



Residential/Commercial – Miscellaneous Permit Guidelines

(2/28/2018)

CONSTRUCTION PROJECTS AND RIGHT-OF-WAY TREES

Right-of-Way (ROW) Trees are the trees that are typically located within 10 feet of the curb.

NEW HOMES, ADDITIONS, ALL REMODELS require protective/temporary fencing (4' in height) to be installed and pass inspection by the Fairway Public Works Department BEFORE the building permit will be issued. View the [Public Tree Protection Ordinance](#) for fencing location requirements.

To schedule the tree fencing and/or erosion control inspections **contact the Fairway Public Works Department at 913-722-2822.**

Building permits issued for small projects (ex: electrical upgrade, HVAC, water heater) will not require the fencing to be installed. However, property owners and contractors still must adhere to the Public Tree Protection Ordinance.

All violations of the [PUBLIC TREE PROTECTION](#) shall be required to meet the requirements of Section 11-92 Fairway Tree Fund (paying \$100.00 per diameter inch at breast height of the tree) and may also result in the administrative fine of not more than \$500.00 for each incident.

Right-Of-Way Permits

A permit to excavate and/or construct within public right-of-way (ROW area 10-12' from curb) is required and application for the permit shall be made at the prior to project start date. At the discretion of the Public Works Director, a separate permit may be required for each separate phase of work. All information required by the permit must be completed prior to the approval and issuance of the permit.

If you have any questions please contact [Right-of-Way Specialist Rick Allen](#) with the Public Works Department at (913) 722-2822.

NEW HOMES AND ADDITIONS

Contact City Hall 913-262-0350 x0 early in your process when planning an addition, making significant changes to your house or building a new house. These projects may require additional approval by the Planning Commission and in some cases the Board of Zoning Appeals. Since the bodies meet only once a month, your project could potentially be delayed by several weeks if you miss the application deadline.

CONTRACTOR LICENSING

The following contractors: general, plumbing, electrical, mechanical, roof, and wood framing, are required to have a currently valid Johnson County Contractors License. Homeowner occupants physically doing the work on their own personal home projects do not need to be licensed; however, any subcontractors that they hire are required to have a valid Johnson County license. For licensing information, please contact [Johnson County Contractor Licensing](#) (913) 715-2233.

If you have questions please contact Fairway City Hall at (913) 262-0350 x0

BUILDING PERMIT GUIDELINES

The following list provides general information regarding permit requirements for various construction and maintenance activities. The City may have requirements for work even if a permit is not required.

If you have questions please contact Fairway City Hall at (913) 262-0350 x0

Accessory Structure (detached/residential) - garages, sheds, carports, gazebos and greenhouses

One accessory structure is allowed per each residence. A permit is required for all accessory structures. A plot plan detailing green space, setbacks and utility easements must be provided by the resident/contractor. Materials used must be compatible with residential construction. *FINAL INSPECTION REQUIRED*

Addition

A permit is required. The addition of a building area to a dwelling requires a permit regardless of the area size. Planning Commission approval is required if either: adds to or replaces more than 50% of existing building footprints; adds more than 600 sq. ft. of building footprint; alters the façade on 25% of any street facing or side elevation; any application regardless of the size that requires an exception to the code. *FOOTING, FOUNDATION, ROUGH IN, MECHANICAL, ELECTRICAL, PLUMBING (AS NEEDED) AND FINAL INSPECTIONS REQUIRED*

Air Conditioner Replacement

A permit is required for air conditioners (except window air conditioners). Repairs do not require a permit (includes condenser replacement). If the demand for the unit is greater than the old unit, conductor sizes may need to be increased. The wiring of the unit must meet all current electrical standards. A means to disconnect power is required within sight of the unit. *FINAL INSPECTION REQUIRED*

Alarm/Security System

A permit is not required by the Building Codes Department. Low voltage wiring (less than 12 volts) does not require a permit. An alarm permit is required by the Fairway Police Department, 913-262-2364. *NO INSPECTION REQUIRED*

Arbor/Trellis/Shade Structure

A permit is required. A plot plan or survey must be provided in order to verify the location on the lot and to ensure that green space requirements are maintained. *ROUGH-IN INSPECTION & FINAL INSPECTION TO VERIFY LOCATION REQUIRED*

