

How to Obtain a Building Permit

MANUFACTURED HOMES

- ON PERMANENT FOUNDATIONS



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BUILDING INSPECTION DEPARTMENT
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Miami County's Mission is to provide the Community with professional services and effective use of resources through responsive, interactive and progressive government; To safeguard community trust and funding; and To promote and enhance the highest possible quality of life, while respecting individual rights and human dignitv.

HOW DO I GET STARTED?

Is the property zoned for a new residence?

A zoning review is required to be completed for any new residential construction before applications for any permits will be accepted. You may apply for a zoning review in the Planning and Development Department office, a copy of the deed, certificate of survey, plat, resolution for conditional use permit / rezoning, previous building permits, or any other documentation that may pertain to the legal description and /or zoning of the property shall be submitted with the application. Incomplete information will result in return of request and / or prolonged research before an accurate determination can be made. . The Miami County Planning and Development Department may be contacted at (913) 294-9553.

Please note: There is a \$50.00 fee for verifications not associated with a Building or Sanitation permit application.

What type of onsite wastewater treatment system will be required?

The design of an individual onsite wastewater treatment system, (septic system), is based upon the results of a soil profile analysis conducted on your building lot.

Contact the Miami County Environmental Health Department at (913) 294-4117 for information on how to apply for a soil profile analysis, how the inspection is conducted and to discuss what type of wastewater treatment system is best suited for your lot and explanation of design and permitting guidelines.

The fee for a soil profile analysis is \$200.00 and the permit fee for installing an individual onsite wastewater treatment system is \$200.00. *If you are building in a subdivision that is served by a community sewage treatment system, a soil profile analysis is not necessary.*

NOTE: If required, application for a soil profile analysis must be made prior to making application for a building permit. A building permit will not be issued until an individual onsite wastewater treatment system design has been approved and an installation permit or connection permit has been issued by the Environmental Health Department.

How do I get approval for an existing driveway entrance or to install a new driveway entrance into the property from the roadway?

The location and construction of a new or existing entrance to a property off of county roadways is required to be approved before construction of the entrance. An application for a new driveway entrance or approval of existing driveway entrance may be made after the zoning review is approved by the Planning and Development Department.

The fee for processing a highway entrance permit is \$50.00 due at the time of application for the entrance permit. When it has been determined that a new entrance is required, the Road and Bridge Department will provide an estimated cost of construction, and if an applicant chooses to let the Road and Bridge Department construct the new entrance, the required construction costs shall be paid before any installation will begin.

If applicants wish to construct the entrance themselves or contract to a private entity, a cash bond in an amount to be determined by the Road and Bridge Department shall be made prior to the start of construction. The Road and Bridge Department will refund the bond upon final approval of the installation of the highway entrance.

What are the minimum requirements for a manufactured home?

Miami County Zoning Regulations require that permanently installed manufactured homes have a minimum of 950 square feet of living area.

Manufactured homes shall be constructed in accordance with the National Manufactured Housing Construction Safety Standards Act of 1974 and shall bear the seal or label certifying compliance with this standard.

Permanently installed manufactured homes shall be installed on a permanent foundation complying with Chapter 4 of the International Residential Code or a permanent foundation designed by a licensed engineer.

Any new or replaced residence shall be provided with an attached or detached garage constructed to comply with the requirements of the Miami County Zoning Regulations and the codes and standards for construction adopted by Miami County. Required garages when detached from the residence, shall have a minimum of 200 square feet of floor area and be located within 200 feet of the residence.

WHAT INFORMATION IS NEEDED TO APPLY FOR A BUILDING PERMIT?

In order for plans to be considered acceptable for review, permit applications shall contain the following information. Applications that do not provide all of the requested information and documents will not be accepted:

1. A completed application form with all questions answered.
2. Completed manufactured home data page.
3. Clearance from the Environmental Health Department documenting that a soil profile analysis has been performed and an application for a sewage disposal system has been made.
4. A copy of the deed to the property with a full legal description included
5. A completed highway entrance permit application.
6. Signed letters, copies of contracts or affidavits from each contractor that is listed on the permit application questionnaire. If the property owner intends to perform any work for which a license is required, an affidavit on a form provided by our office shall be completed and submitted with the permit application.
7. Two (2) site plans prepared in accordance with enclosed standards.
8. Two (2) full sets of building plans prepared in accordance with the enclosed standards.

NOTE: A moving permit is required to transport a manufactured home or modular home on any county or state roads. Please contact the Miami County Clerk's Office at 913-294-3976 to obtain more information or to make application for a moving permit.

