

**CITY OF FAIRWAY  
Plans Submittal Standards**

**The following is a checklist for commercial building permits. Each permit shall have the following information. Failing to provide this information delays the issuance of your building permit.**

**Permits and plan review fee for commercial building permits includes plan review of first submittal only; including initial changes made to comply with Code requirements. Resubmittals will be charged to applicant at City cost. Required inspections are included in the inspection fee. Re-inspections will be charged \$47 each or City cost, whichever is greater.**

**1. GENERAL INFORMATION**

Submit three (3) complete set of plans and plan data, on a minimum paper size of 24" X 36". The plans shall consist of the following:

- All phases of the project (i.e., grading and drainage, utilities, street improvements, retaining walls, light post foundations, and truss plans) are to be submitted at one time and will be reviewed concurrently and issued with the building plans.
- Electrical, mechanical, plumbing, truss (placement plans and calculations) and fire sprinkler plans are required at the time of submittal. A plumbing fixture count is required for all projects connecting to the sanitary sewer system.
- The person submitting the plans shall leave the name and phone number of person responsible for all transactions with the City. Site plan status and information will be given only to the person(s) specified.

**NOTE: Obtaining approval from outside agencies is the applicant's responsibility.**

**2. TITLE SHEET AND GENERAL REQUIREMENTS: Vicinity map.**

North arrow.

All plans are to be drawn to scale, and the scale is to be indicated on each drawing.

Name of project, project address and type of use.

Square footage breakdown of areas/occupancies.

Owner's name, address and telephone number.

Occupancy and type of construction per the 2000 International Building Code.

A complete legend of symbols and abbreviations.

**3. SITE PLAN:**

Property lines and adjacent streets, alleys, etc.

Location of all existing and proposed structures, with eave or overhand lines show, and any other projections shown as shaded areas. Include accessory structures such as fences, retaining walls, swimming pool, driveways, etc.

Setback from all structures to property lines.

Location of public utility and drainage easements.

Location and size of all utilities including gas, electric (meter box, sub panels, etc.), water (supply line, meter, etc.), and sanitary sewer service.

Include north arrow on plot and legal description (name and address of owner).

**4. GRADING AND DRAINAGE PLAN:**

All plans shall meet the requirements of Chapter 18 of the International Building Code.

A separate grading permit is required.

Show existing and proposed contour (1 or 2 foot intervals).

Provide for retention of storm drainage (project located within designated flood areas on the Federal Emergency Management Agency rate map require a Flood Development Permit).

Submit a hydrology study prepared by an appropriate State of Kansas registrant.

Submit a soils/geology report prepared by an appropriate State of Kansas registrant.

Structural design for retaining walls.

**5. OFF-SITE IMPROVEMENTS.**

Off-site construction permits, including but not limited to, streets, curb, gutter, sidewalks and streetlights, are required as directed by the City of Fairway Director of Public Works.

**6. BUILDING PLANS:**

Exterior Elevations referenced by orientation.

Foundation plan (completely dimensioned):

Referencing typical footing details for: perimeter walls, interior bearing walls, depressed slabs, foundation common to dwelling and garage, garage entrance, spread footings, and/or post pads.

Floor Plans:

Dimensions drawn to scale completely showing the locations of all exteriors and bearing walls, including electrical, mechanical 9HVAC0, and plumbing layouts.

Dimension the location and show the size of all windows and doors.

Show the location of cross sections, wall sections and details.

Water, sewer and gas isometrics.

Electrical load calculations and panel schedules of structures being served by more than 200 amps at 600 volts or less and all services over 600 volts.

Framing Plans:

Floor framing showing member size, spacing, span and supporting members.  
Roof framing showing member size, spacing, span, supporting members, roof slopes, roofing materials and underlaymen.  
Grid/column lines showing how floors line up with each other.

Structural Cross Section:

Applicable to all framing areas with section cuts coordinated and shown on floor and framing plans.  
Identifying and referencing detailed connections.  
Vertical dimensions.  
Door, window and material schedules.

Framing Details:

Referenced to plan view and/or structural sections.  
Shear transfer connections.

**ADDITIONAL INFORMATION**

Approved plans must be on job site for all inspections.  
Permit posted on job site at all times.  
Temporary restroom facilities must be on the job site prior to start of construction and maintained in clean condition.  
Trash receptacles on job site.  
Inspections are to be called for 24-hours in advance.  
Fire Marshal plan review is required for all commercial plans.  
Johnson County Wastewater will inspect all additions or alterations to the sanitary sewer service. Contractor's/owners need to receive approval from JCW prior to adding on to any existing building or home.

**Please be advised that the submitted plans must comply with all provisions of the:**

**2000 International Fire Code**  
**2000 International Building Code**  
**2002 National Electrical Code**  
**2000 International Energy Conservation Code**  
**2000 International Plumbing Code**  
**2000 International Mechanical Code**  
**2000 International Fuel Gas Code**  
**All other applicable City Ordinances and laws**