Awning/Canopies

A permit is not required; however, we recommend that you check with the Building Official to discuss the project prior to proceeding with the project. *NO INSPECTION REQUIRED.*

Basement Finish – residential

A permit is required. Permits are required to install walls or framing to finish a basement. Egress windows are required in all finished basements and sleeping areas in basements. *ROUGH IN, MECHANICAL, ELECTRICAL, PLUMBING (AS NEEDED) AND FINAL INSPECTIONS REQUIRED*

Basketball goals or tether poles

A permit is required, however there is no permit fee associated with the installation of a basketball goal/pole. The goal must be at least 20 feet from the front property line and not less than 3 feet from the side property line. *FINAL INSPECTION TO VERIFY LOCATION REQUIRED*

Cabinet Installation/Replacement

No permit is required. Cabinets and shelves are non-structural and generally are treated similar to furniture. Electrical or plumbing modifications associated with cabinet replacement require a permit. **Refer to electrical and plumbing requirements as well as the possible inspection requirements.** Please contact the Building Official at 913-262-0350 for more information. *NO INSPECTION REQUIRED*

Chimney / Fireplace

A permit is required. Installation/repair of the internal and external components must be performed by a mechanical contractor. *FINAL INSPECTION REQUIRED*

Decks/Balconies/Porches

A permit is required for new decks or replacement of existing decks, balconies or porches (regardless of the height above grade). Setbacks from property lines and the aspects of the deck, balcony or porch will be reviewed as part of the permit and inspection process. A plot plan or a survey must be provided with the permit application. A brochure showing comprehensive requirements is available. *PIER PAD, ROUGH IN AND FINAL INSPECTIONS REQUIRED*

Demolition Permits

A permit is required. A plot plan must be provided documenting the location of Right-of-Way Trees and installation of 4' safety fencing protecting 75% of the tree's drip line. All releases from the utility companies (KCPL, KS Gas, JOCO Wastewater, Water District 1, etc) must be provided to the city in order to ensure all utility connections are turned off or terminated to the building prior to a permit being issued. A \$5000.00 construction (mud) bond is required. *PRE-DEMO INSPECTION OF EROSION CONTROL AND ROW TREE FENCING. FINAL INSPECTION REQUIRED*

Dishwasher - new and replacement A permit is not required to replace an existing dishwasher. New installations require an electrical permit when installation requires a new branch circuit. Dishwashers and disposals are to be on a separate circuit from the two required counter top small appliance circuits. *POSSIBLE PLUMBING AND ELECTRICAL REQUIRED*

Driveways and Drive Approach Replacement

A building permit and a right of way (ROW) permit are required for driveway replacement. Driveways on private property require a hard surface material (no gravel or crushed rock driveways) or minimum 4-inch air entrained concrete. No driveway or curb cut shall be located within 2 feet of any property line. The driveway approach requires a minimum 6-inch paving, KCMMB 4000lb mix. The driveway approach must have a tooled joint or a saw cut separating it from both the curb and the rest of the driveway (joint at 10 feet). A plot plan or a survey must be provided in order to verify the location on the property and to ensure that green space requirements are maintained. Contact the Building Official (913-262-0350) or Public Works (913-722-2822) for additional information. *ROUGH IN INSPECTION TO DETERMINE DEPTH AND REINFORCEMENT PLACEMENT REQUIRED*

Electrical Low Voltage Wiring

A permit is not required for electrical wiring, devices, appliances, apparatus or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy and not part of a fire alarm system. *NO INSPECTION REQUIRED*

Electrical Service Upgrade

A permit is required for electrical service upgrades. *FINAL INSPECTION REQUIRED*

Electrical Generator

A permit is required for a generator that is direct wired to the building's main electrical system. A transfer switch is required and may require manufacturer's information and schematic plan of the installation for review. A plot plan is also required showing the location of the generator from the property lines, dimension of generator pad, and distance from the house. See Fairway Municipal code Section 15-298 (6) Emergency generators for the placement requirements. *ROUGH IN AND FINAL INSPECTION REQUIRED*

Electrical Miscellaneous Repair/Replacement

A permit is required for new branch circuits or extension of branch circuits or placing additional fixtures or receptacles on an existing circuit. Replacement of receptacles or light fixtures is considered repair and does not require a permit. *ROUGH IN AND FINAL INSPECTION REQUIRED*

