

METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT
COMMERCIAL PLAN SUBMITTAL GUIDE FOR PROJECTS WITHIN THE CITY
LIMITS OF WICHITA, KANSAS

EFFECTIVE DATE: 7/1/17

The Sedgwick County Building Permit System exists to safeguard the life, health, property and welfare of the public through plan review, issuance of building permits, licensing of contractors and construction inspections to ensure compliance with the adopted ordinances of the City of Wichita. This guide is an effort to help you understand the four steps in the plan review and building permit process.

How to contact us:

-Address: MABCD, 271 W 3rd, Ronald Regan Building, Wichita Ks. 67202.

-Phone: (316) 660-1840.

-MABCD web page: www.SedgwickCounty.org/mabcd/

Step one; Preliminary Project Review (optional)

Preliminary reviews benefit everyone by minimizing problems in the review process and expediting plan review time. Preliminary reviews can be either by meeting with proposed plans in MABCD or by on-site inspection.

A. Scheduling of a Preliminary Project Review:

1. There is no charge to the applicant, unless an on-site preliminary review is conducted (see information under "B" below).
2. Preliminary project review meetings must be pre-scheduled. For scheduling, please contact the Commercial Plans Review section at (316) 660-1840.
Note: If you have a disability that may require special assistance, please indicate such so that appropriate arrangements can be made.
3. Conceptual plans are recommended at the time of preliminary project review. MABCD will keep one copy for future reference.
4. Any or all of the following people may attend the preliminary review:
 - a. Owner or owner's representative(s)
 - b. Contractor
 - c. Architect/Engineer
 - d. MABCD Plans Examiner assigned to the project
 - e. Fire Prevention staff
 - f. Relevant personnel from other City/County departments

B. Preliminary On-Site Reviews:

1. When the project involves an existing building and plans are not available, on-site preliminary reviews can be performed.
2. A forty-dollar (\$40) per hour fee (minimum charge one-half hour) may be charged for all on-site reviews.

Step two; Plan Submittal

Plan submittal is a crucial step in the plan review process. Good plans with complete information help to expedite the plan review process by avoiding delays caused by lack of required information.

A. When is an Architect or Engineer required?

Kansas State law requires that virtually all plans be signed, sealed and dated by a design professional licensed in the State. For exceptions, refer to "Architect/Engineer Seal" policy as published by MABCD. In most instances, architects and engineers will not be allowed to seal drawings outside of their disciplines.

B. “Plan Submittal Information” Sheet:

This form provides contact information (name, address & phone number) so that proper notification of the project review can occur. In addition, basic area and occupancy information is obtained. The information sheet supplied by is included with this guide and is also available on the MABCD web site; www.sedgwickcounty.org/mabcd/

C. Project Valuation and Fees:

Project valuation shall be based on the total construction work for which the permit application is for, as well as all finish work, painting, roofing, electrical, plumbing, mechanical, elevators, fire extinguishing systems and any other permanent equipment.

Any one of the following methods can be used in calculating the project valuation:

1. Construction contract or price verification signed and dated by the owner (a “Price Verification Form” is available from MABCD).
2. Contractor's estimate: Provide an itemized valuation of the work to be done including any plumbing, mechanical and electrical work involved. The estimate shall be signed and dated by the owner.
3. Building Valuation Tables.
4. Donated Labor: If material only price is supplied, labor will be assumed to be equal to material in order to establish a total valuation.

On multiple building projects, a separate project valuation must be submitted for each building. Payment of a project review fee is required when the plans are logged in for review. If it is known that a conditional permit or fast track plan review is desired, this request should be made known at the time of plans log-in and the appropriate additional fees paid.

D. Plans:

Plans and specifications shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the adopted codes and other relevant laws, ordinances, rules and regulations. Plans shall be submitted to MABCD electronically. see “E-Plans” instructions on our web site.

