

# Residential & Commercial Building Permit Application



4800 Town Center Drive  
 Leawood, KS 66211  
 Telephone 913-339-6700/ Fax 913-339-6736  
 www.leawood.org

Permit No.
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**NOTE: Please Print. Applications cannot be processed until all required information has been provided.**

**PROJECT ADDRESS**

**SUITE #**

**PERMIT TYPE**     Residential         Commercial

- New    Addition    Remodel    Fence    Deck    Re-roof    Pool/Hot Tub    Estate Sale    Plumbing    Demolition  
 Electrical    Mechanical/HVAC    Grading (# of acres \_\_\_\_\_)    Tenant Finish    Footing/Foundation Only    Other

**CONTRACTOR INFORMATION**

**Leawood License #**

**JoCo License #**

GENERAL CONTRACTOR

**APPLICANT** (If different than General Contractor) Name

Address	City	State	Zip
Phone #	Fax #	E-mail	

**DESCRIPTION OF WORK**

**ROOFING MATERIAL** (Materials must be noted to verify compliance with City of Leawood approved materials)        **VALUE**

**For room addition permits – will more than the addition be roofed?**         YES         NO

**FENCE MATERIAL**        **HEIGHT**        **VALUE**

Floor Areas		Miscellaneous Permit Information		
Garage	Sq. ft.	Drive Approach	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Unfinished Basement	Sq. ft.	Sidewalk	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Finished Basement	Sq. ft.	Lawn Sprinkler	<input type="checkbox"/> Yes	<input type="checkbox"/> No
First Floor	Sq. ft.	<b>Deck/Porch (circle)</b>	<b>Value</b>	
Second Floor	Sq. ft.	Retaining Wall	<b>Value</b>	
Third Floor	Sq. ft.	# of Elevators		
<b>TOTAL SQUARE FEET (not incl. deck)</b>	<b>Sq. ft.</b>	<b>Total Construction Value</b>		
		Type of Construction		
		Use Group		
<b>For staff use only</b>		Stormwater Study	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Existing Square Footage	Sq. ft.	Grading Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A

I hereby affirm the above statements are true and correct and that my permit is subject to revocation should any information become incorrect or be found to be incorrect. I also agree to comply with all provisions of the Building Code and other applicable ordinances and laws.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*See reverse for Frequently Asked Questions*

## Frequently Asked Questions

**Q. *Does the construction value of the project include the lot on residential new construction permits?***

**A.** No. As outlined in building code section 108.3, permit valuations shall include total value of work, including materials and labor.

**Q. *Am I required to complete the entire application?***

**A.** No. You only need to complete the parts of the application that pertain to your specific project.

**Q. *Do I need to provide the square footage of the entire building?***

**A.** No. The square footage you need to provide is for the area that is being affected by the construction.

**Q. *Will my permit fees be based on construction value or square footage?***

**A.** Permit fees for new single family homes and all commercial projects are evaluated on square footages. Permit fees for all other projects are based on the construction value. Please contact the Codes Administration Division if you need help determining your permit fees.

**Q. *The contractors are still being determined. Can I submit my application today?***

**A.** Yes. You may show on your application OUT FOR BID on any contractor that has not yet been chosen. However, you must provide all contractors' names to our office prior to permit approval.

**Q. *What if I decide to change my contractor after my permit is issued?***

**A.** If you change a contractor you will need to send our office notification of the new contractor's information so that we can make sure that the contractor you want to use is properly licensed. The notification will then be made a part of the building permit file.