



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

Residential Addition Permits

CODE REQUIREMENTS

A building permit is required for all residential additions 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, IPMC, IEBC, ISPSC, and the NVPA 70. 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. Additions of 600 square feet or more will require a tree protection and removal plan and an approved tree removal permit if trees are needing to be removed as part of the addition.

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.
 - The exact location of existing structures and proposed addition of lot, with all dimensions provided, to include distances from property lines and adjacent neighboring structures within 10 feet of property line.
 - 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.
 - Front yard greenspace calculation per 19.06.025 and 19.08.025 in the Prairie Village 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 addition, final grade points along the foundation wall, and the peak of roof for both the existing and proposed structure.
 - Existing and proposed topography shown at not more than 2 feet contour intervals and elevations. Indicate if project is in a flood plain or not.
 - Locations of down spouts and flow patterns.
 - Location and method of sump pump discharge.
- If the planned addition is 600 square feet or more, a tree protection and removal plan in accordance with Chapter 19.47 of the zoning regulations is required to be submitted. This plan

must include the following: 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 (with a completed tree removal permit application), placement of protective fencing for all trees required to be protected during construction, lot lines, buildable area outline, and construction entrance.

- Building construction plans must be sealed by a Kansas Registered Design Professional and include the following:
 - Front, side, and rear elevation with full view of existing building with new proposed addition. Each plan view shall include wall plan square feet for each section, glazing square feet, wall plane offset percentage calculations commensurate with 19.06.025 and 19.08.025 of the 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.
 - 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 beams, 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, to include basement.
 - Provide location and details for all stairways, including guardrails/handrails.
 - Provide minimum R-values per IRC 2018
 - Provide minimum U-factors per IRC 2018
 - Provide minimum plumbing fixture clearances
 - Bath exhaust fan shall be shown 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.

BUILDING PERMIT FEE

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

QUESTIONS

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