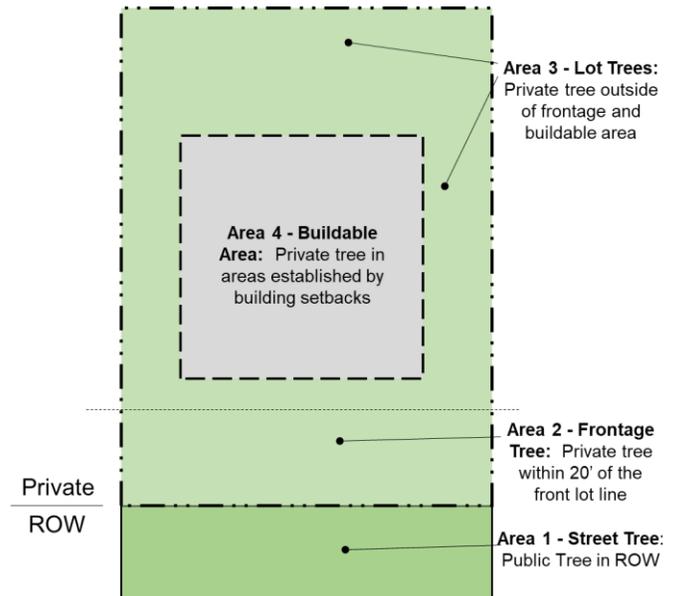
- The size, location, and species of all trees requesting to be removed (as outlined on the submitted plot plan)
- The reason for requesting removal of the tree
- The size, location, and species of trees planned to be planted after construction to replace the trees that were removed

Removal of any protected tree without approval is a violation of the City's municipal code and will result in a citation to appear in municipal court with associated fines and penalties.

Trees Prohibited from Removal

The following trees are prohibited from removal during the construction process unless the removal of the tree qualifies for an exception under the ordinance:

- Any tree in the public right-of-way (Area 1)
- Any tree 6" DBH or greater within 20 feet of the front lot line (Area 2)
- Any tree 20" DBH or greater located beyond 20 feet of the front lot line and outside of the buildable area of the lot (Area 3)
- Any tree 30" DBH or greater located within the buildable area of the lot (Area 4)
- Any Kansas State Champion Tree



Exceptions for removal may be granted with written authorization from the Building Official if it is determined that one of the following criteria are met:

- The tree is dead, diseased or dying, and constitutes a threat to healthy trees, property, or public safety
- Removal of the tree is necessary for construction, development, or redevelopment under the following criteria:
 - All reasonable efforts have been made to avoid removing the tree through comparable alternative designs
 - The presence of the tree places an undue financial burden on the applicant; and
 - No other reasonable accommodations, including adjustments to the otherwise allowable building footprint or site design can be made to preserve the tree

If a tree that is prohibited from removal is approved to be removed due to an exception above, mitigation of the removed trees will be required with new trees planted when construction is completed, per the specific requirements of Table 19-47 D of the [Tree Protection Ordinance](#).

Protective Fencing Requirements

The following trees are required to be protected during construction with protective fences. If a protected tree must be removed, a tree removal permit must be granted and the tree must be replaced with at least a 2" DBH tree when construction is completed:

- All trees in the public right-of-way (Area 1 in image above).
- All trees 3" DBH or greater located within 20 feet of the front lot line (Area 2 above)
- All trees 6" DBH or greater located anywhere else on the lot (Area 3 and 4 above)
- All Kansas State Champion Trees

Protective fencing is required for all protected trees listed above (unless a permit for removal has been approved). Fences must be a snow fence, chain-link fence, vinyl construction fence, or other similar fencing with a minimum 4 feet height. The fence must meet the following requirements:

- Trees greater than 28" DBH: fenced area must be the lesser of 20 feet from the center of the tree or protecting at least 75% of the drip line.
- Trees between 20" - 28" DBH: fenced area must be the lesser of 15 feet from the center of the tree or protecting at least 75% of the drip line.
- Trees less than 20" DBH: fenced area must be the lesser of 10 feet from the center of the tree or at least 75% of the drip line.