Three (3) complete sets of paper plans and one (1) set of specifications (if applicable) shall be submitted. Paper plan quantities (3) will allow for a conditional permit set (if requested), a job site set, and one set to be retained by MABCD. If additional approved paper plans are needed by the owner, contractor or architect, additional copies may be submitted. Specialty drawings shall be submitted separately as follows:

1. Landscape plans when required, shall be submitted to the Planning Department (316-268-4421) for review and approval.
2. Fire alarm and/or smoke detection plans when required, shall be submitted to the System Specialist, Wichita Fire Department (316-268-4441) for review and approval.
3. Fire sprinkler plans when required shall be submitted to the System Specialist, Wichita Fire Department for review and approval.

The following is a list of required plan information. Every building will likely not involve every feature listed, and the applicant should check to see which items apply. These guidelines do not constitute the entire code, but represent information most frequently required. The applicant is still responsible for code compliance, even though the information may not be on this list:

1. Project Plans shall include the following general information:

- a. All drawings shall be legible, drawn to scale and dimensioned, minimum paper sheet sizes of 18 inches by 24 inches is recommended, however smaller sheets may be accepted if legible.
- b. Each plan sheet shall be sealed in conformance with the Kansas State Statute governing licensure of Architects and Engineers. See also: "Architect/Engineer Seal policy" issued by MABCD.
- c. Number of employees anticipated during the largest working shift.
- d. Number of seats if assembly use.
- e. Number of dwelling units, hotel/motel rooms or housekeeping units in Group R Occupancies.
- f. Number of students and teachers if school or day-care.
- g. Number of off-street parking spaces.
- h. The Engineer in responsible charge of the structural design work shall include in the construction documents any special inspections required by Chapter 17 of the International Building Code.

2. Site Plans shall include the following:

- a. Complete legal description (Contact the Sedgwick County Register of Deeds at (316) 660-9200 for information regarding real estate records).
- b. North arrow
- c. Existing site conditions
 1. Property boundaries and dimensions
 2. Existing structures and dimensions, distance from boundaries and other structures
 3. Location and dimension of utility easements and building setbacks
 4. Location of all new and existing utilities: sanitary sewer, storm sewer, water lines, electric, phone, gas, etc. See also PSG section II-D.3 for specific requirements.
 5. Site survey, if available.
 6. Boundary of any local or FEMA floodway, floodplain or floodway easement.
- d. Address of existing structures on the property.
- e. Proposed structure size, location and distance from boundaries and other structures.
- f. Location and dimension of vehicle access to the site (include all off-street parking and all new or existing approaches). Existing approaches no longer serving as vehicle access shall be closed per city specifications. Note: The following projects require submittal of a parking plan (see the Unified Zoning Code and “Typical Standards for Off-Street Parking” brochure for layout arrangements).
 1. New buildings
 2. Additions
 3. Change of use/occupancy or capacity
- g. Show the location of all proposed and/or existing loading docks or areas. See “Typical Standards for Off-Street Parking” brochure for loading dock requirements.
- h. Details of accessible ADA “universal” design parking stalls, signs and ramped access.
- i. Grading plan with sufficient spot elevations and contours to indicate proper drainage and conformance with the City approved drainage plan and adopted water quality ordinance as applicable.
- j. Where construction activity disturbs one acre or more of the site, an NPDES permit shall be filed with and approved by the State of Kansas, and the drainage plans and storm water quality permit must be pre-approved by City of Wichita Storm Water Management (316-268-4307) prior to the issuance of any building permit.
- k. Indicate if the property is in the local or Federal floodplain. Specify the Minimum Pad Elevation, if applicable.
 - l. Show the location of nearest fire hydrant.
- m. Existing zoning classification(s), if known.
- n. Show the location, type and height of any required screening fence or wall.
- o. Location of trash dumpster and associated screening.
- p. Drainage plan shall specify the total square footage of all new and existing impervious areas (roof, paving, etc.). Provide one extra copy for use by Storm Water Management.

3. Site Utility Plans:

In order to avoid costly mistakes in the design of utility connections and drainage improvements for a proposed building, a site utility plan is required. The following information shall be shown on the site utility plan:

a. Sanitary Sewer:

1. Show location and size of the sanitary sewer line serving the site as well as the easements they are confined in. If sewer is not currently available, show the location of the proposed sewer extension. Note: The Wichita Sedgwick County Health Department shall approve alternate methods of sewage disposal where viable access to city sewer is not available.
2. Show location, size and material of the building service line and the point of connection to the city sewer.
3. Show location, size and piping configuration of any grease interceptor and/or mud and oil separator in the service line outside of the building.
4. Show location of all sanitary sewer manholes on or adjacent to the site.

