



# Commercial - Plan Submittal Checklist for New Buildings and Site Development

Planning and Development Services Department, **Building Safety Division**

913/895-6225

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## INTRODUCTION

The following checklist has been designed as a tool to assist the applicant with the permitting process. Though developed primarily for new building permits, it also will be useful for other types of construction permits. Because of the focus on new buildings, specific issues associated with building additions, remodels, site work, etc., may not be addressed on the checklist even though required on the plans.

The checklist identifies the items needed for City staff to do a complete review of new building plans and site development plans. The checklist identifies the information required to address many, but not necessarily all of the code and ordinance issues that could arise on a project. The checklist also serves to identify the items that receive the most scrutiny during the plan review process. Despite its limitations, using the checklist in a conscientious review of each project, prior to the initial submittal of plans to the City for a construction permit, will result in the shortest possible time between plan submittal and issuance of a permit.

***This checklist must be filled out and included as part of the initial submittal for a full site development permit, building shell permit and/or interior tenant finish permit.*** In the space provided left of each item, enter the page number(s) of the plans that contain the listed item. All items shown in this checklist must be provided as indicated. Incomplete submittals will be returned for completion prior to review.

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### I. GENERAL REQUIREMENTS FOR ALL SUBMITTALS

- \_\_\_\_\_ 1. Final development plans must have been approved by the Planning Commission or Planning Division as required.
- \_\_\_\_\_ 2. All sheets of the plans, the cover of the structural calculations, the cover of the soils report and the cover of the specifications must be sealed and signed by an architect or engineer licensed by the State of Kansas.
- \_\_\_\_\_ 3. A total of six copies of the complete plans (site/civil, architectural, structural, mechanical, plumbing and electrical), one copy of the soils report, one copy of the structural calculations and one copy of the specifications must be included with the submittal for a building permit or site development permit.

**II. SITE DEVELOPMENT PERMIT-** A site development permit allows clearing and grubbing, earthmoving, construction of storm sewers, parking lots, curbs, entrances, detention basins, retaining walls, including any private infrastructure. A site development permit can be issued allowing construction of all site improvements, or can be phased to limit work to clearing, grubbing and earthmoving operations only. The requirements for Site Development Permits include the following:

For SITE DEVELOPMENT PERMITS limited to GRADING ONLY:

#### A. Soils Report

- \_\_\_\_\_ 1. Excavation and fill material placement procedures to be used.
- \_\_\_\_\_ 2. A statement indicating what special inspections will be done for the placement of prepared fill and who will be performing these inspections.

#### B. Site Plans/Civil Plans

- \_\_\_\_\_ 1. Site/Civil plans sealed by a Kansas registered Professional Engineer.
- \_\_\_\_\_ 2. General construction notes in conformance with City Standards.
- \_\_\_\_\_ 3. The building location and finished floor elevation.
- \_\_\_\_\_ 4. Legal description of site including the location of all property lines.
- \_\_\_\_\_ 5. Finished grading plan with contours and/or spot elevations showing existing and proposed drainage pattern on-site and 50 feet beyond.

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- \_\_\_\_\_ 6. Erosion control plans and notes in conformance with City Erosion and Sediment Control Standards. Note that if a building shell permit has not been applied for by the time the site development permit is ready to issue, a separate Land Disturbance Permit and surety will be required.
- \_\_\_\_\_ 7. Location and dimensions of all existing and proposed public street right-of-ways, including centerline locations with street names clearly labeled.
- \_\_\_\_\_ 8. Floodplain locations and elevations.
- \_\_\_\_\_ 9. A plan for the ingress/egress from the public right-of-way into the private site, including a stabilized drive entrance and staging area.
- \_\_\_\_\_ 10. The locations of existing traffic signal and street lighting equipment shall be shown, if applicable. Call Public Works at 913/327-6600 for locations, and show results on the plans.
- \_\_\_\_\_ 11. Tree preservation plan, if required.
- \_\_\_\_\_ 12. Delineation of wetlands and any Corp of Engineers jurisdictional waters if applicable.
- \_\_\_\_\_ 13. Delineation of required natural stream preservation corridors along with locations of protective fencing and/or other measures to prevent unnecessary clearing, grading or other disturbance to the stream corridor area.