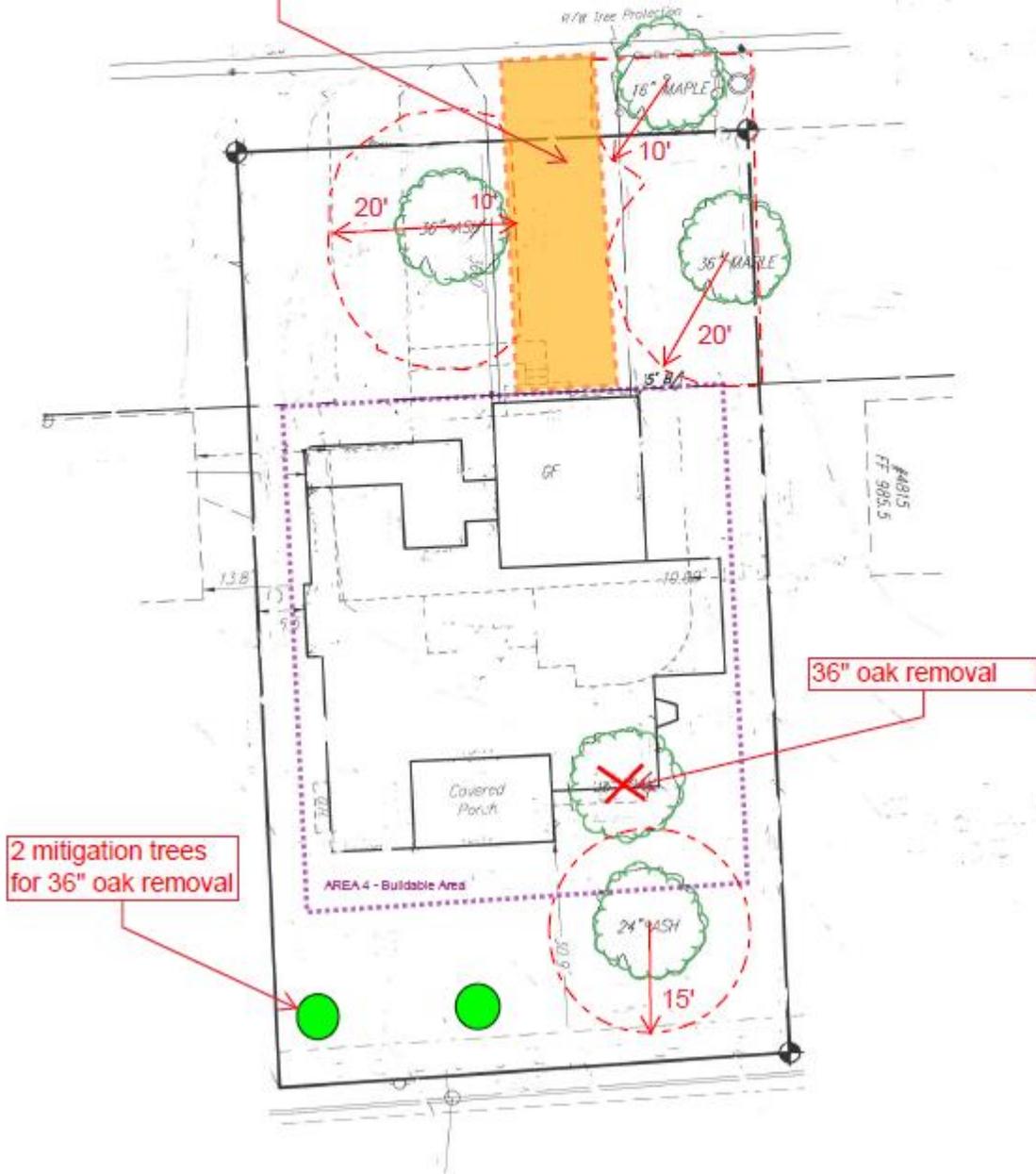
Fenced areas do not include any pre-existing structures, foundations, slabs, roadways, sidewalks, and driveways. The fence should be installed along the edge of the driveways/roadways encompassing the tree to restrict access from the street side. The fence must remain in place at all times until all construction-related activity has been completed or final grade achieved. The City may authorize the fences to be moved temporarily for final grading, access, or other work.

