

City of Shawnee
Community
Development Department



*A Guide to Building Residential
or Commercial Structures; or
Locating or Expanding Your Business*



Thank you for your interest in building or developing in Shawnee. We look forward to working with you to accomplish your goals. The City has established a variety of development standards to enhance your investment and protect the safety and welfare of the general public. We understand code compliance can be challenging and stressful and we are here to assist you through the process.

Our Promise to You

1. Responsive answers to your questions;
2. Fast permit review;
3. Most inspections completed within 24 hours of request;
4. Professional, dedicated and friendly staff committed to customer service.

OVERVIEW OF PERMIT REVIEW PROCESS

There are many City departments involved with permit review, including:

Community Development

The Community Development Department houses the offices of the city planning and building inspection divisions. The planning division processes requests for zoning amendments, conditional use permits, subdivision proposals and similar permit request. The building inspection division handles all building permit plan review, conducts inspections and ensures that projects are built to adopted standards.

Engineering

The Engineering Department reviews plans for utility line extensions and must approve any work in the public right-of-way. The engineering department also ensures compliance with stormwater rules and regulations. Most new non-residential development requires submittal of an engineered site plan and drainage plan.

Fire Marshall

The City Fire Marshall's Office reviews plans for compliance with the adopted fire protection code and other city standards. Full plan requirements are listed in the building permit application.

PERMIT INFORMATION

The City of Shawnee issues permits for building, mechanical, plumbing, electrical and fire protection systems work covered by the International Building Code and the International Fire Code. A building permit is required to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building. A permit is also required to erect, install, enlarge, alter, repair, remove, convert or replace an electrical, gas, mechanical, or plumbing system.

Pre-application Meetings

The City offers free pre-application meetings to individuals looking to build or develop in Shawnee. At the meeting representatives from planning, building, engineering, fire and other City departments/divisions will be present as necessary to answer your questions and guide you in the right direction. Contact the Community Development Department to schedule a pre-application meeting. Pre-application meetings are recommended for large and complex projects only and are not needed for most building permit projects.

Adopted Building Codes

The City of Shawnee is currently under the 2003 International Building Code and the 2003 International Fire Code. Codes are subject to change.

Plan Review and Plan Submittal

A building permit application is required for all work requiring permits. The City has two primary application forms: one for residential and one for commercial work. Most work must be completed by a licensed tradesperson in accordance with City code and state law. Please include a detailed

site plan with all plan submittals and complete the application fully to ensure prompt processing.

Business License/Building Occupancy

A Business Occupancy License is required when uses change in a building or when one business vacates a space and another moves in. The one page form provides a mechanism for the City to review the space to ensure compliance with adopted building and fire code standards. A new Certificate of Occupancy will be issued to the business.

Utilities

If City utilities are readily available, you will be required to connect to them. Nominal tap fees have been established to hook into City utilities. Tap fees can be paid at the Community Development Office when the building permit is picked up.

Permit Fees

The City maintains a detailed fee structure. Fees are subject to change. At present, building permit fees are \$0.14 cents per square foot, plus a plan check fee equal to 25% of the permit cost. Fees are paid when the permit is picked up.

Inspections

Inspections are generally required for all issued permits. The number and types of inspections vary based on the specific permit and work to be performed. Inspections may be requested by calling 878-1665. We do request 24-hour notice and will work with you to accommodate your inspection needs.

Zoning Code

The City of Shawnee is divided into zoning districts, with four main categories: residential, commercial, industrial, and agricultural. Within each of these main categories additional



classification occurs. Your property may need to be rezoned prior to issuance of a building permit. Zoning information, maps and forms can be picked up at the Community Development Department. Landscaping and screening requirements may apply to your property in accordance with the zoning code.

Subdivision Codes

If your property consists of a legal lot in a recorded subdivision, it is unlikely you will be required to adhere to additional platting requirements. If you are developing a previously un-platted site, a plat will likely be required. This will require that you hire a licensed surveyor and engineer to complete the plat and improvement plans. All required improvements (water/sewer line extensions, roads, etc.) must be installed prior to recording of the plat.

Engineering Requirements

The City's engineering department reviews projects to ensure that roadway, street, utility and drainage standards are met and that engineering specifications are adhered to. Engineering standards are detailed in the City's development regulations. Additional information can be obtained by contacting the engineering department. Depending on the scope of the project, an engineered site plan and drainage plan may be required and water detention facilities may have to be constructed by the developer.



COMMON QUESTIONS

How do I open a business in the City?

New businesses are required to submit a Zoning Clearance/Occupancy permit application. When submitted, staff ensures that the zoning of the property allows for the requested use and a site inspection of the building is conducted to ensure that building and fire code requirements are met.

What work is exempt from a building permit?

Generally speaking, cosmetic repairs, basic maintenance and similar type non-structural work is exempt from permit requirements. Because permit requirements depend on many different factors, it is best to call the building inspections division to confirm when and if a permit is required based on the work you are considering.

How long does it take to get a building permit?