Elevator

A permit is required for installation of elevators, platform lifts and stairway lifts in existing buildings or if adding weight (additional dead loads) that is more than 5% of cars total dead weight. *CERTIFICATE OF INSPECTION FROM LICENSED STATE OF KANSAS ELEVATOR INSPECTOR*

Fence

A permit is required for all new and replacement fences. A plot plan must be provided to verify the location on the lot. A survey may be required if the property line is questioned. Additionally, substantial repairs (for example,

replacing more than 10% of the total fence) to fences require a permit. A permit is not required for minor repairs (ie. replacing a few of the fence slats). Does not require a licensed contractor. *FINAL INSPECTION REQUIRED*

Flags and flag poles

A permit is not required for residential flags less than or equal to 25 sq. ft. in area. A business entity or public institution may display a maximum of 3 flags; provided that any nongovernmental flag must be approved under the same procedure required for business signs. *NO INSPECTION REQUIRED*

Flatwork - driveway, sidewalks, concrete patio

A permit is required for flatwork (concrete slabs on grade) on private property and not supporting a structure. The applicant must provide a plot plan or a survey to ensure that green space requirements are maintained. Does not require a licensed contractor. *ROUGH IN INSPECTION AND POSSIBLE FINAL INSPECTION REQUIRED – PLEASE CONTACT THE CITY WITH ANY QUESTIONS*

Foundation Repair

A permit is required except for maintenance and repair, such as, epoxy injection. Wall replacement or the addition of structural columns or bulkhead requires a permit and an engineered design (sealed plan). *FINAL INSPECTION REQUIRED*

Furnace Replacement

A permit is required. Many new furnaces and hot water heaters have venting systems which are fan-assisted and are high efficiency. The existing venting system may not be adequately designed for the new system. Repair does not require a permit (including fan replacement). *FINAL INSPECTION REQUIRED*

Garage (see accessory structure)

Garage Door Opener

No permit is required. Cord and plug-connected equipment does not require a permit. *NO INSPECTION REQUIRED*

Gas Line (inside/outside a building) - installation/replacement

A permit is required for gas line installations and replacements. A permit is required for lines from the house to gaslights, cookers, or other accessory structures (yard lines). The new line shall be tested with test pressure of 15 lbs. and the duration shall be not less than 15 minutes. The line from the house to the meter (service line) is the responsibility of Kansas Gas Service and does not require a permit. *PRESSURE TEST AND DEPTH INSPECTION REQUIRED*

Garbage Disposal - new/replacement

A permit is not required for replacing a garbage disposal unless it is a new installation which requires a separate circuit (can be combined with dishwasher circuit). If a new branch circuit is installed, an electrical permit is required. The dishwasher and disposal are to be on a separate circuit from the two required counter top small appliance branch circuits. *POSSIBLE PLUMBING AND ELECTRICAL INSPECTIONS REQUIRED*

Lawn Irrigation System

A building permit is not required. Any work in the public right-of-way (ROW area 10-12' from curb) requires issuance of a right-of-way work permit; contact the Public Works Department (913-722-2822) for more information. *NO INSPECTION REQUIRED*

Patios

A permit is required. See **Flatwork**. *ROUGH IN AND FINAL INSPECTION REQUIRED*

Playground Equipment

A permit is not required; however certain standards apply to the placement of the equipment. *NO INSPECTION REQUIRED*

Plumbing Fixture Installation - repair/replacement

A permit is required for installation or replacement of the building water piping or drainage system. A permit is not required for fixture replacement for sinks, lavatories, tubs, showers, valves, garbage disposals, dishwashers, etc. which are considered repair/maintenance. *NO INSPECTION REQUIRED*

Plumbing - Backwater Valve

A permit is required. Backwater valves are installed to prevent sewer backups into the floor below the level of the upstream manhole. The Johnson County Wastewater District requires these on dwellings in locations subject to sewer backups. Only fixtures below the manhole level can drain through these valves since they require a high degree of maintenance. *ROUGH IN INSPECTION REQUIRED*

Porches (See Decks/Balconies/Porches)

Pools (See Swimming Pools)

Ponds (Decorative)

A permit is required for ponds more than 24 inches deep. *FINAL INSPECTION REQUIRED*

Retaining Walls

A permit is required for retaining walls over 24 inches in height. A plot plan or survey must be provided to verify the location on the lot. Retaining walls over 36 inches require an engineered (sealed) design and be constructed by a licensed contractor. Retaining walls less than 36 inches in height do not require a licensed contractor.