SITE PLANS

A site plan generally is not required to be prepared by a registered surveyor, however when a proposed building is planned to be within ten feet (10') of a setback required by regulations or a parcel is less than one-hundred feet (100') in width a site plan and construction staking shall be required to be prepared by a registered surveyor. The county reserves the right to require a professionally prepared site plan and construction staking of a proposed building site whenever conditions warrant.

Site plans that do not show the information that is requested will be rejected during plan review and the site plan will be required to be prepared to acceptable standards, either by an individual or by a registered surveyor.

- Plot plans shall be drawn on paper or cloth of sufficient size to provide the information requested as required.
- Plot plans shall be drawn to scale and the scale shall be shown on the plans;
- North shall be indicated by an arrow on the drawing;
- Show the dimensions of all property lines and indicate the area or size of the property in acres or square feet;
- Indicate the location of public or private roads and show the name or number of the road;
- The location of any existing and proposed driveway entrances shall be shown with the distance from a property line to the centerline of the driveway given and the width of the proposed driveway shown;
- The location of any creeks, streams or drainage ditches and the boundaries of any flood hazard zone;
- The location of any utilities and recorded easements;
- The location of all existing buildings with the distance shown between building and property lines. The use and dimensions of existing buildings shall be indicated on the plot plan;
- The approximate location of a septic tank, lateral field, lagoon or other component of a private sewage disposal system; buildings or access drives shall not be placed over septic tanks or disposal fields and proposed buildings shall maintain the required minimum setbacks;
- The location of proposed building with the distance between the proposed building and existing structures and property lines shown.

PREPARATION OF BUILDING PLANS

Plans are required to accurately represent the proposed construction. Plans shall be prepared to scale on standard sized paper of the same dimensions. Plan pages shall be numbered and be correlated into sets with each set bound or secured into complete sets. Plans will be reviewed for compliance with the codes and regulations of Miami County and the more complete the plans the faster that the plan review can be performed and the quicker a permit can be issued. If all of the requested information is not provided the permit application will be deemed to be incomplete may not be accepted or the permit will be denied during plan review and the applicant will be given a correction list. Upon re-submittal of the corrected plans the plans will be re-reviewed for compliance with the codes and regulations of Miami County. Each time that plans are submitted requires 3 to 5 days for review so it is important to have plans with the required information on the first submittal to avoid unnecessary delays.

Copies of the codes and regulations adopted by Miami County are available for review in the County Clerks Office or may be purchased through the ICC Bookstore (see frequently asked questions for details).

Following is a brief outline of the details and specifications that the plan reviewer will be checking. A checklist is provided at the end of this document in order for you to cross check your plans and supporting documents to insure that plans are complete and ready for submittal.

FLOOR PLAN:

A floor plan of the manufactured home shall be provided. Floor plans shall show the following information:

Manufactured Home Floor Plan:

- ◆ **Area and Use:**
 - The floor area of each floor level shall be shown in square feet;
 - The use of each room or area shall be shown.
 - All room dimensions shall be shown.
 - Location of Exterior Doorways and Windows:
- ◆ **Exterior porches, decks, landings and stairs:**
 - Show the location and dimensions of porches, landings and stairs at each exterior exit with the following details or specifications;
 - Secured to structure — Specify how deck or porch will be secured to house structure or be self supported;
 - Stair Rise and Run — specify the rise and run of exterior stairways;
 - Stairway Width — specify the proposed width of exterior stairways.

Basement Floor Plans:

When a manufactured home is proposed to be set on a basement foundation a basement floor plan shall be provided showing the following information.

- ◆ **Emergency Rescue or Escape Openings for basements shall be shown with the following information specified:**
 - Location of required emergency escape or rescue openings from a basement;
 - Clear openable dimensions of windows used as emergency escape or rescue openings;
 - Window well dimensions when necessary.
- ◆ **Interior stairways specifications and details shall be provided with the following information specified:**
 - Stairway width shall be shown;
 - Maximum rise and minimum run shall be shown;

- The clear headroom height shall be shown;
- The dimensions of required landings shall be shown.

◆ **Location of required smoke detectors:**

- Inside of each bedroom;
- Centrally located outside of each separate bedroom area;
- Each floor level and basement.

Electrical Service:

Location of electrical service shall be shown with the following information provided: (see Q & A in frequently asked questions for additional information regarding manufactured home electrical services)

- Show the location of the electrical service;
- Specify the clear workspace dimensions in front of service;
- Specify amperage rating of service.