Note: If a sewer main extension is required, a “PPS” plan and profile project prepared by a Kansas licensed Engineer is required and shall be submitted for review and approval by the City Engineer (316) 268-4501. A copy of the approved “PPS” project plans shall be provided to MABCD.

b. Storm Sewer:

1. Show location and size of all public storm sewer systems adjacent to the site.
Show location of all drainage improvements and drainage easements.
Show location and size of any private storm systems intended to serve the site. The point of discharge (city storm sewer, drainage easement, pond, etc.) shall be shown on the drawings. Note: If an area-way drain line or building storm line is to discharge into a pond, drainage easement or ditch, the level of entry shall be shown along with the method of erosion control which will be used.
2. Show location, size and material of all storm lines originating from the building and the point of discharge.
3. Show location and discharge source for all sump pumps (no elevator sump discharge to sanitary or storm).
4. Show location of all storm water manholes on or adjacent to the site.

Note: Any discharge from the building or any area-way drain lines 10 inches or smaller shall be approved by the Storm Water Management Office. The Storm Water Engineer will require a copy of the site utility plan and a "Storm Water Compliance Statement" signed by the property owner for review and approval. Provide this information to the Sewer Clerk in MABCD for processing. An engineered drawing may be required as part of the approval process.

An engineered "PPD" storm water piping plan and profile project is required for any discharge line from the building or areaway drain of over 10 inches in diameter. Plans prepared by a Kansas licensed Engineer shall be submitted to Public Works - Engineering (316-268-4501) for review and approval. A copy of the approved "PPD" project plans shall be provided to MABCD.

c. Water Service Requirements:

1. Show location, size and type of water main serving the site as well as the easements they are confined in. Information on city water mains is available through the Water Department System Planning Division at 316-268-4555.
2. Show location, size and type of building water service, fire service and/or lawn sprinkler service proposed.
3. Show location and size of all water meters and/or vaults (vaults required for meters of 3 inches or larger). The building service line shall not cross over or into a public utility easement or road right-of-ways, except to connect to the City pigtail (private building service line will have to be run 6-8' past the property line into the right-of-way or easement).
4. The property owner is responsible for providing vaults for fire service meters larger than 3 inch including the installation of such. The vault shall be placed on private property adjacent to the street or easement in an unpaved area. Vault specifications are available for the Water System Planning Division.
5. Tap fees and associated costs are available from the Water System Planning Division.

Note: The Water Department installs meter boxes for service lines having a maximum size of 2 inch. If a project requires a water meter larger than 2 inches and/or fire service line, or a main extension, then a "PPW" water service plan and profile prepared by a Kansas licensed Engineer is required and shall be submitted for review and approval by the City Engineer (316) 268-4501. A copy of the approved "PPW" project plans shall be provided to MABCD.

d. Gas service line:

1. Indicate the routing of the gas service line from the main line to the building. The gas meter shall also be identified.

e. Electrical service:

1. Indicate the location of any transformers and routing of the electric service line to the building.

4. Code Sheet:

A code sheet is required for new construction, additions and change of occupancies, and provides an analysis by the design professional of life safety issues associated with the proposed construction project. This information is essential to the plan review process, so that proper classification of the project is achieved. Proper project classification will help to expedite the review process and limit requests for information and/or plan revisions associated with misclassification. Information shall include:

- a. A schematic drawing showing proposed use(s) and occupancy group(s) with associated square footage of areas.
- b. Specify construction type and show allowable area calculations
- c. Show location(s) and rating of area and occupancy separation walls, if any.
- d. Show location of all required exits.

- e. Show location(s) and rating of corridors, exit enclosures, exit passageways, horizontal exits, if any.
- f. Specify any fire protection systems existing or to be provided (fire alarm, sprinkler system, etc).