**C. Final storm water management plan (separately bound report) for projects that included a preliminary storm water study.**

**III. FULL SITE DEVELOPMENT PERMIT** - All items for a site development permit limited to grading in addition to the items listed below must be completed for a full site development permit.

**A. Landscaping and Screening Plans**

- \_\_\_\_\_ 1. Size, species, location and number of all proposed landscape materials.
- \_\_\_\_\_ 2. All existing landscaping to remain on-site.
- \_\_\_\_\_ 3. Notation of all lawn areas to be seeded or sodded and any underground sprinkler system proposed.
- \_\_\_\_\_ 4. Location, size and materials to be used for all screening, including screening for all ground-mounted mechanical equipment and trash enclosure areas.
- \_\_\_\_\_ 5. Landscaping/screening plan that meets sight-distance requirements for drive entrances and intersections. Trees shall be positioned 3 or more feet from public sidewalks and street curbs. Overflow swales shall remain open and be free of shrubs or other low vegetation.

**B. Site Plans/Civil Plans**

- \_\_\_\_\_ 1. Location, width and limits of all existing, proposed or modified sidewalks, including where applicable:
  - \_\_\_\_\_ a. Standard sidewalk ramp (3 types available).
  - \_\_\_\_\_ b. ADA sidewalk passing squares (required every 200 feet where not interrupted by a street or drive entrance if walk is less than 5 feet wide).
  - \_\_\_\_\_ c. Standard sidewalk dimensions and cross section.
  - \_\_\_\_\_ d. Traffic control for sidewalks; i.e., any street construction encroachment and any pedestrian traffic lane closures and/or sidewalk closures.
- \_\_\_\_\_ 2. Storm sewer profiles, if more than two pipe segments.
- \_\_\_\_\_ 3. Storm drainage map showing the size (in acres) and outline of the drainage areas tributary to each on- or off site inlet receiving runoff from the site.
- \_\_\_\_\_ 4. Storm drainage calculations. Calculations include drainage areas, runoff coefficients (matched to actual land uses or master plan land uses, whichever is more intense use, and matched to storm frequency), rainfall



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intensity, storm frequency, runoff rate (cfs), pipe size, pipe slope and pipe length. Distinguish between overland flow and pipe flow and pipe flow to a curb or area inlet.

- \_\_\_\_\_ 5. Photometrics showing location, height, candle power and type of outside private lighting fixtures for buildings and parking lots (Planning Commission Resolution No. 76).
- \_\_\_\_\_ 6. Location of all buildings, existing and proposed on the same lot. Distance between all buildings, between buildings and property lines, between all parking and driveway areas and property lines and location of all fire separation lanes.
- \_\_\_\_\_ 7. Location and dimensions of all easements and utilities that will serve the building(s) including any existing or proposed fire hydrants and water lines.
- \_\_\_\_\_ 8. Location and dimensions, number of stories and area in gross square feet of all existing or proposed buildings.
- \_\_\_\_\_ 9. Location, limits, dimensions, top elevation, grade elevation and description of material used in all existing and proposed retaining walls.
- \_\_\_\_\_ 10. Location and dimensions of all driveways, parking lots, parking stalls, aisles, loading and service areas and decks. Include curb radii of all landscape areas within parking areas.
- \_\_\_\_\_ 11. Driveway entrance construction details for entrances off public streets. Include width of driveway, radii of curb returns and top-of-curb elevations at the quarter points of curb return radii, including the top-of-curb elevation where the curb returns meet the existing curb.
- \_\_\_\_\_ 12. Location of all ADA accessible parking spaces, curb ramps and accessible route to all building(s).
- \_\_\_\_\_ 13. Traffic control plan for all drives or street connections to a thoroughfare or collector street. Plan must address both construction and non-construction periods. Include traffic control plans for any encroachment on roadways by construction workers or equipment when constructing items such as traffic signals, sanitary sewers, water lines, gas lines, sidewalks and when placing sod.
- \_\_\_\_\_ 14. Final detention plans, if applicable, unless previously submitted. Storm water detention plans must be submitted as a separate set of plans from the building construction plans.
- \_\_\_\_\_ 15. Public street, street light and/or storm sewer plans, if applicable, unless previously submitted directly to the Engineering Services Division. Public street and/or storm sewer plans must be submitted as a separate set of plans from the building construction plans and will be issued a separate public improvement permit.
- \_\_\_\_\_ 16. Modifications to existing street lighting/traffic signal systems shall be addressed on the plans when there are conflicts with the proposed site improvements, including utility relocations/additions.
- \_\_\_\_\_ 17. Stabilized roadways to access all buildings at fire hydrants for fire and emergency medical service vehicles.
- \_\_\_\_\_ 18. The following details shall be included, as applicable:
  - \_\_\_\_\_ a. Curb inlets (standard or modified), area inlets.
  - \_\_\_\_\_ b. Manholes, junction boxes.
  - \_\_\_\_\_ c. Inlet frames (of the proper height).
  - \_\_\_\_\_ d. Manhole covers (delete word "City" and City logo from private covers).
  - \_\_\_\_\_ e. Curbs and gutters.
  - \_\_\_\_\_ f. Street sections (for public plans).
  - \_\_\_\_\_ g. Street light and traffic signal utility contacts.
  - \_\_\_\_\_ h. Applicable street light and traffic signal details.

