

Leavenworth County Building Permit Application

The review process begins once all required information is received. After review process is complete you will be informed on either approval or denial of the permit. Do NOT begin construction before you receive approval.

All Applications Require

- Copy of property deed
- A completed site plan (Required site plan information found on Page 2)
- A set of building plans indicating square footage
- Owner Authorization (Required if someone other than the owner is submitting this form or picking up the permit)
- Payment in full.

New Homes also require

- A passing soil profile from a licensed septic installer
- A letter from the Electric Company stating service can be provided to the property or a copy of a bill.
- A letter from the Water Company stating service can be provided to the property or a copy of a bill.
- (Please check this block if on a well.)

Owner & Parcel Information

1. Print Name(s):	Date:		
2. Phone No:	Email:		
3. Present Mailing Address:	City	State	Zip
4. Type of Permit (circle one): New Home – Secondary Dwelling – Accessory* – Commercial – Building Addition			
*Accessory Use: Storage – Agriculture – Pool – Pond – Commercial – Other			
Commercial: Site Plan Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No			
5. Site Address:	City	State	Zip
6. Dimension of Structure:	Total Area of Structure:		
7. Contractor's Name:	Contact Info:		
8. Septic System Installer:			
9. Number of Bedrooms:			
10. Is the new structure less than 35' tall?	Yes	No	
11. Have you started building yet?	Yes	No	
12. Site located in the Flood Plain?	Yes	No	
13. Is more than 1 acre being disturbed?	Yes	No	
14. Property has a well that services the dwelling	Yes	No	
Upon the signing of this permit, the applicant accepts responsibility to build their permitted commercial structure, single-family residence, accessory dwelling unit, or accessory building (not including agricultural buildings) in accordance to the International Residential/Building Code, 2012 edition, which was adopted by the Board of County Commissioners on November 12, 2025.			
14. <u>Applicant signature:</u>			

Staff Review

15. Section -Township – Range:										
16. Subdivision:	Lot No:	Block No:								
17. Zoning: RR-2.5 RR-5.0 R-1(43) R-1(15) R-1 (10)	R-2	R-3	R-4	B-1	B-2	B-3	I-1	I-2	I-3	PUD
18. Is an Entrance Permit needed?	Yes	No								
19. Is a State Permit is required? (Disturbing more than 1 Acre):	Yes	No								
20. Commercial Site Plan Approval: Yes: Case #				No: Refer to Planner						
21. Staff Approval: Yes No	Signature:									

County of Leavenworth
Planning & Zoning Department
300 Walnut Street, Suite 212
Leavenworth County, KS 66048
Phone: 913-684-0465
Email: PZ@LeavenworthCounty.Gov

Residential Site Plan Requirements:

Shall be drawn to scale;
Shall show all buildings, a North arrow, and streets;
Shall show the actual dimensions of the lot or tract to be built upon or used;
Shall show size, shape and location of the building to be erected, reconstructed or altered;
Shall show all existing structures;
Shall include location and distance to the on-site wastewater disposal system (septic system), including lateral field;
Shall include any other pertinent information as may be necessary to enforce the regulations.
Shall include location of centerline of the driveway dimensioned from property line.

Commercial Site Plan Review

Commercial site plan review shall comply with Article 27 of the Zoning & Subdivision Regulations. Site Plan Approval must be obtained prior to a building permit being issued. All plans must be prepared by a licensed architect, engineer, surveyor, landscape architect or other qualified individual, as approved by Director of Planning & Zoning. Affidavit of Code Compliancy must be submitted post-construction.

Private Sewage Disposal Permit

1. Completed Soil Profile Description Form submitted by your installer.
2. Number of bedrooms, including future planned bedrooms.
3. Name of county licensed installer.
4. Site Plan of the proposed septic system to include the following information:
 - a. Location of the soil profile.
 - b. Layout of proposed system including laterals, tank, waterlines, wells, foundation drains, ponds, draws and creeks locations.
 - c. Proposed location of a replacement area for the sewage disposal system consisting of at least 5,000 square feet, or a total set aside of 10,000 square feet for the system.

Compliance Deposit will be required for the following:

- Engineered Septic System
- Accessory Manufactured Home
- Removal of Old Home

Set Back Quick-Facts

- Along Road Frontage (except for K7 & State Ave): Must be at least 105' from road centerline
- Along Internal Subdivision Road Frontage: Must be 40' from property line
- Side Property Line: Must be at least 15' from property line
- Rear Property Line: Must be at least 40' from property line for house, 15' from property line for accessory structure