

**RESOLUTION REGARDING SUBMISSION OF ELECTRONIC PLANS**

RESOLUTION NO. 109-2018

Published on: July 25, 2018

Effective on: August 1, 2018

WHEREAS, Sedgwick County recently purchased software to enable the Metropolitan Area Building and Construction Department (“MABCD”) staff to receive and review plans electronically; and

WHEREAS, Sedgwick County desires to transition to a single process for the electronic submission and review of plans; and

WHEREAS, Sedgwick County aims to provide a transition period for parties who submit plans to prepare for the requirement that they be submitted electronically; and

WHEREAS, in recognition of the additional costs and inefficiencies of handling and scanning in physical copies of plans, as well as the additional costs and inefficiencies of maintaining dual processes, Sedgwick County desires to pass along a reasonable approximation of that additional cost to parties who continue to submit physical copies of plans through December 31, 2018; and

WHEREAS, effective January 1, 2019, Sedgwick County desires to only allow plans to be submitted electronically.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF SEDGWICK COUNTY, KANSAS:

**SECTION 1.**

*Article 1, Table C of the Wichita-Sedgwick County Unified Building and Trade Code is amended to state as follows:*

**TABLE C  
Other Inspections and Fees:**

1.	Inspections outside of normal business hours (Minimum charge—two hours)	\$60.00 per hour
2.	Reinspection fees	\$50.00
3.	Inspections for which no fee is specifically indicated (Minimum charge—one-half hour)	\$40.00 per hour
4.	Plan review	60% of the building permit fee*
5.	Additional plan review required by significant floor plan modifications or other major changes to the plans	\$40.00 per hour

	(Minimum charge—one-half hour)	
6.	For use of outside consultants for plan checking and inspections, or both	Actual Costs (Actual costs include administrative and overhead costs)
7.	Conditional building permit issuance (Minimum charge: \$50.00)	Additional 25% of plan review fee
8.	Progress print submittal fee (No additional charge for conditional permit)	Additional 50% of plan review fee
9.	Change of Contractor (Minimum charge \$40.00)	10% of original building permit fee
10.	Replacement of Inspection Record Card	\$15.00
11.	Certification of Occupancy letters—charge for research with a \$20.00 per address minimum	\$40.00 per hour
12.	Change of Address Processing Fee	\$35.00
13.	Federal Flood Plain Application Processing Fee	\$15.00 in the Wichita Jurisdiction only
14.	Location permit	\$50.00 in the Wichita Jurisdiction \$0.00 in the Sedgwick County Jurisdiction
15.	Roofing permit	\$ .05 per sq. ft. based upon structure footprint. Min. - \$50, Max. - \$1,500
16.	Siding permit	Based upon valuation stated in Table B (2) – Commercial - New Build above
17.	Wrecking Permit	\$50.00

\*Commercial Building Plans submitted to MABCD for review are to be submitted through the department’s electronic submission process and software system. The MABCD Director shall designate an electronic plans submission process. That process shall be featured on the MABCD website and a copy of such electronic plans submission process shall be made available to any individuals upon request. The MABCD Director is also authorized to update or amend such electronic plans submission process, provided that such update shall also be accessible as noted in the preceding sentence.

The department will continue to accept paper submission of plans with a 10 percent charge added to the plan review fee to allow for processing of the paper plans into the department’s electronic file system until December 31<sup>st</sup>, 2018. Beginning January 1<sup>st</sup> of 2019, MABCD will no longer accept paper submission of commercial building plans and plans will only be accepted through the electronic plans submission process designated by the MABCD Director.

Those requesting submittal of paper plans during the period before December 31<sup>st</sup>, 2018 should expect some delay in priority and completion of the review to accommodate processing of the plans into the department’s electronic system.

MABCD reserves the right to enact software and program updates and changes to increase capability and/or service. This may include a change to the overall operating systems and/or vendor in order to maximize capability and reduce long-term costs to customers.

**SECTION 2.**

The Sedgwick County Clerk is directed to publish this Resolution upon its approval. This Resolution shall be effective on August 1, 2018.

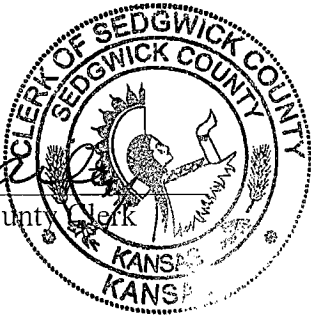
Commissioners present and voting were:

DAVID M. UNRUH	<u>aye</u>
MICHAEL B. O'DONNELL, II	<u>aye</u>
DAVID T. DENNIS	<u>aye</u>
RICHARD RANZAU	<u>aye</u>
JAMES M. HOWELL	<u>aye</u>

Dated this 18<sup>th</sup> day of July, 2018.

ATTEST:

for Karen S. Beck  
KELLY B. ARNOLD, County Clerk



BOARD OF COUNTY COMMISSIONERS  
OF SEDGWICK COUNTY, KANSAS

[Signature]

DAVID T. DENNIS, Chairman  
Commissioner, Third District

[Signature]

DAVID M. UNRUH, Chair Pro Tem  
Commissioner, First District

[Signature]

MICHAEL B. O'DONNELL, II  
Commissioner, Second District

[Signature]

RICHARD RANZAU  
Commissioner, Fourth District

[Signature]

JAMES M. HOWELL  
Commissioner, Fifth District

APPROVED AS TO FORM:

[Signature]  
JUSTIN M. WAGGONER  
Assistant County Counselor