The City will strive to review plans using the following plan review target dates:

Major Category	1st Review	2nd Review	3rd Review
SF Residential	10 days	5 days	3 days
Multi-Family	15 days	10 days	5 days
New Commercial	15 days	10 days	5 days
Tenant Improvement	10 days	5 days	5 days

Days = working days to review permit

Permits for small/minor work can be issued considerably quicker than the above schedule and some permits can be issued same-day.

What about sidewalks?

City code requires sidewalks along arterial and collector streets and in a few other

circumstances where sidewalks already exist or are within close proximity on either side of the property. You will be required to construct a sidewalk (or repair an existing one if necessary) if you fall under the provisions of the code. New construction and expansions fall under the requirement. The City has a separate handout on sidewalks that you are welcome to request.

What are some of the common application forms?

Our most common application forms are as follows:

1. Residential Building Permit Application
2. Commercial Building Permit Application
3. Business Application/Zoning Clearance
4. Electrical, Plumbing, Heat & Air Permit

How do I erect a sign?

A permit is required to erect a sign in the City of Shawnee. Generally speaking, signs are allowed on all commercially zoned property. Height and size restrictions apply and are based on the size and zoning of the property. A sign permit is \$25.

Does work within the right-of-way require a permit?

Yes, curb, driveway and paving cuts, sidewalks and boring activity all require that a permit be issued by the City because the work is done within the City's right-of-way. Inspectors ensure that work is done to City specifications and that no hazards are created. The contractor must be bonded and insured. The fee varies depending on what work is being done.

What is required to move or demolish a structure?

A moving/demolition permit is required when a structure is moved or demolished. Utility



companies must be notified of the removal of the structure. A licensed and bonded contractor is normally required. The City inspects to ensure that all debris have been removed and an approved sewer cap has been installed. One inspection is required at the end of the job. The permit fee is \$50.


What do I include on the plans for new and existing structures?

To ensure quick review, include the following information with your submittal:

Plot/Site Plan

- Drawn to scale (not less than 1" = 60')
- Dimensions of lot, with setbacks shown
- Width and location of existing and proposed streets and drives
- Width and location of easements and sidewalks
- Location of existing structures and utilities
- Location of proposed structures
- Parking lots with spaces identified (commercial only)
- Proposed landscaping (commercial only)

Floor Plan

- Fully dimensioned floor plan drawn to scale
 - Indicate intended use of all rooms, existing and new
 - Show all proposed and existing door and window sizes and locations
 - Show type and size of all existing and proposed utilities i.e., water heater, furnace location
 - For new buildings, show all proposed electrical outlets and size of service panel
 - For existing buildings, show the size and location of existing service panel and location of all new proposed electrical outlets
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- Show existing and proposed roof/ceiling framing sizes and centers
- Show any existing or proposed fire rated walls and their construction

Foundation Plan

- Fully dimension foundation plan showing all footing sizes and depths
- Specify concrete strength, slab thickness, and anchor bolt size and spacing
- Provide section details to show any and all reinforcing steel required
- For existing structures, show only details that are necessary to support any newly imposed loads, due to remodel
- For additions, provide plan to show all of the above for the addition and connection detail to existing foundation
- If the foundation is a wood floor type construction, then also show pier size and location, girder size and floor joist size and centers


Framing Detail

- Provide typical framing section to describe type of construction proposed and how construction shall support all loads

Wall Detail

- **Wood Frame:** Size of framing studs and centers and exterior/interior finishes
- **Masonry:** Type and size of masonry units to be used and grout and steel size

Roof/Ceiling Detail

- Show size, centers and structural support of all ceiling joists and rafters
 - Show type of roofing material and type/size of sheathing
 - Show concrete foundation and slab size
 - If wood floor construction, show footing
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sizes, floor joist size and centers, girder size and floor sheathing

- Show type of ceiling finish to be used
- Exterior Elevations
- Show all four sides as it would appear finished
- Show all doors and windows
- Indicate height of building and type of exterior finish and roofing materials

Details

- Show any and all details necessary to show how structure is to be constructed and how it complies will codes

A list of plan review submittal requirements required by the Shawnee Fire Marshall's Office can be picked up at the Community Development Office.

How many copies of plans do I need?

One or two-family residential structures require two (2) sets of all plans. All other development required four (4) complete sets. Four (4) complete sets of building plans are required for plan check on all new construction, additions and remodel applications.



NOTE:

This list is not exhaustive. Full permit requirements are indicated on City permit application forms and additional requirements may apply depending upon the particulars of your building project. Please consult these forms and ask City staff if you have any questions.

CONTACTS

How to Contact Us

Building Inspections	878-1666
Fire Marshall	878-1675
Community Development	878-1665
Engineering.....	878-1760
Utilities.....	273-1960

www.shawneeok.org

CONCLUSION

In summary, the City of Shawnee wants to reiterate to you our commitment to exceptional customer service. We are excited that you have chosen to build or start or expand your business in Shawnee. We are here to help and look forward to working with you to build a better community.

This publication is a joint effort between the City of Shawnee and the Greater Shawnee Chamber of Commerce.