5. Architectural Plans shall include the following:

- a. Index sheet.
- b. Proposed floor plan of the new building or addition, and the floor plan of the existing building when applicable.
- c. Floor plans of each floor should include exit paths to the public way, and convey conformance to all accessibility regulations.
- d. Floor plans shall indicate the use and occupancies of all areas or rooms. Provide specific detail to adequately convey the intended use.
- e. Roof plan should provide sufficient information and dimensions to show conformance with the placement (setback from roof edge) and/or screening for roof mounted equipment as required in the Unified Zoning Code.
- f. Interior finish schedule.
- g. Door and window schedules cross-referenced to floor plans and finish door hardware schedule.
- h. Sufficient cross sections, story heights and overall building heights to clarify the building conditions.
- i. Details of fire resistive system for structural frame, floors, roof, walls, interior partitions and listed fire assemblies. All pertinent listed assembly design numbers shall be specified on the drawings.
- j. Specify method of protection for all miscellaneous penetrations (membrane and through penetrations) of fire rated assemblies requiring opening protection.
- k. General notes and any details that would clarify the plans and provide complete information.
- l. Elevations - show all views, vertical dimensions, openings and materials.
- m. Construction materials shall be noted on all plans, elevations, sections and details.
- n. When work involves an addition or a remodel of an existing structure, indicate the location of the work to be done in relation to the total building. Differentiate between the existing and the new work to be done.
- o. Specify type and location of insulation.
- p. Reflected ceiling plan including material and heights.
- q. A key plan is required for all tenant spaces within multi-tenant buildings.
- r. Sufficient details to clearly show full compliance with all the provisions of the Americans with Disabilities Act and The Fair Housing Act as applicable.
- s. Specify location and construction of fire blocking and draft stops where required.

6. Structural Plans shall include the following:

- a. Structural plans shall be signed and sealed in accordance with state statute by a Structural Engineer licensed to practice in the State of Kansas.
- b. Notes and specifications including design loads (roof live load, *Vult* and *Vand* wind loads and exposure type, snow load, floor loads, seismic design reactions, exit facilities and stairs design load, etc.).
- c. Foundation plans with sections and details cross-referenced.
- d. Plans showing interior and exterior framing, shear walls, slab thickness, reinforcements, sections, connection details and fastening schedules, all of which are cross-referenced.
- e. Vertical load carrying system.
- f. Lateral load resistive system.
- g. Basement and exterior wall sections showing materials, reinforcement, ties to foundation, etc.
- h. Pre-stressed concrete schedules, profiles and details.
- i. All embedded anchoring such as anchor bolts, hold-downs and post bases, etc.
- j. An Engineer licensed to practice in the state of Kansas shall seal drawings and certification of loads for pre-engineered metal buildings or precast structural systems.

7. Plumbing Plans shall include the following:

- a. Plumbing plans shall be signed and sealed in accordance with state statute by an Engineer licensed to practice in the State of Kansas
- b. Plumbing Fixtures - Show all fixture numbers and locations. This is to include water closets, urinals, lavatories and drinking fountains, etc.
- c. Building Drain System - Show the under floor system of the drain waste and vent piping, specifying pipe sizes and slope. Provide riser diagram for multiple fixture elevations.
- d. Building Utilities - Show the sanitary building sewer, storm sewer system, water service, gas service and all connections to the public utilities.
- e. Materials - Specify all piping materials.
- f. Water System - Provide water pipe routing, line sizes, water heater location and data.
- g. Venting System - Show pipe sizes, size of vent through the roof and connections to building drains.

- h. Special Requirements - Show all required appurtenances such as, grease interceptor, sump pumps, sewer ejector, sample ports, backflow preventers, backwater valves, and special fixtures.
- i. Provide roof drainage details including primary and overflow drains, routing, terminations and riser diagrams for interior drain/rain leader systems.

