

Leavenworth County Building Permit Application

The review process begins once all required information is received. Upon approval of the application, we will contact you to come in and pay for the permit. **DO NOT BUILD** until the permit is posted on the property.

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)

New Homes also require

- A letter from the Water Company stating service can be provided to the property or a copy of a bill.
- A letter from the Electric Company stating service can be provided to the property or a copy of a bill.
- A passing soil profile or perc test from a licensed septic installer

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	
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

Upon the signing of this permit, the applicant accepts responsibility to build their permitted commercial or single-family residence in accordance to the International Building Code, 2006 edition, which was adopted by the Board of County Commissioners on December 16, 2020.*

*Property owners in the Kickapoo and Easton townships are exempt from this requirement.

14. Applicant signature:	
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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. Is site in the County Road 1, Land Use Plan Area?															
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

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.

Private Sewage Disposal Permit

1. Completed Percolation Test Sheet or 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 percolation test or 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