FOOTING AND WALL REINFORCMENT INSPECTION REQUIRED

Roofing - repair/replacement

A permit is required. A composition roof may be installed over wood shingles (not permitted over shakes). No more than two layers of any type of covering may be placed on a roof. If two layers of roofing are in place, all layers shall be removed prior to installation of additional roofing. A permit is not required for repairs less than 10% of the total roof. *MIDPHASE INSPECTION REQUIRED*

Roof Deck - repair/replacement

A permit is required. *ROUGH IN INSPECTION REQUIRED*

Satellite Dishes

A permit is not required for one- and two-family dwellings. *NO INSPECTION REQUIRED*

Sewer Line Replacement - exterior

The Johnson County Wastewater District (913/715-8520) regulates the sewer line from the exterior wall to the sewer main. Interior sewer replacement will require a permit from the City and exterior sewer replacement may require a permit from Johnson County Wastewater. Contact the Public Works Department 913/722-2822 to determine whether or not your project will take place in the Right of Way (ROW area 10-12' from curb). If the project is in the ROW, a separate permit will be required. *ROUGH IN INSPECTION REQUIRED*

Sidewalk Replacement in Right-of-Way

City sidewalks are replaced or repaired by the city. Contact the Public Works Department (913/722-2822) if you have sidewalks which need to be repaired or replaced.

Septic Tank Demolition and Connection to Public Sewer System

A permit is required. No drawings needed, provide a copy of sewer connection permit from Johnson County Wastewater with permit application. *ROUGH IN INSPECTION REQUIRED*

Siding - replacement/repair

A permit is required. Certain materials are restricted from use in the City of Fairway. *MIDPHASE INSPECTION REQUIRED*

Signs - Banners

A permit is required. Permanent commercial signs must be approved by both the Planning Commission and the Governing Body. *FINAL INSPECTION REQUIRED*

Spas and Hot Tubs

A permit is required. There are specific electrical and enclosure requirements for spas and hot tubs. A plot plan or a survey must be provided to verify the location on the lot and to ensure greenspace requirements are maintained. *POSSIBLE PLUMBING AND ELECTRICAL INSPECTIONS REQUIRED*

Sump pumps – drain tile

Issued as a foundation permit. A site plan must be provided showing the termination point(s) of the discharge lines. Sump pump discharge shall not be closer than 5 feet to any adjoining property line, including the City

Right-of-Way(ROW area 10-12' from curb). Johnson County Wastewater District does not allow sump pump connections to the sanitary sewer system. New sump pumps require a dedicated single receptacle or a GFCI protected receptacle. A licensed electrician is required for a new branch circuits. A permit is not required for replacement of an existing pump.

COMBINED ELECTRICAL and FINAL INSPECTION REQUIRED

Swimming Pools

A permit is required. Swimming pools more than 24 inches deep and all spas and hot tubs require a permit prior to installation. A plot plan with setbacks, utility easements, and green space information is also required.

PLUMBING, ELECTRICAL, ELECTRICAL BONDING AND STRUCTURAL STEEL INSPECTIONS REQUIRED.

Tree Houses

A permit is not required; however, certain standards apply to the placement of the tree house. *NO INSPECTION REQUIRED*

Towers - radio/communication

A Special Use Permit is required and must be approved by the Planning Commission and the Governing Body. Additionally, a separate building permit is also required. *FINAL INSPECTION REQUIRED*

Water Heater Replacement

A permit is required. Many new furnaces and hot water heaters have venting systems that are fan-assisted and are high efficiency; the existing venting system may not be adequately designed for the new system. *FINAL INSPECTION REQUIRED*

Water Line Replacement - exterior

A permit is required for the replacement or repair of fire service mains serving private fire hydrants, fire suppression systems (sprinkler) or standpipe systems. *FINAL INSPECTION REQUIRED*

Window Replacement

A permit is not required for an in-kind replacement. *NO INSPECTION REQUIRED*

Alternations made to exterior walls to allow for the installation of a larger window require a permit. *ROUGH IN AND FINAL INSPECTION REQUIRED*