



BUILDING CODES DIVISION

100 East Santa Fe St. Olathe, KS 66061 / Main: (913) 971-6200

Customer Permit Portal: energov.olatheks.org

COMMERCIAL BUILDING PERMIT INFORMATION (To be uploaded at time of application)

Project Type*:

- NEW CONSTRUCTION
- ADDITION
- REMODEL
- ACCESSORY STRUCTURE
- TENANT FINISH
- CERTIFICATE OF OCCUPANCY
- OTHER

BUILDING PERMIT SUBMISSION AUTHORIZATION LETTER ATTACHED? YES

**A "Building Permit Submission Authorization" letter from the City Planning Department is required to be submitted with a permit application for New Construction, Additions, and any Remodel or Other project that involves exterior modifications. These applications will not be accepted without a Building Permit Submission Authorization letter and may be returned to the applicant without review if not provided. For Tenant Finishes, a Planning authorization letter is only required when major exterior modifications to the architecture and/or building design is included in the scope of work. If you have questions regarding the need for a Planning authorization letter with your application, you may contact the Planning Division at (913) 971-8750.*

BRIEF DESCRIPTION OF PROJECT:

BUSINESS NAME: _____

PROPERTY ADDRESS: _____ ZIP _____

PROPOSED USE: _____

IS YOUR BUSINESS ANY OF THE FOLLOWING? (Check box for "Yes")

- Taxicab
- Massage Therapy
- Pawnbroker
- Thrift Store
- Payday Loan
- Title Loan
- Bail Bond
- Precious Metal Dealer
- Towing of Vehicles
- Small-Box Discount Retailer
- Alcoholic Liquor/Cereal Malt Beverage Sales and/or Consumption

If you checked "Yes" for any of the above business types, have you obtained a license from the City Clerk? Yes No

If you checked "Yes" and have any questions regarding the applicable license, you may contact the City Clerk at (913) 971-8521. Additional information and online applications for these business licenses is also available online at [Licenses | City of Olathe \(olatheks.org\)](#).

REQUIREMENTS FOR APPLICATION ONLINE SUBMITTAL AND PERMIT ISSUANCE

The following items are required at the time of application online submittal:

- This application to be completed and signed, scanned in PDF format.
- Digital media of the project plans and supporting documentation in PDF format, formatted so that plans may be altered with a City Certified Signature and digitally locked upon completion of the plan review. Plans must be stamped or sealed by Kansas licensed design professional/s *and submitted as a collated complete set of drawings. (ALL plan sheets in a single pdf document)*
- Planning Building Permit Submission Authorization letter for any project that includes in the scope of work any major exterior modifications of the architecture and/or building design.
- Statement of Special Inspections.
- Johnson County Wastewater Permit, if in Johnson County Wastewater district.
- Payment of plan review fees.

The following items are required prior to permit issuance:

- The application must be reviewed and approved by all relevant City of Olathe review agencies.
- All contractors that are required to be licensed are licensed and in good standing with the Johnson County Contractor Licensing Program.
- Submission to the Building Codes Division of Letters of Intent to perform services from all special inspection agencies that will be providing special inspection services for the project.
- Payment of all fees and taxes, including permit, water/sewer connection, system development and other related fees, as well as any public art excise taxes.
- After plan review is complete and approved, the Building Codes Division will apply a digital stamp that plans were "Reviewed for Code Compliance". These plans must be available on the jobsite in either digital or hard copy format.



BUILDING CODES DIVISION

100 East Santa Fe St. Olathe, KS 66061 / Main: (913) 971-6200

Customer Permit Portal: energov.olatheks.org

APPLICATION COMPLETED BY:

I hereby certify that, to the best of my knowledge and belief, all the information on this application and on drawings or other documents submitted in support of this application are accurate and complete. I understand that any building construction performed that is inconsistent or in conflict with this application, and any supporting drawings or other supporting documents, or the building regulations of the City of Olathe is a violation of the City of Olathe Municipal Code. I also understand that the erroneous or inadvertent approval of a building permit application by the City of Olathe that is not in compliance with the building regulations of the City of Olathe does not create any legal nonconforming status, nor does it remove any obligation to bring the building or structure into compliance, nor does it operate as any limitation on the City of Olathe's enforcement of any applicable law. I further understand that no construction shall take place until a building permit has been issued by the City of Olathe, and all associated fees and/or taxes have been paid.

PRINT NAME: _____ COMPANY: _____

SIGNATURE: _____ DATE SIGNED: _____

**To apply for a Commercial Building Permit, please visit <https://energov.olatheks.org>
Applications are digital and uploaded online, paper plans are no longer accepted.**