8. *Mechanical Plans shall include the following:*

- a. Mechanical plans shall be signed and sealed in accordance with state statute by an Engineer licensed to practice in the State of Kansas
- b. Show location(s), type, cfm, capacity and weight/support of all heating, ventilation and air condition equipment. Indicate size and location of equipment access and show guard rails where required.
- c. Show or specify wall construction where rated enclosures are required (heaters, boilers etc. over 400,000 BTU, unless within sprinkled building).
- d. Show details for special equipment such as kitchen hoods, enclosed garage ventilation, paint booth exhaust, automatic fire suppression, etc.
- e. Define special use of equipment in conjunction with fire or smoke control.
- f. Show appurtenances and required details such as; flue vent type and size, expansion tanks, blow down systems, protection devices, means for combustion air and special use equipment.
- g. Show all duct runs, fire and smoke dampers where applicable, gauge thickness for medium and high velocity systems, type and class of non-metallic duct, etc.
- h. Specify materials of installation components.
- i. The construction details for the fire resistive shaft required for Type I kitchen hood systems shall be clearly shown.
- j. Details for type I hoods and associated grease ducts, and for type II hoods and duct systems including metal type and gauge.
- k. Detail all return air systems.
- l. Show interlocked make-up air for all hood exhaust as required.
- m. Indicate environmental fresh air duct routing and cfm, and routing/termination for any clothes dryer vents.

9. *Electrical Plans shall include the following:*

- a. Electrical plans shall be signed and sealed in accordance with state statute by an Engineer licensed to practice in the State of Kansas
- b. Riser showing equipment amps, wire size and grounding.
- c. Available fault current.
- d. Service voltage.
- e. Service equipment short circuit amp rating.
- f. Panel location and schedules with circuit amp rating.
- g. Lighting and power plans showing all fixtures, equipment and circuits.
- h. Wiring type and materials.
- i. Symbol list.
- j. Specify wire as copper or aluminum and insulation type.
- k. Service grounding wire size.
- l. Show location and type for required backup powered illuminated exits signs and emergency lighting.
- m. Site electrical plans including light location and circuitry routing. Property lines and utility easements shall be shown. Site lighting shall not be located in any utility easements and located to meet the Unified Zoning Code in regards to residential zoning districts. Site lighting heights shall also be specified, including bases.

Step three; Plan Review

The Commercial Plan Review section has primary responsibility for coordinating the plan review process and will review all plans for code compliance.

A. *The following personnel may be involved in the review of the plans:*

- 1. MABCD Building Plans Examiner.
- 2. Fire Prevention
- 3. Public Works and Storm Water Management
- 4. Health Department
- 5. Water Department
- 6. Planning Department
- 7. Other City/County agencies as necessary

B. Plans will be reviewed for compliance with the latest adopted versions of the following codes:

1. International Building Code as amended & International Existing Building Code as amended.
2. International Fire Code, as amended
3. International Mechanical Code, as amended
4. Uniform Plumbing Code, as amended
5. National Electrical Code, as amended
6. Unified Zoning Code
7. Wichita-Sedgwick County Subdivision Regulations
8. Municipal Code of the City of Wichita
9. Wichita-Sedgwick County Unified Building and Trade Code
10. Fuel Gas Code.
11. Kansas Accessibility Act which includes adoption of The Americans with Disabilities Act
12. Fair Housing Act as applicable

C. Projected Project Review Time:

The time required to review plans can vary greatly. Factors that will have a direct impact on the review time include completeness of drawings, the number of plans in MABCD for review, size of job to be reviewed, type of work involved, etc. MABCD has set the following guidelines for anticipated review times:

1. Priority Review: Valuation of \$35,000 or less:
5 business days or less from the application date
2. "A" Category Projects: Valuation of \$35,001 to \$100,000:
8 business days or less from the application date
3. "B" Category Projects: Valuation of \$100,000 to \$325,000:
13 business days or less from the *assignment date
4. "C" Category Projects: Valuation of \$325,000 to \$3,000,000:
18 business days or less from the *assignment date
5. "D" Category Projects: Valuation of \$3,000,000 to \$10,000,000:
25 business days or less from the *assignment date
6. "E" Category Projects: Over \$10,000,000:
30 business days or less from the *assignment date

*Assignment date is the last business day of the week. Remember these are only guidelines, review time may vary from time-to-time depending on the current backlog.

D. Completion of Project Review:

When the review is complete, the plans will either be stamped approved and ready for a permit, or will require changes prior to permit issuance. When plans require changes prior to a permit, the Plans Examiner will issue Plan Review Comments which will detail the changes required to issue a building permit. Review comments will be sent to the architect, contractor and project owner where mail addresses, fax numbers or e-mail addresses have been made available. When the Plan Review Comments have been issued, the project is placed on hold and no further work will be done until the requested information is received and approved.