**IV. FOOTINGS AND FOUNDATION PERMIT** - Allows construction of footings, foundation, underground foundation walls, base slab work (underground plumbing/electrical/mechanical are allowed if the required plans are submitted and

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approved).

All items listed for a full site development permit must be completed for a footing and foundation permit in addition to the items listed below:

**A. Architectural Plans**

- \_\_\_\_\_ 1. The Construction Type, Occupancy Use Groups, the Occupant Load used for designing this facility, the height and area calculations; and the building, plumbing, mechanical and electrical code editions used for designing this facility.
- \_\_\_\_\_ 2. Floor plans including dimensions, the usage of the building spaces, materials used for construction, building elevations and the locations of all exits and doors.
- \_\_\_\_\_ 3. The location and hourly fire-rating of all fire-rated assemblies including fire walls, fire separation assemblies, columns, beams, shafts, floors and roofs.
- \_\_\_\_\_ 4. Indicate whether a fire sprinkler system and/or a fire alarm system will be provided and the standards to which they will conform, if provided.
- \_\_\_\_\_ 5. Elevations of all sides of proposed buildings including building materials and colors to be used on exteriors and roofs.

**B. Structural Plans**

- \_\_\_\_\_ 1. Live, dead, wind, seismic and other loads used for design of the building.
- \_\_\_\_\_ 2. Complete foundation plans with construction details.
- \_\_\_\_\_ 3. Floor and roof framing plans indicating the location of all columns, girders, beams and trusses on all levels.
- \_\_\_\_\_ 4. Complete wall designs and details for all below ground foundation walls.
- \_\_\_\_\_ 5. All concrete and masonry reinforcing steel must be specified for all foundation walls.
- \_\_\_\_\_ 6. The minimum concrete strength must be specified for all piers, footings and foundations.
- \_\_\_\_\_ 7. The location, estimated weight and method of supporting all mechanical equipment and any other special fixed equipment.
- \_\_\_\_\_ 8. A statement of special inspections indicating all inspections to be done as part of the foundation permit and who will be doing these inspections.

**C. Structural Calculations**

- \_\_\_\_\_ 1. Complete design calculations for all footing and foundation systems including estimated dead loads for all the structural elements and building systems.
- \_\_\_\_\_ 2. The minimum live load, dead load, snow load, wind speed and seismic loads.
- \_\_\_\_\_ 3. The soil-bearing capacity that was used for the foundation design.

**D. Soil Report**

- \_\_\_\_\_ 1. Complete boring logs including the boring locations and the type of soils encountered.
- \_\_\_\_\_ 2. Excavation and fill material placement procedures to be used.
- \_\_\_\_\_ 3. The bearing capacity of the soils intended to support the building.

**E. Plumbing Plans**

- |        |        |   |
|--------|--------|---|
| YES/NO | YES/NO | Is underslab plumbing to be included with this permit? If the answer is yes, then the following plumbing plans listed in item E that follows must be submitted. |
| _____  | _____  | 1. Complete plumbing floor plans for all floors including all sanitary drains, storm drains (roof drains), water lines and gas piping.                          |

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- \_\_\_\_\_ 2. Size, slope, materials and locations of all piping.
- \_\_\_\_\_ 3. Plumbing riser diagrams for all sanitary drain, waste and vent piping.

