



CITY OF LANSING

COMMERCIAL BUILDING PERMITS AND PLAN REVIEWS

GENERAL INFORMATION

1. Who Needs a Plan Review?

Anyone who is planning to construct:

- a. An apartment house of three (3) dwelling units or more.
- b. A commercial building.
- c. A public building.
- d. Other structures, when deemed necessary by the building official.

2. How Long Will It Take?

Plan reviews are performed by independent, licensed professional engineers for new construction buildings, and larger projects. The City of Lansing presently uses the services of three different firms. We cannot control the workload of these firms, so the turnaround time for a plan review may vary. We try to engage the services of the reviewer having the quickest turnaround time.

On the average, expect two to three weeks for the initial plan review to be returned.

3. What Next?

When the plans are returned to the city, you will be asked to have your architect or engineer respond to the items in the plan review in order to resolve any issues that do not meet the codes or that are unclear.

4. When Can I Get a Building Permit?

After all code issues are resolved, the plans are forwarded to the Department of Community Development, the City Engineer, and the Fire Department for final approval.

When all of these departments have signed off on the project, the permit may be issued, and no building construction can begin until the permit is issued.

CHECKLIST FOR PLAN REVIEW

1. Name of owner. (Owner of record at the courthouse.)
2. Legal description of the lot or parcel.
3. Address of the new structure.
4. Name of the engineer or architect. The engineer or architect must be licensed in the State of Kansas.
5. Plans:
 - a. An electronic (PDF) and three full size hard copy sets of plans, and one-half size set of plans. Plans must be signed and sealed by the engineer or architect.
 - b. An electronic (PDF) and three hard copy sets of specifications. Specifications must be signed and sealed by the engineer or architect.
 - c. An electronic (PDF) and three hard copy sets of calculations. Calculations must be signed and sealed by the engineer or architect.
 - d. An electronic (PDF) and three hard copies of the approved Site Plan from the Planning Commission Site Plan approval process.
6. General design information:
 - a. Codes:
 1. 2006 International Building Code (IBC)
 2. 2003 International Plumbing Code (IPC)
 3. 2003 International Mechanical Code (IMC)
 4. 2006 International Fire Code (IFC)
 5. 2002 National Electrical Code (NEC)
 6. Local amendments to the codes.
 - b. Frost line depth: 36 inches (36")

- c. Seismic zone: 2a
 - d. Soil investigation reports must be submitted if footing is designed for soil bearing greater than 1,000 psf. An engineer must verify the soil conditions.
 - e. Snow load: 25 lbs. on the roof for 7-day duration. (Roof Live Load 25 psi)
 - f. Wind speed – 80 mph
 - g. Determine exposure
7. Other required information:
- a. Give a brief description of the activities to be conducted within the building.
 - b. List all flammable and hazardous materials to be used, stored, or sold. Submit MSDS sheets.
 - c. Designate type of construction: 1FR, II1HR, VN, etc.
 - d. Identify all occupancies and their square footages: B2, A3, H1, etc.
8. Fire Department requirements:
- a. Plans showing access roadways to within 150 feet of all portions of the exterior walls of the first story.
 - b. Fire protection, sprinkler and/or alarm system plans.
 - c. Plans showing any type of underground tank installation.
 - d. Provide for key box access in accordance with Fire Department regulations.
 - e. Contact the Fire Inspector for possible additional regulations depending on processes and/or materials stored or used.
9. Health Department:
- All information concerning food service may be obtained from Community & Economic Development Department for local requirements and the Kansas Department of Health and Environment in Topeka, Kansas, for State requirements.
- a. Community & Economic Development Department, City Inspector, 913-727-2400
 - b. KDHE - Food Protection Investigator, 785-296-5600

WHO HAS TO BE LICENSED?

THE CITY OF LANSING REQUIRES THAT ALL PERSONS PERFORMING ELECTRICAL, PLUMBING, AND MECHANICAL WORK BE PROPERLY LICENSED BY THE CITY OF LANSING, KANSAS.

WHO CAN ANSWER MY QUESTIONS?

CITY INSPECTOR

LICENSES/BUILDING, ELECTRICAL, PLUMBING, MECHANICAL CODES
PLAN REVIEW/PERMITS

CITY INSPECTOR (permits@lansingks.org)
MELISSA BAKER – ADMINISTRATIVE ASSISTANT
(mbaker@lansingks.org)
(913) 727-2400

COMMUNITY DEVELOPMENT

ZONING/SITE PLANS/LANDSCAPE/PARKING/EASEMENTS

MATTHEW R. SCHMITZ, MPA – COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR
(mschmitz@lansingks.org)
(913) 727-2400

ENGINEERING/FLOOD PLAIN

MICHAEL W. SPICKELMIER, P.E. – DIRECTOR OF PUBLIC WORKS
(mspickelmier@lansingks.org)
(913) 727-2400

CITY CLERK'S OFFICE

SPECIAL ASSESSMENTS ON STREETS AND SEWERS

SARAH BODENSTEINER – CITY CLERK
(sbodensteiner@lansingks.org)
(913) 727-3036

FIRE DEPARTMENT

LEAVENWORTH COUNTY FIRE DISTRICT 1
DAVE ASMUS – FIRE INSPECTOR
MICHAEL STACKHOUSE – FIRE CHIEF
(913) 727-5844

UTILITIES

ELECTRIC - EVERGY
(913) 758-2733

GAS - KANSAS GAS
(913) 758-2730

WATER SERVICE - LAN-DEL WATER DISTRICT
(913) 727-3350

STORM SEWER – CITY OF LANSING, PUBLIC WORKS
(913) 727-2400

SANITARY SEWER – CITY OF LANSING, WASTEWATER
(913) 727-2206