TREE PROTECTION AND REMOVAL PLAN

- Items noted on plan:
- lot lines
 - existing and proposed building
 - existing trees (type and size noted)
 - protection fence with size
 - construction entrance (note any requested variance to tree protection limits)
 - tree removals
 - buildable area outline
 - mitigation trees (proposed number and type)

Construction Entrance.
Variance for 10'
protection on 36" ash
requested

50' R/W



Construction Site Fencing Requirements

Effective June 1, 2021, fencing and project information signs are required on the following construction sites:

- New residential or commercial structure
- Demolition of at least 10% of an existing structure
- Any additions greater than 600 square feet

Construction Fencing Requirements

Construction site fencing and screening must meet the following parameters:

- The height of the fence should be between 72 and 84 inches
- The fence must be chain link metal fence overlaid on the exterior with an opaque vinyl screen, or other equivalent fencing and screening material approved by the Building Official
- The fence must be located on or behind the front lot line and not located in any part of the right-of-way unless approval is granted by Public Works through a right-of-way permit.
- The fence must be removed upon approval of final grade before a TCO will be issued.

Project Information Sign Requirements

All construction projects listed above must affix a 2 feet x 3 feet temporary project information sign to the fence that includes the following information:

- Permit number
- Site address
- General contractor's name
- Primary contact name
- Contact phone number
- Contact email address

The project information sign should also include information about the City's allowable construction hours. An example of a project information side is provided below.

PROJECT INFORMATION
ADDRESS: _____
CONTACT: _____ PHONE #: _____
CONTRACTOR: _____ EMAIL: _____
PERMIT #: _____
<p>PURSUANT TO ORDINANCE 2427, CONSTRUCTION NOISE IS PERMITTED DURING SUMMER MONTHS (MAY 15 – SEPTEMBER 15) FROM 7 A.M. – 8 P.M. ON WEEKDAYS AND 8 A.M. – 8 P.M. ON WEEKENDS. DURING NON-SUMMER MONTHS AND FEDERAL HOLIDAYS, CONSTRUCTION NOISE IS PERMITTED FROM 8 A.M. – 8 P.M. MONDAY – SUNDAY.</p>
2

City of Prairie Village
Summary of Zoning Changes Effective February 1, 2019

- **Impervious surface coverage limit of 40%**

All lots zoned R-1A and R-1B will now be limited to a maximum of 40% impervious coverage on the entire lot. This limit is in addition to the 30% building coverage limit that currently exists. All buildings, driveways, porches, patios, sheds, pools, and any other impervious feature will count toward this limit. Lots that are less than 10,000 square feet can have an unenclosed and uncovered deck or patio encroach up to 300 square feet that will not count towards the 40% limit. This limit will only be applied to any new residential structure, additions that add more than 200 square feet and tear downs of more than 10% of an existing structure. **More details can be found in 19.06.015 and 19.08.015 of the zoning regulations.**

- **Street trees required at least every 50 feet**

All lots zoned R-1A and R-1B will now be required to have at least one street tree. Lots with over 80 feet of street frontage must have a tree per every 50 feet to maintain an average spacing between 30 and 50 feet along the streetscape. Existing trees in the right of way or within the first 20 feet of the front lot line may count to this requirement if the tree is healthy and protected during construction activity. **More details can be found in 19.06.025 and 19.08.025 of the zoning regulations.**

- **Green space requirement of 60% between front building line and front lot line**

All lots zoned R-1A and R-1B will now be required to have at least 60% green space, which is defined as permeable areas planted with trees, shrubs, vegetative ground cover, or ornamental plants, between the front lot line and the front building line. Any lot less than 70 feet wide that sits on a collector or arterial street as defined by Prairie Village Municipal Code may reduce the frontage greenspace to 50% to allow for safe access and parking. **More details can be found in 19.06.025 and 19.08.025 of the zoning regulations.**