**V. BUILDING SHELL PERMIT** - Allows construction of the complete exterior envelope of the building, the central core for the elevators, stairways, public restrooms, shafts, electrical and mechanical distribution.

All items listed for foundation and full site development permit must be completed in addition to the items listed below for a building shell permit.

**A. Architectural Plans**

- \_\_\_\_\_ 1. Complete floor plans including dimensions, the usage of the building spaces, materials used for construction, building elevations and the locations of all exits and doors. This would include the central core (elevators, stairs, restrooms, electrical rooms, janitor closets, public areas including lobbies and corridors).
- \_\_\_\_\_ 2. The location and hourly fire-rating of all fire-rated assemblies including fire walls, fire separation assemblies, columns, beams, shafts, floors and roofs. Indicate the UL or other accredited testing agency design number and specifications for all fire-rated construction.
- \_\_\_\_\_ 3. The UL or other accredited testing agency's design and specifications for all through-penetration assemblies where ducts, piping, wiring and conduit penetrate a fire-rated assembly.
- \_\_\_\_\_ 4. Location, size and materials to be used in all screening of rooftop mechanical equipment.

**B. Structural Plans**

- \_\_\_\_\_ 1. Complete wall designs and details.
- \_\_\_\_\_ 2. The size and locations of all columns, beams, bar joists, trusses and girders.
- \_\_\_\_\_ 3. Complete connection details.
- \_\_\_\_\_ 4. A statement of special inspections indicating all inspections to be done as part of the shell permit and who will be doing these inspections.
- \_\_\_\_\_ 5. All concrete and masonry reinforcing steel must be specified.
- \_\_\_\_\_ 6. The minimum concrete strength must be specified.
- \_\_\_\_\_ 7. The location, weight and method of supporting all mechanical equipment and any other special fixed equipment must be provided.

**C. Structural Calculations**

Complete design calculations for all structural elements and building systems.

**D. Mechanical Plans**

- \_\_\_\_\_ 1. The location, size and materials used for all ducts, plenums, vents and piping.
- \_\_\_\_\_ 2. Mechanical floor plans indicating the location of all main duct runs.
- \_\_\_\_\_ 3. Locations and specifications for all mechanical equipment including boilers, water heaters, exhaust hoods, exhaust fans, chillers and HVAC equipment.
- \_\_\_\_\_ 4. Complete air balance schedule including the quantities of outside air introduced into the building, the amount of air exhaust from the building and the amount of air recirculated.
- \_\_\_\_\_ 5. The location of all smoke detectors used to shut down the air handling system and the method used to monitor the detectors.
- \_\_\_\_\_ 6. Complete mechanical floor plans for the core areas and finished areas of the building.

**Shell Building and Strip Center exceptions:** HVAC equipment, ductwork and gas piping serving individual tenant spaces may be delayed until tenant finish provided locations intended for future equipment installation

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are shown on the plans and loads for future equipment installations are included in the structural design. Equipment serving common areas shall be installed with the shell building.

## E. Electrical Plans

- \_\_\_\_\_ 1. Complete electrical floor and ceiling plans for the core area.
- \_\_\_\_\_ 2. Electrical riser diagrams including all feeder conductor sizes, panel types and overcurrent protective devices.
- \_\_\_\_\_ 3. Panel schedules.
- \_\_\_\_\_ 4. Electrical load calculations.
- \_\_\_\_\_ 5. Available fault current. Indicate the system is designed to withstand this fault current.
- \_\_\_\_\_ 6. The locations and types of all exit signs and emergency egress lighting in the core area.
- \_\_\_\_\_ 7. The locations of all smoke detectors, fire alarm pull stations, fire alarm panel, fire horns and heat detectors if required.

**Shell Building and Strip Center exceptions:** Installation of exit sign and emergency lighting serving individual tenant spaces may be delayed until issuance of tenant finish permits. Paths of travel and exits serving common areas or spaces shall be installed with the shell.

## F. Plumbing Plans

- \_\_\_\_\_ 1. Complete plumbing floor plans for the core area including all sanitary drains, storm drains (roof drains), and water lines.
- \_\_\_\_\_ 2. Size, slope, materials and locations of all piping.
- \_\_\_\_\_ 3. Plumbing riser diagrams for all sanitary drain, waste and vent piping.
- \_\_\_\_\_ 4. The location and type of all backflow preventors.
- \_\_\_\_\_ 5. The location of the fire sprinkler risers and the fire department connection.

