



Community Development

Development Review, Permitting, and Inspection Guide

The Development Review, Permitting, and Inspection Guide is a resource for residents, tradesmen, builders, and development professionals to help navigate through Olathe's development process from annexation to certificate of occupancy.

Community Development Overview



Plan the Project

The **Planning Division** is responsible for administering zoning and development proposals and ensuring the plans comply with Olathe's [Unified Development Ordinance \(UDO\)](#) requirements and aligns with the [Comprehensive Plan](#).

Planning staff leads the development application review process alongside the other Development Review Committee (DRC) members. If an application requires approval by the [Planning Commission](#) and [City Council](#), staff provides recommendations on the application. Recommendations are based on specific review criteria outlined by applicable City ordinances, land use guides, and design requirements.

[View Planning Division fees.](#)



Develop the Site

The **Development Engineering Division** ensures plans comply with accepted engineering practices, City standards, and specifications starting at pre-application meetings through the issuance of building permits.

Responsibilities of the Development Engineering Division include reviewing site development plans for proper stormwater management according to [Title 17](#); reviewing improvement plans for public water mains, sanitary sewer, and streets; issuing land disturbance permits; and reviewing building plans and maintaining [Olathe's Technical Specifications, Design Criteria, and Standard Details](#)

[View Engineering and Utilities Division fees.](#)



Apply for Permitting

The **Building Codes Division** is responsible for enforcing codes and ordinances that provide a safe environment for the Olathe community according to building and construction code [Title 15](#).

The Building Codes Division reviews construction plans for code compliance; issues building permits; provides inspection services as buildings are constructed, altered, renovated, or demolished; as well as issues certificates of occupancy upon final completion of each project.

[View Building Codes Division fees.](#)



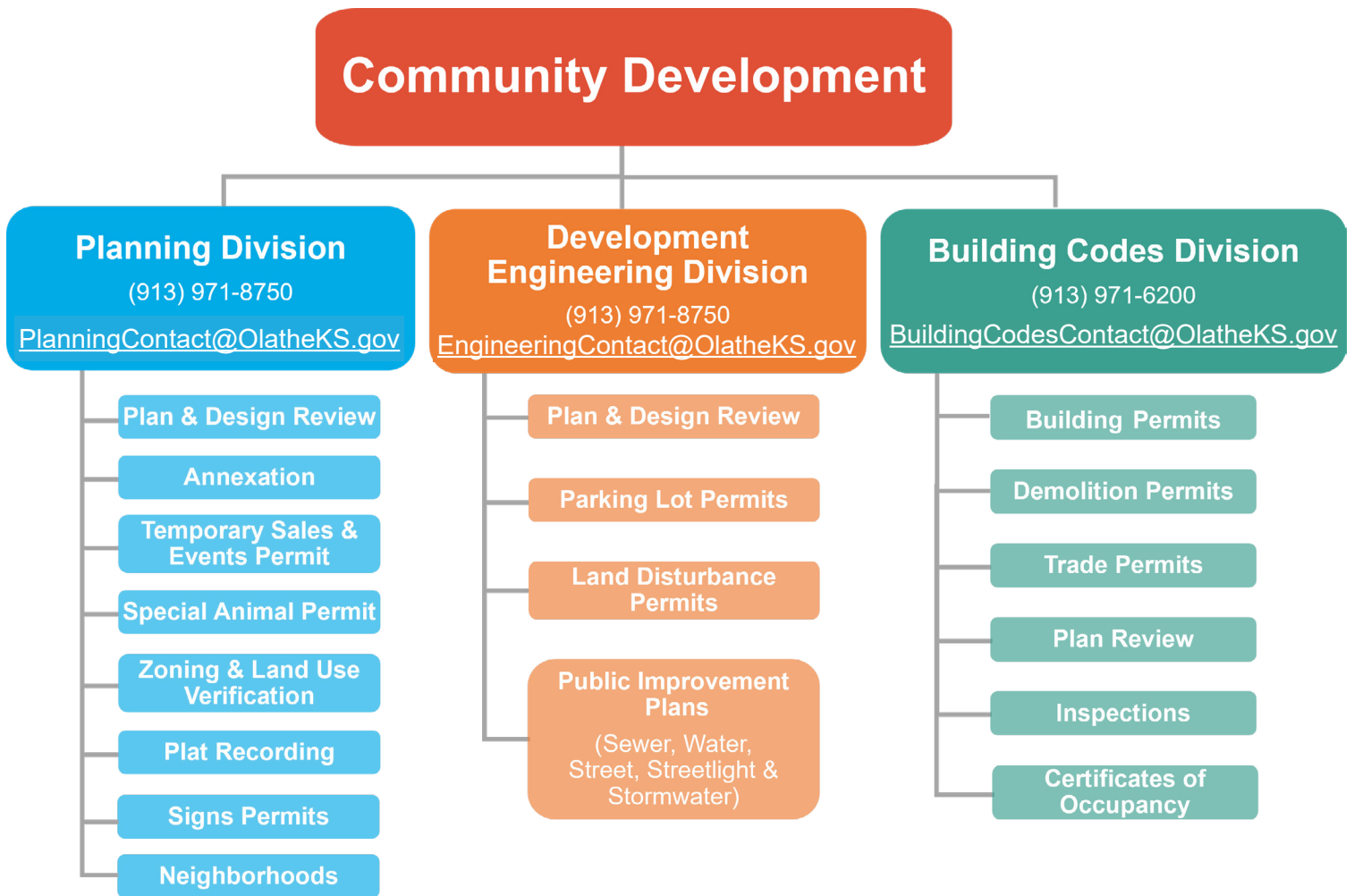
Development Review Committee (DRC)

