

BUILDING CODES DIVISION

1225 S. Hamilton Circle Olathe, KS 66061 / Main: (913) 971-7900

Customer Permit Portal: energov.olatheks.org

PLAN SUBMITTAL CHECKLIST One- & Two-Family Dwellings

Drawings should include architectural and structural details that contain all information requested below, along with a detailed plot plan. The PDF construction documents will be reviewed for code compliance, signed, and certified for issuance.

Plan Seal Requirements

Per Olathe Municipal Code 107.1.1 for One- and Two-Family Dwellings; Construction documents for new residential structures designed in accordance with the International Residential Code shall be prepared by a design professional duly registered in the State of Kansas. The drawings shall bear the professional seal(s) of the design professional(s). Seals shall be signed and dated.

General Plan Requirements

Construction documents shall be submitted digitally and collated in a single PDF format. Plot plan shall be a separate PDF document. The PDF security settings shall allow City reviewers to mark up the file, create notes, and to insert or remove sheets. All sheets shall be oriented so the top of the page is always at the top of the computer monitor and set to landscape.

The title block or a designated space on the first sheet shall include a 3" x 4" space for the placement of the jurisdiction's approval stamp.

Digital construction drawings: Scale to 1/4" or 1/8" = 1'

Digital plot plan drawing: Scale to 1" = 20' or 1/16" = 1'

All plans shall comply with the currently adopted [ICC International Residential Code](#) and [Olathe Municipal Code](#). Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and shown in detail. Construction documents must include the information listed below.

Plot Plan

- Street address and/or legal description.
- Orient the lot with the north arrow indicated, preferably up.
- Lot diagram including lot dimensions.
- Label street bounding the plot.
- Label easements.
- Indicate all structures with dimensions, including primary structure, storage or other secondary buildings, swimming pools, and decks.
- Indicate setback distances to property lines.
- Indicate distances from structures to property lines.
- Indicate use of all structures on the plot.
- Indicate location and dimensions of driveways, sidewalks, stairs, ramps, and landings.
- Indicate locations of window wells.

Architectural

- Plan view of each floor including basement if applicable, with dimensions and use of each room or space.
- Exterior elevations, all exterior walls including foundation.

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- Storm protection. Per Olathe Municipal Code Title 15.02.229 for One- and Two-Family Dwellings; 323.2 Storm protection area required. All residential occupancies of any occupant load shall have a storm protection area constructed in accordance with ICC 500 or shall have a basement. Sub-surface areas located beneath concrete stoops with or without doors are considered equivalent to a basement. Such areas shall be provided with ventilation in accordance with applicable code requirements.
- Building Gross Square Feet (BGSF). Provide calculations of the gross building area similar to the sample calculations below. In general, the Building Area is the sum of all areas on all floors measured from the outside face of the exterior walls. All enclosed spaces are included, and deductions **are not** made for mechanical shafts, vertical circulation, interior walls, or structural elements. In general, covered areas like porches, terraces, and entry alcoves are included. In the example below 4,354 sq.ft. would be used for permitting purposes.

EXAMPLE:

Area	Sq.ft.
Unfinished Basement	1,251
First Floor	1,251
Second Floor	838
Deck Roof	144
Front Porch Roof	58
Garage	812
Total Building Gross Square Feet	4,354 sq.ft.

- Required egress components.
- Emergency Escape and Rescue Openings.
- Locations where safety glazing is required.
- Stairs details. Include tread rise and run, stair headroom (minimum 6'8"), guards and handrails.

Fire-Resistant Construction

- Exterior Walls. Construction, projections, openings and penetrations of exterior walls of dwellings or accessory buildings where required.
- Townhouses.
- Two-family dwellings.

Structural Details

- Design calculations and specifications for structural and framing members.
- Member sizing and spacing.
- Roof framing and structural plan details.
- Deck framing and structural plan details.
- Wall bracing details.
- Load paths and load bearing walls identified from roof to foundation.
- Live loads for roof, attics, floors, balconies, and decks.
- Roof design dead load (specify roof coverings).
- Truss shop drawings and location plans (may be deferred).
- Details on special connections.
- Beam, header, column, cantilevers, and other special framing design specifications and details.
- Engineered design and calculations provided for any structural concrete floors over usable space.
- Note 2x4 bearing walls exceeding 10 feet in height.