**Shell Building and Strip Center exceptions:** Sanitary facilities, service sinks and drinking fountain installation serving individual tenant spaces may be delayed until tenant finish provided plans reflect the facilities will be installed in the future; and calculations include the anticipated fixture load in the design of building drains, venting and water pipe sizes. Common facilities/areas shall be installed with the shell.

## G. Specifications

A complete set of specifications must be submitted.

## H. Fire Alarms and Fire Sprinkler Plans

If a fire alarm and/or fire sprinkler system are to be installed in the building, then complete plans for each of these systems must be submitted prior to any installation or occupancy. Receiving these plans will not delay the issuance of a building shell permit.

## VI. INTERIOR TENANT FINISH PERMIT - Allows construction of all interior walls, finishes; electrical, plumbing and mechanical.

All items for a full site development, foundation and building shell permits must be completed in addition to the items listed below for the interior tenant finish permit:

### A. Architectural Plans

- \_\_\_\_\_ 1. Complete floor plans including dimensions, the usage of the building spaces, materials used for construction, building elevations and the locations of all exits and doors.
- \_\_\_\_\_ 2. The location and hourly fire-rating of all fire-rated assemblies. Indicate the UL or other accredited testing agencies' design number and specifications for all fire-rated construction.
- \_\_\_\_\_ 3. The UL or other accredited testing agency design and specifications for all through penetration assemblies

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where ducts, piping, wiring and conduit penetrate a fire-rated assembly.

- \_\_\_\_\_ 4. **Smoking Ordinance - Food Service Establishments:** Food service establishments shall be designated as "smoke-free" or "smoke-restricted" per Overland Park Municipal Code 11.52. Smoke-restricted establishments shall comply with the following:
  - \_\_\_\_\_ a. A physical barrier shall be provided between the smoking and non-smoking areas.
  - \_\_\_\_\_ b. Passage through the smoking area shall not be required to access non-smoking areas, reservation and waiting areas, cashier, restrooms, drinking fountains or public phones.
  - \_\_\_\_\_ c. The smoking area shall be provided with a separate ventilation system.

**B. Structural Plans**

- \_\_\_\_\_ 1. Complete wall designs and details.
- \_\_\_\_\_ 2. The locations, weight and method of supporting all mechanical equipment and any other special fixed equipment must be provided.

**C. Mechanical Plans**

- \_\_\_\_\_ 1. The location, size and materials used for all ducts, plenums, vents and gas piping.
- \_\_\_\_\_ 2. Complete mechanical floor plans.
- \_\_\_\_\_ 3. Locations and specifications for all mechanical equipment including boilers, water heaters, kitchen equipment, grease hoods, chillers and HVAC equipment.
- \_\_\_\_\_ 4. The location of all fire dampers, smoke dampers and smoke detectors used to shut down the air handling system.

**D. Electrical Plans**

- \_\_\_\_\_ 1. Complete electrical floor and ceiling plans.
- \_\_\_\_\_ 2. Complete panel schedules.
- \_\_\_\_\_ 3. Electrical load calculation.
- \_\_\_\_\_ 4. The locations and types of all exit signs and emergency egress lighting.
- \_\_\_\_\_ 5. The locations of all smoke detectors, fire alarm pull stations, fire alarm panel, fire horns and heat detectors if required.

**E. Plumbing Plans**

- \_\_\_\_\_ 1. Complete plumbing floor plans including all sanitary drains, storm drains (roof drains) and water lines.
- \_\_\_\_\_ 2. Size, slope, materials and locations of all piping.
- \_\_\_\_\_ 3. Plumbing riser diagrams for all sanitary drain, waste and vent piping.
- \_\_\_\_\_ 4. The location and type of all backflow preventors.

**F. Fire Alarm and Fire Sprinkler Plans**

If fire alarm and/or fire sprinkler systems are to be installed in the building, then complete plans for each of these systems must be submitted prior to any installation or occupancy. Receiving these plans will not delay the issuance of a tenant finish permit.

**G. Specifications**

A complete set of specifications must be submitted.

\* **Office Use:** Each item on the checklist will be marked as follows: **NA** Not applicable or not required  
 ✓ Ok item is in submittal  
 X Item is not found in submittal and is deficient