DRC includes City staff from Engineering, Stormwater, Sanitary Sewer, Streets, Fire, GIS, Parks and Recreation, Planning, and Traffic Divisions. The DRC reviews development plans and meets with applicants beginning with the pre-application process to discuss factors affecting your project and concluding with your building permit review.

Please note, the pre-application meeting is not considered a complete review of the proposed development.

Community Development Divisions

The Community Development Divisions are dedicated to ensuring new development and redevelopment in Olathe align with local codes and the community's vision while maintaining the highest standards of customer service and safety. Our team, comprising several divisions, oversees the development review and approval process, public improvements, and construction activities.



Development Activity & Building Permit Reports

Explore our Development Reports for detailed summaries and breakdowns of demographics, plan approvals, building permits, construction activities, and key projects.









- View **Monthly Building Permit Reports** for a breakdown of construction activity, subdivisions, occupancy permits, and permits issued.
- View Olathe's **Adopted Capital Improvement Projects (CIP)** and construction projects.
- View **Where Development Projects are Being Built** in Olathe using our Online interactive map.
- Learn how to **Open a New Business** in Olathe!

Apply for Development Applications & Permits Online

Customer Self-Service (CSS) Portal

The city uses an Online system for applicants to apply for plans, permits, licenses, and inspections and submit official documents for City review. Users must register and create a profile to apply, see their application status, and upload plans at OlatheKS.gov/Permit

 Search Public Records This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.	 Apply This tool can be used to apply for a permit, plan or license.	 My Permits and Licenses View all permits and / or licenses that are connected to this account.
 Pay Invoice Use this tool to pay for individual invoices.	 Map Explore the map to see the activity occurring in your neighborhood.	 Login or Register Login to an existing or create a new account. You can also find help if you forgot your login information.

Application Process

After logging in and selecting your permit, license, or plan, you will be asked to provide the following information with associated documentation:

- 1 Location**
Search an address or Parcel ID and add the location to start the application process. One or multiple locations may be applicable.
- 2 Type**
The required information varies but, generally, select the type of project or business.
- 3 Contacts**
Add required contacts to the projects including the property owner, contractor, developer, project lead, architect, engineer, and tradesman. These contacts will have the ability to access and view the status of the permit or plan through the portal.
- 4 More Info**
The required information varies but, generally, includes additional details outlining the project and request.
- 5 Attachments**
The required information varies but, generally, attach the required documents for staff review. Files may take a moment to upload to the portal.
- 6 Review and Submit**
Once you've submitted your application, you will receive a confirmation email. A staff member will reach out to discuss the next steps in the permitting process.

Development Review Process

The following steps provide an overview of the development process from start to finish. While not a comprehensive list, these steps outline key outcomes and actions that must be completed before proceeding to the next phase. Since every project is different, you may not need to start at Step 1 so contact the Planning Division to check before starting your project.

If you only need a trade or building permit, skip to Step 4 on the following page.

1 Pre-Application Meetings

Led by the Planning Division
(913) 971-8750 | PlanningContact@OlatheKS.gov

Please note, the pre-application meeting is not considered a complete review of the proposed development. Additional comments will be forthcoming upon formal application submittals.

- Request a pre-application meeting and **submit draft plans** using the Customer Self-Service (CSS) Portal to **meet with the Development Review Committee (DRC)** prior to submitting Planning applications. At this meeting, staff will exchange information, discuss factors that impact the design of your project, and **confirm which Development Applications are required** for your project approval.
- Depending on the project, **staff may require additional pre-application meetings** to gather and respond to information, and to facilitate a streamlined review process following application submittal.

You must submit your Planning Application Checklist to apply for Development Applications.

2 Development Applications

Led by the Planning Division
(913) 971-8750 | PlanningContact@OlatheKS.gov

Submit the required Planning Application(s) and fees based on the [Application Fee Schedule](#). Development plans will be reviewed against the [UDO](#), [Municipal Code](#), [Comprehensive Plan](#).