FOUNDATION PLANS:

A foundation plan showing the proposed construction and specifications is required. **Foundations for manufactured homes are required to be designed by an engineer or architect that is licensed by the state of Kansas.**

▪ **Footings — the following information for footings is required to be shown on the plans:**

- Width and thickness of footings shall be shown;
- Reinforcing specifications for footings shall be shown;
- Detail for footings at walkout walls shall be shown — anchor bolt specifications and spacing and walkout foundation height specified that is a minimum of 6 inches above adjacent finished grade;
- Footings with minimum 36-inch depth below finished grade shown;
- Pier pad location and dimensions shall be shown;
- Location of concrete encased electrode for grounding of electrical service;
- Detail for Foundation drains shown;
- Show location of sumps when required.

▪ **Foundation Walls — the following information is required for foundation walls:**

- Specify the maximum height of unbalanced fill;
- Specify the height of foundation walls;
- Specify the thickness of foundation walls;
- Reinforcing specified in accordance with Chapter 4 of the IRC;
- Height above adjacent finished grade specified;
- Anchor bolt size and spacing specified or if an alternative method of anchoring home to foundation is proposed specifications and supporting documents to show that alternate method is equivalent to the minimum code requirement;
- Crawl space ventilation shown;
- Crawl space access (18" X 24");
- Specification of Pressure Preservatively Treated Sill Plates on concrete walls.

▪ **Concrete Floors:**

- Detail or note specifying that vapor barrier under slab or crawl space gravel is provided;
- Detail or note specifying minimum 4 inches gravel under floor slab;
- Specify reinforcing schedule of minimum #4 reinforcing bar at 24 inches on center each way;
- Specification for Pressure Preservatively Treated lumber when in contact with slabs;
- Detail or note specifying vapor barrier under floor slabs in basements or habitable spaces;
- Provide the specifications for slab on grade floors. The minimum reinforcing required is #4 rebar placed 24 inches on center each way.
- Floor slabs where any part of slab will be placed on more than two feet of fill are required to be designed as a structural slab. The Miami County Standard Design that is available from our

office or may be downloaded from our web page may be utilized or the design must be prepared by and be sealed by an engineer or architect that is licensed by the state of Kansas.

▪ **Retaining Walls:**

- Show the location of retaining walls. Plans and specifications for retaining walls that support four (4) feet or more of fill are required to be sealed by an Engineer or Architect licensed by the State of Kansas.

GARAGE:

▪ **If the garage required by the Miami County Zoning Regulations is proposed to be attached or detached from the structure separate plans shall be provided for the garage:**

- Show dimensions of garage;
- Provide structural plans and specifications for site built garage;
- Overhead door location and opening sizes;
- Floor slabs where any part of slab will be placed on more than two feet of fill are required to be designed as a structural slab. The Miami County Standard Design that is available from our office or may be downloaded from our web page may be utilized or the design must be prepared by and be sealed by an engineer or architect that is licensed by the state of Kansas.

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Special Requirements for Attached garages that are to be noted on plans:

- Specify ½ inch gypsum board separating garage and residence;
- Show all openings between the garage and dwelling;
- Specify Door Type if garage is attached to dwelling;
- Show openings into attic; specify that one-hour protection will be maintained.

FREQUENTLY ASKED QUESTIONS

Q. Are the plans required to be prepared or be sealed by an architect?

A. Generally, plans for construction work involving manufactured homes are not required to be prepared by an architect or engineer, however, some features, such as the foundation and anchoring system, which are not covered by the prescriptive requirements of the applicable codes may require a design to be prepared by a Kansas Registered Design Professional.

Q. How long does it take to obtain a building permit?

A. A full review of the plans and specifications will be completed by the departments and agencies responsible for checking the project for compliance with applicable codes and regulations. Depending on the complexity of the project and completeness of plans and specifications an answer usually can be given within five working days. During peak construction periods this time frame may be exceeded so please allow ample time when making application for a building permit.

Please keep in mind that the more concise and complete your plans are, the faster it is to complete the review of your project and the easier it is for us for us to help you prevent costly errors and omissions once your project is underway.

Q. What work requires licensed contractors?

A. Generally property owners may perform any type of work on buildings that they own and personally occupy or propose to occupy.

Individuals or companies that act as building contractors in Miami County are required to be licensed. Licensing is required for general contractors, roofing contractors, foundation contractors, site utility installers, electrical contractors, plumbing contractors and HVAC contractors.

Q. What codes have been adopted by Miami County?

A. Miami County currently enforces the provisions of the 2006 edition of the *International One and Two Family Dwelling Code*®, 2006 edition of the *International Building Code*®, the 2006 edition of the *International Plumbing Code*®, the 2006 edition of the *International Mechanical Code*®, the 2006 edition of the *International Fire Code*® and the 2005 edition of the *National Electrical Code*®.