E. Project Revisions:

All revisions that are required by the review comments to be made prior to issuance of the permit, must be made to the plans by the original plan preparer (architect or engineer of record). When the revised plans are submitted for re-review, the Plans Examiner will then review the changes. If the changes are approved, the plans will then be released for a permit.

The time required to review revisions can vary greatly. Factors that will have a direct impact on the review time include completeness of revised drawings, the number of plans in MABCD for review, size or extent of the project revision, type of work involved, etc. MABCD has set the following guidelines for anticipated revision review times:

1. Priority Review Projects: Valuation of \$35,000 or less:
3 business days from the submittal date

2. "A" Category Projects: Valuation of \$35,000 to \$100,000:
4 business days or less from the submittal date
3. "B" Category Projects: Valuation of \$100,000 to \$325,000:
7 business days or less from the submittal date
4. "C" Category Projects: Valuation of \$325,000 to \$3,000,000:
9 business days or less from the submittal date
5. "D" Category Projects: Valuation of \$3,000,000 to \$10,000,000:
13 business days or less from the submittal date
6. "E" Category Projects: Valuation of over \$10,000,000:
15 business days or less from the submittal date

F. Board of Code Standards and Appeals:

All applicants for building permits have the right to take an appeal before the Board of Code Standards and Appeals for review. The Board has the power to determine the suitability of alternate materials and methods of construction and to provide for reasonable interpretations of the International Building Code, however the Board does not have the authority to waive any requirements of the Code. Plumbing, Mechanical and Electrical Boards are also available for appeals of those applicable code provisions.

Step four; Building Permit

A. Types of permits available:

1. Conditional permit with progress plans (Fast track projects):

- a. Applicable when construction needs to begin prior to completion of the architectural plans
- b. Available for new buildings or additions only
- c. An additional 50% of the plan review fee will apply.
- d. Drawings needed to obtain a conditional permit shall include all site plans, site drainage plans, footing and foundation plans, underground utility plan, floor plan and a code analysis for all work covered by the permit.
- e. A conditional permit request form must be submitted, signed by the owner and contractor.
- f. Conditional permit requests will be reviewed within seven (7) business days from assignment if possible, however this is not a guarantee that a conditional permit will be issued.

2. Conditional permit with full plans:

- a. Applicable when construction needs to begin prior to plans being reviewed or revised for full permit
- b. Available for new building or additions only
- c. An additional 25% of the plan review fee will apply (minimum of \$50.00)
- d. A full set of project plans are required to obtain a conditional permit.
- e. A conditional permit request form must be submitted, signed by the owner and contractor.
- f. Conditional permit requests will be reviewed within seven (7) business days from assignment if possible, however this is not a guarantee that a conditional permit will be issued.

3. Full permit:

- a. When construction does not begin until a full permit is issued.
- b. Any project
- c. No additional fees are charged
- d. Full set of plans required
- e. Only when approved by Plans Review staff

B. Approved plans ready for permit:

1. MABCD will notify the owner or contractor by phone or email when the plans have been approved and the permit is ready to be picked up.

C. Licensed contractor required:

1. All commercial construction requires a licensed contractor, unless exempted by the Wichita-Sedgwick County Unified Building and Trade Code.
2. To find out if a contractor holds a current license, call MABCD at 660-1840.
3. A licensed contractor, designated representative, or person holding written authorization from the contractor is the only one who can pick up the permit.

D. Picking up the Building Permit:

Visit the clerical staff counter located on the 1st floor in MABCD, pay fees, pick-up the approved paper plans and obtain the building permit. Electronically submitted plans will be stamped approved and returned electronically to the applicant.

E. Revisions to plans after permit issuance:

1. If during construction, changes are made that affect exiting, wall configuration, structural or changes that are not just "cosmetic", revised plans must be submitted to MABCD for review and approval. If the original plans were sealed by a licensed Architect or Engineer, the revised plans must also be sealed with the revision date noted.
2. A fee of \$40/hr. may be charged for these additional reviews.
3. "Clouding" of revisions help to expedite the revision review process.

APPROVAL: _____ **DATE:** _____
Director of MABCD