Depending on the plan and scope of work, **approval from the Planning Commission and City Council may be required** following the [Development Review Schedule](#).

- A Public Hearing is required for Rezoning, Special Use Permits, and Vacations of Public Dedications or Reservations.
- Depending on the project, **there may be multiple plan applications and approvals** before building permits and construction activity.
- **Building addresses** will be assigned for your project during final development plan approval and, if applicable, after your plat is ready to record.
- Final plats can run concurrently with Final Site Development Plans.

[Street & Traffic Signal taxes](#) must be paid **before** recording the plat at [Johnson County TTV](#).

The property must be platted or approved for recording **before** applying for building permits.

Once these steps are complete, you will receive a **Building Permit Authorization Letter**.

Public Notification & Neighborhood Meetings

are required for certain projects which are outlined in the [Development Application Packets](#).

Specific procedures are found in [Chapter 18.40 of the UDO](#), but you will receive a project-specific notification checklist from your assigned case planner.

Public Hearing Notices (UDO 18.40.050)

- Applicants must send certified mail to property owners within 200 feet of the project.
- Must be mailed at least 20 days before the public hearing.
- Public notice signs must be placed on the property before the public hearing.

Neighborhood Meetings (UDO 18.40.030)

- Required for projects and applications located within 500 feet of existing residential.
- Applicants must mail invitations and plans to residents at least 10 days before the neighborhood meeting.
- Meeting must be held 20 days before the public hearing.

Development Permitting and Inspections Process

3 Engineering Improvements

Led by the Development Engineering Division
(913) 971-8750 | EngineeringContact@OlatheKS.gov

A **Public Improvement Permit** is needed for constructing public [streets](#), [storm sewers](#), [sanitary sewers](#), [water mains](#), or [streetlights](#) according to [Design Criteria](#), [Standard Details](#), and [Technical Specifications](#), and bonded for 100% of the estimated cost.

- ☑ Sanitary Sewer improvements require approval from the Kansas Department of Health and Environment.
- ☑ All Public Improvements must be substantially complete *before* issuing building permits for single-family and duplex homes.
- ☑ A Project Completion Certificate for public improvements is needed *before* issuing CO for multifamily and commercial projects if there is a protected stream corridor on the property.

- **Parking Lot Permit** is required to construct or expand an existing parking lot.
- A **Land Disturbance Permit** is required before any preliminary site grading or construction of Public Improvements. **Tree Preservation fencing** must be installed before any Land Disturbance activity.
- A **Floodplain Development Permit** is required for work in a flood plain.
- A **Stormwater Treatment Facilities Maintenance Agreement** is required if BMPs are constructed for stormwater detention or quality requirements.
- A **Stream Corridor Maintenance Agreement** is required if there is a protected stream corridor on the property.

4 Building Permitting

Led by the Building Codes Division
(913) 971-6200 | BuildingCodesContact@OlatheKS.gov

- New construction and projects that require Planning Application approval must submit a Building Permit Authorization Letter from the Planning Division with each application. **Some projects may not require planning approvals (Steps 1 & 2).**
- Depending on the scale of the project, a **Pre-Permit Application meeting** is recommended before applying for building permits.

- Apply for building permits and pay plan review fee upon application submission.
 - » Plans Examiners review submittals for code compliance.
 - » Ensure contractors and subcontractors are [licensed with Johnson County](#).

- ☑ Before permit issuance, [Public Art](#) and permit fees must be paid. Additionally, a plat must be recorded at [Johnson County TTV](#).

5 Construction & Inspections

Led by the Building Codes Division
(913) 971-6200 | BuildingCodesContact@OlatheKS.gov

- **Once building permits are issued, construction may begin.** All inspections are requested Online in the Customer Self-Service (CSS) Portal and must be scheduled in sequence as construction develops.
 - » Construction must begin within **180 days** of permit issuance.

- All new commercial projects require a **Pre-Construction Meeting** which can be held at the project site or City Hall. This establishes a relationship with the inspection team and sets expectations for the construction and inspection processes as a collaborative effort.

- ☑ All inspections must be approved prior to Certificate of Occupancy (CO).

6 Occupancy and Completion

Led by the Building Codes Division
(913) 971-6200 | BuildingCodesContact@OlatheKS.gov

- Shell projects that will not be occupied will be issued a **Certificate of Completion (COC)** when complete.
- When a project is nearing completion and can be occupied safely, a **Temporary Certificate of Occupancy (TCO)** may be issued for up to 180 days.
 - » This may be renewed in **30-day increments** if necessary.

- Once required inspections have been approved for code compliance by all departments, a **Certificate of Occupancy (CO)** shall be issued by the Chief Building Official.




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