Most code provisions that will apply to a swimming pool installed for a single family residence can be found in the 2006 edition of the *International One and Two Family Dwelling Code*®.

Q. Where can I obtain a copy of the Building Codes adopted by Miami County?

A. Copies of the International Codes may be obtained from the International Code Council by phone at 1-800-786-4452 or can be ordered online at www.iccsafe.org/store.

Q. What will my building permit cost?

A. Permit fees are based upon the valuation of construction. The valuation will be determined as part of the plan review process and there is no standard answer, the fee is based upon factors such as the square footage of the dwelling, basement, finished basement and garages along with other factors.

Q. What is required to connect a manufactured home to an electrical service?

A. The manufactured homes installation manual should be consulted. Generally Article 550 of the National Electrical Code requires that the Main Electrical Service for a manufactured home be located outside of the manufactured home and not be placed on or in the home. The electrical service required by the NEC shall be located within 30 feet of an outside wall and be within sight of the home. The main electrical service may be located in a basement when the home is installed on a basement foundation. The NEC requires that the electrical distribution panelboard installed in the manufactured home be treated as a sub-panel and to be connected to the main

electrical service with a feeder consisting of four (4) insulated, color coded conductors. All connections to a grounding electrode system shall be made at the main electrical service in accordance with Article 250 of the NEC.

Q. What type of inspections are required?

A. A complete listing of required inspections will be included with the building permit. A related handout is available on request outlining required inspections and procedures for making inspection requests.

Q. How near completion is a new residence required to be before it can be occupied?

A. Generally anything that is considered to be a safety or sanitation requirement must be complete before occupancy of a new dwelling will be granted. A Certificate of Occupancy is required to be issued by the Codes Official before a dwelling may be legally occupied.

Some of the issues that must be complete for a residence to be occupied prior to full completion include:

- Approval of the sewage disposal system by the Environmental Health Department;
- Smoke detectors required by code installed and functioning;
- At least one fully functioning bathroom including a tub or shower, a lavatory and a water closet; any openings in the DWV system for additional fixtures shall be capped;
- A kitchen sink and cooking facilities;
- A water heater with a thermal expansion tank;
- At least one exit including landings, stairs, handrails and guardrails that fully comply with applicable code requirements; additional exit doors do not have landings that are over 30 inches above the outside grade shall be blocked by approved guardrails or be locked by temporary double keyed deadbolts;
- Handrails on stairs with three or more risers and guardrails on porches, decks or similar platforms located 30 inches or more above adjacent surface;
- Required electrical receptacles, switches, lights, fixtures, Ground Fault Circuit Interrupters and cover plates ;
- Final approval of the Electrical Service, including grounding system shall have been given;
- Between September 30 and May 1, required heating facilities shall be completed and approval given by the building inspection department.
- A Temporary Certificate of Occupancy shall be obtained approving of the temporary occupancy until full approval of the residence is given.

Q. How is my property zoned? What uses are allowed on the property?

A. Contact the Planning and Development Department at (913) 294-9553 for details and have the legal description, including the Section, Township and Range of the property available when calling.

Q. What is the minimum size dwelling that is required?

A. The Miami County Zoning Regulations require that the minimum habitable area of a new dwelling be not less than 950 square feet.

Q. Can a second dwelling be constructed on a single parcel of property?

A. Under limited circumstances the Miami County Zoning Regulations may allow a temporary dwelling when a hardship can be shown and allows for a guesthouse as a secondary dwelling unit on a single parcel. For further information, contact the Planning and Development Office at (913) 294- 9553

Q. How close to a property line can I place a manufactured home?

A. The minimum setbacks depend on the Zoning District in which the parcel of land is located. Contact the Planning and Development Department at (913) 294-9553 for details and have the legal description, including the Section, Township and Range of the property available when calling.

Q. If I am adding an addition to my house that will increase the total number of bedrooms in my home, how does this affect my existing onsite wastewater treatment system?

A. Depending on the age of the system, you may be able to increase its size. In any case, the system will need to be inspected to determine its condition and size. A new system may need to be installed. Contact the Environmental Health Department at (913) 294-4117 for further details.

Q. Can I connect to my existing onsite wastewater treatment system if I replace my existing home with a new one?

A. If you are constructing a new home or setting a different or new home on your property, the existing onsite wastewater treatment system must meet current standards as stated in the Environmental Health Sanitary Code. The existing system will need to be evaluated, a soil profile analysis may need to be conducted and a new system may need to be permitted and installed. Contact the Environmental Health Department at (913) 294-4117 for further details.