- **Minimum percentage of windows and entrances on each elevation**

All elevations must have windows and door openings covering at least 15% on front and street-facing side elevations, 8% on all other side elevations, and 15% on rear elevations. Moldings or architectural details integrated with the window or door opening may count for up to 3% of this percentage requirement. Garage doors do not count toward this requirement. **More details can be found in 19.06.025 and 19.08.025 of the zoning regulations.**

- **Wall plane massing requirements**

Wall planes over 500 square feet must have architectural details that break the wall plane up into distinct masses of at least 20% of the wall plane. No elevation along the side lot line can be greater than 800 square feet without at least 4 feet additional setback on at least 25% of the elevation. **More details can be found in 19.06.025 and 19.08.025 of the zoning regulations.**

- **Garage door height and width limits**

Garage doors in R-1A and R-1B cannot exceed more than 9 feet wide for single bays or 18 feet wide for double bays and cannot be taller than 8 feet, 2 inches. **More details can be found in 19.06.025 and 19.08.025 of the zoning regulations.**

- Garage massing limits**
 Garages in R-1A and R-1B that are expressed as separate mass on the front elevation are limited based on the width of the front façade. If the front façade is under 48 feet, the maximum width of the garage mass is limited to 50% of the elevation. If the front façade is 48 feet to 60 feet, the maximum width of the garage mass is limited to 24 feet. If the front façade width is greater than 60 feet, the maximum width of the garage mass is 40% of the elevation. **More details can be found in 19.06.025 and 19.08.025 of the zoning regulations.**
- Limits on forward-facing garages**
 On R-1A lots, any lot or building configuration that permits more than two forward-facing garage entries shall require at least one of the garages to be off-set by at least 2 feet, or require side orientation of the garage entrances. On R-1B lots, no more than 2 bays (2 single or 1 double door) shall be permitted on the front elevation. Any site or building configuration that permits three or more garage bays shall require side orientation or rear access. **More details can be found in 19.06.025 and 19.08.025 of the zoning regulations.**
- Garage placement requirements**
 Front loaded garage wall planes are limited based on their position to the main mass on R-1A and R-1B lots. If the garage extends up to 4 feet in front of the main mass, the front wall plane of the garage is limited to 360 square feet. If the garage extends more than 4 feet but less than 12 feet in front of the main mass, the overall wall planes of the garage mass are limited to 360 square feet, but the wall plans with the garage door are limited to 216 square feet. Any upper level gables, dormers, or other wall planes shall cantilever or be offset at least 2 feet from the garage door plane. A front entry feature must be established along at least 12 feet of the front elevation and in front of or no more than 4 feet behind the garage entry. Garages that extend more than 12 feet in front of the main mass are prohibited unless the garage doors are side-oriented. All other garages that are flush or setback from the main mass are limited only by the wall plane massing requirements (i.e. no larger than 500 square feet without architectural details that break up the wall plane). **More details can be found in 19.06.025 and 19.08.025 of the zoning regulations.**
- Limitations on height of building foundations**
 No new residential structure in R-1A or R-1B may be built with a top of foundation more than 12 inches higher than the top of foundation of a previous existing home. Any elevation that has more than 24 inches of foundation exposed due to grade changes shall cover the foundation by extending the siding to within 24 inches of finished grade, or by covering the foundation with decorative materials such as stone or brick that compliments the principal materials of the building. These requirements are in addition to the existing requirement, which states that new residential structures shall establish the top of foundation between 6 inches and 24 inches above the finished grade along the front façade. **More details can be found in 19.06.025 and 19.08.025 of the zoning regulations.**
- Public notice required for all tear down and rebuilds**
 Any teardown of an existing residential structure and any new residential structure on a vacant lot zoned R-1A or R-1B must send notice to all property owners within 200 feet of the lot, excluding rights-of-way. Notice shall be sent by certified mail, return receipt requested, on a form provided by the City indicating the action requested, that plans are on file with the City for review, the contact information of the property owner, and the main contact for the proposed construction. The City shall not issue any permits until provided evidence that the notice to neighbors has been sent. **More details can be found in 19.06.050 and 19.08.045 of the zoning regulations.**