

The Permitting and Inspection Process

City of Frontenac

313 E McKay St

Frontenac, KS 66763

Phone: 620-231-9210

Fax: 620-231-1421

www.frontenacks.net

This information is intended to help our citizens obtain building permits. This guide includes the required steps in the building permit process and reviews which assist in the preparing of building plans and other submittal documents. The City's goal is to make your project experience as efficient as possible.

There are two phases to the building permit process:

- 1) Plan Review
- 2) Construction Inspection

During a plan review, City staff examine architectural and site plans for compliance with zoning regulations and the City's building codes. A plan review must be completed prior to the issuance of a building permit.

Construction inspection occurs after the City issues a building permit. A building inspector contracted by the City approves each segment of the project to ensure the work is completed safely and in accordance with the approved plans and building codes.

Step 1: Zoning

When initially determining to undertake a project, it is important to contact City Staff, at 620-231-9210, to determine if the intended use of the project fits the current zoning requirements.

The entire City of Frontenac Zoning Ordinance may be viewed from the "Documents" section of the City's website:

<http://www.frontenacks.net>

Following plan submission, project owners are provided with contact information of the building inspector assigned to their project so an initial project review meeting can be scheduled.

Step 2: Plan Review

Plans must be prepared in accordance with applicable City building codes. 5 sets of plans are required for Commercial Building Permits. As guidelines for the construction and building process, the City of Frontenac, Kansas has adopted the following codes;

2012 Edition, International Building Code

2012 Edition, International Residential Code

2012 Edition, International Plumbing Code

2012 Edition, International Fuel Gas Code

2012 Edition, International Mechanical Code

2012 Edition, International Fire Code

2011 Edition, National Electrical Code

2012 Edition, National Fire Code

The full codes may be accessed at: <http://www.iccsafe.org> or citizens may examine a copy at City Hall, 313 E. McKay St., Frontenac, KS 66763.

Step 3: Permitting

Residential & Commercial

When it is determined your project is within zoning requirements and architectural and site plans meet building codes, the City will issue calculate fees and building permit. Additional fees may be invoiced if additional plan review or re-inspections occur. If the property owner acts as the general contractor on a project, the owner fills out an *Owner-Builder Acknowledgement and Information Verification Form* to ensure they are aware of the responsibilities and risks which may be incurred by having the building permit issued in their name as the Owner-Builder.

Remodeling in Single-Family Residences:

If a homeowner of a single-family residence performs non-structural alterations related to mechanical, electrical, or plumbing systems which exceed regular maintenance or repair, plans must be submitted and a building permit must be obtained from the City. The homeowner will fill out an *Owner-Builder Acknowledgement and Information Verification Form* to ensure they are aware of the responsibilities and risks which may be incurred by having the building permit issued in their name as the Owner-Builder.

Licensing

ALL contractors requesting permits MUST provide proof of licensure with the State and the City of Frontenac for themselves and all sub-contractors. Permits will not be processed without proper licensing.

All applicable permits must be obtained prior to any project commencing!

Step 4: Inspections

The contractor, builder, and/or subcontractor are responsible to see the inspections listed in this document are completed prior to work being concealed. The building inspector provides verbal compliance recommendations throughout the inspection process in addition to the written feedback on the "Report of Inspection" Form provided to the contractor. Upon completion of the project, a final inspection is conducted. When all work is approved by the building inspector, a Certificate of Occupancy is issued by the City.

No one is allowed to conduct business or reside in a structure prior to the issuance of a Certificate of Occupancy!

At least 24 hours advance notice is required for all inspections. Inspections are performed Monday through Friday between 8 a.m. and 4:30 p.m. To schedule an inspection, project owners or contractors should contact their assigned building inspector. All other calls or communication should be directed to City Hall at 620-231-9210.

Architectural Plans

Residential: Single-Family

As requested, multiple sets of plans need to be submitted to the City. Scale should be ¼ inch equals 1 foot. One set of plans will be returned to the builder.

Plans need to include the following:

1. Four elevations
2. Locations of all furnaces, hot water heaters, sump pump, floor drains, size of beams, columns, footings, flue sizes and location(s) and types. Sizes, spacing, and lumber species are to be shown to meet codes.
3. One-hour fire rating between garages and living quarters.
4. Exterior elevations will show materials to be used and appropriate finished grades.
5. Foundations plan will show footing sizes, height of concrete walls and special footings, such as for fireplaces, basement emergency escape, rescue window or exterior door.

Commercial & Multi-Family

The City requires 5 complete sets architectural and engineering plans be submitted. Plans required shall include structural, mechanical, electrical and plumbing. These plans must be signed and sealed by a licensed architect and/or engineer registered in the State of Kansas. If approved, one set of architectural plans is filed with the City, one with the Public Safety Department and one with the Department of Public Works.

Site Plans

Residential: Single-Family

One set of fully dimensioned plot plans, illustrating walks, drives, patios, porches, retaining walls, corners of buildings, and side property lines. Plans also should include grades at each lot corner and curbs as well as grades of top of curbs at driveways and street juncture. The proposed elevations of each floor level and top and bottom of foundation wall are to be included. Direction arrows are to indicate how water will drain away from the site.

Commercial and Multi-Family

Two fully dimensioned plot plans, illustrating walks drives, patios, porches, retaining walls, existing and final grades at corners of building and side property lines, upstream and downstream of sewer top of manhole elevations and flow line elevations. Grades at each lot corner and curbs and grades of top of curbs at driveway and street junctures are to be included.

Plans need to provide the proposed elevation of each floor level and top and bottom of foundations wall. Direction arrows are to indicate how water will drain from the site. A drainage study is required for each project. All plans shall be prepared, signed and sealed by a licensed architect and/or engineer, registered in the State of Kansas.

Required Inspections

Footing Inspection

When all excavation, forming and placement of reinforcing is complete and prior to pouring. There should be a minimum 24 hour curing before placement of wall panels; 18" frost line.

Foundation Walls Inspection

When all forming and placement of reinforcing is complete.

Ground Rough-in Inspection of Under-Slab Plumbing

No sewer connection is to be made until the rough-in inspection is completed and all vents, drains, and cleanouts have been plugged or capped to prevent infiltration. It is also required to be able to observe the roof has been completed at the rough-in framing stage.

Building Sewer Connection

Prior to backfilling

Driveway Approach

City Sidewalk (if applicable)

Rough-in Framing, Rough-in Electrical, Rough-in Plumbing, Rough-in Mechanical

Prior to insulation and drywall work

Gas Line Pressure Test

When the house gas piping is completed, and prior to ordering the meter, the piping is air pressure gauge tested at 20 lbs p.s.i. for a minimum of fifteen (15) minutes.

Meter Back

Final Inspection

When the building and final grading is completed and prior to occupation. A Certificate of Occupancy is issued by the City when all work is at a satisfactory level and approved by the City's building inspector.

