

Attention Commercial Design Professionals and Contractors,

Effective April 6, 2015, the City of Overland Park Building Safety Division will be accepting small project electronic plan review submissions for limited types of building permit applications. For a project to qualify for this service, it must meet the following parameters:

- Tenant total square footage is less than 3,000 square feet.
- Plans are for interior tenant finish or remodel of an office space or mercantile space only. (Plans cannot include any exterior building modifications.)
- The project does not include medical office/facility or food service.
- Drawings are to scale and a scale bar is on the plans.
- Drawings and supporting documents are submitted in PDF format.
- All drawings are compiled into one PDF file that includes all of the architectural, mechanical, electrical and plumbing drawings for the project.
- Supporting documents are submitted as separate PDF's per category. (For example energy load calculations are a separate PDF file, specifications if not incorporated into the plans are a separate PDF, and structural calculations are a separate PDF file, etc.)
- The permit application has been completed and attached as a separate PDF.
- The file cannot be larger than 25 megabytes.

All drawings, the permit application, and any supporting documentation shall be submitted in an email to [permitservices@opkansas.org](mailto:permitservices@opkansas.org). Please indicate in the title of the email that it is a new plan review submittal for your project title. The **Commercial Building Permit Application – Plan Review Submittal (for electronic plan submittal)** is included with this email and is available on our website [www.opkansas.org](http://www.opkansas.org). You will receive a confirmation email from Permit Services staff that your submission has been received along with the case number and the plan review fee amount due. You may call or email Permit Services staff with a credit card or pay by other means. The fee is required prior to additional processing.

All communication for these projects will be handled via email. You will receive comments regarding your project from the plans examiner who performs the review and you will respond to those comments with revisions emailed as a re-submittal back to [permitservices@opkansas.org](mailto:permitservices@opkansas.org).

Re-Submittals shall all be emailed to [permitservices@opkansas.org](mailto:permitservices@opkansas.org) :  
Re-submittals shall be identified in the email as a revision to the plan review number that was assigned to the project.  
Re-submittals shall be complete versions of the drawings or supporting documents. (Individual pages will not be accepted.)

Your patience is appreciated during the implementation of this new process. We hope to have a full electronic system in place by Spring of 2016. If you have any questions or concerns regarding this process, please contact me, Jim Brown, [jim.brown@opkansas.org](mailto:jim.brown@opkansas.org) or 913-895-6261. Thank you.