



Chapter 11- Construction & Remodeling Plan Review

Purpose

Proposed residential and commercial permit applications, site plans, building drawings, and/or project plans are reviewed by OCI to ensure compliance with the City of Wichita's adopted building construction, remodeling and repair codes, ordinances and policies along with subdivision and zoning policies. The review focuses primarily on building, trade and fire codes, compliance with zoning and land use, development or subdivision plans/plats, and the development's effects on existing and proposed public infrastructure. (Drainage, traffic, water and sewer, etc.) Although the staff reviews plans for these issues, the ultimate responsibility for the construction documents and the completed project rests with the project design professionals and/or contractors hired by the owner.

Construction plan review minimizes field changes because it necessitates interpretation of standards prior to construction occurring, thereby saving time and expense for both the City and the developer.

Construction plan review will also carry forward Planning Commission and/or City Council stipulations or conditional approvals of plats, subdivisions, and zoning cases as outlined in previous chapters, as well as general Unified Zoning Code and Historic Preservation Ordinance requirements. Approvals necessary from outside agencies such as FEMA, KDHE and the FAA may also be required at this step prior to issuance of a building permit.

For many construction projects, primarily commercial new construction and large additions, separate engineered drawings must be designed and submitted to the Public Works Engineering Office for public utility improvements constructed under private contract in public easements or rights-of-way (commonly referred to as private utility projects). This includes water lines, storm drain/drainage systems, sanitary sewer and paving improvements. In addition, some of these privately contracted public facility installations that are on private property and not in public easements or rights-of-way (when greater than a certain size), are also required to obtain approval of submitted engineered plans for a private utility project to Public Works Engineering for review. Submission of such project plans may occur prior to or concurrently with submission and review of a building permit application. However, in nearly all cases, the private utility projects must be submitted and approved prior to release of any building permits. More information on Private Utility Projects can be found in Chapter 9 of this Handbook.

Initial OCI Review Time Guidelines

For one and two family residential permit applications, permits may be obtained in the Office of Central Inspection while the applicant waits, or within 24 hours of complete applications submitted via mail, fax or the internet via OCI's "[E-Permits](http://www.wichita.gov)" at www.wichita.gov.

For commercial project building permit applications (permits other than one and two family residential), the time to review plans can vary greatly. Factors that impact review time include completeness of drawings, current backlog, size of job, type of work involved, etc. Priority and A category projects are assigned when they are officially logged in. Category B, C and D plans are assigned on the Friday following project plan submittal. Target initial project plan review times are:

- Priority Projects - Valuation of \$25,000 or less – Three business days from the application date

- A Projects - Valuation between \$25,001 to \$75,000 – Seven calendar days from application date
- B Projects - Valuation between \$75,001 to \$250,000 – 12 calendar days from assignment date
- C Projects - Valuation between \$250,001 to \$2,500,000- 18 calendar days from assignment date
- D Projects- Valuation over \$2,500,000- 25 calendar days from assignment date.

Step 1- Preliminary Commercial Project Review

Preliminary reviews benefit everyone by minimizing problems in the review process and expediting plan review time.

- No charge.
- Must be pre-scheduled with OCI Plan Review Staff, (316) 268-4777.
- Hours: 9-11 a.m. or 2-4 p.m. Monday, Wednesday & Friday, or anytime Tuesday and Thursday.
- Conceptual plans are required. Provide one copy for OCI files.
- Who may attend? Owner, Contractor, Architect, Engineers, Plans Examiner, Fire Prevention staff or any other relevant department staff.

Helpful Hints

Items that are consistently found as deficiencies in preliminary or formal plan review, or that cause significant delays in permitting processes are as follows:

- Property is not properly zoned or has not been platted at the time of building permit application. Some building additions and expansions to existing structures on unplatted lots can also require platting of a property. While this is an infrequent occurrence, a requirement to plat and/or to re-zone the property could delay building permit issuance for several months or more. Zoning determinations can be

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obtained from OCI at (316) 268-4479 or from the Metropolitan Area Planning Department at (316) 268-4425, and should be obtained as early in the building planning/development process as possible. Zoning information is covered in more detail in Chapter 3 of this handbook.

- Inadequate drainage plans and drainage plans that lack adequate spot elevations to determine drainage flow and/or ADAAG compliance.
- Inadequate or absent impervious area calculations.
- Inadequate or no solid screening included on plans as required by the Unified Zoning Code (UZC) or by a zoning overlay or special approval.
- No landscaping, landscape buffering or screening (or any landscape plans) as required by the Landscape Ordinance or by a Zoning Overlay or Special Approval. This is a common omission on major remodeling projects (where value of rehab is more than 50% of County appraised existing building value and exceeds the threshold that requires Landscape Ordinance compliance), on additions that exceed the UZC 30% expansion threshold, and for new parking lots or parking lot expansions on arterial or collector streets, or across from residentially zoned areas.
- Nothing on plans to indicate placement of new, required fire hydrants, primarily for new commercial construction or larger commercial expansions/additions.
- Required Private Utility Projects not completed or submitted to Public Works Engineering for review/approval.
- Proposed zoning use, aesthetic design controls, building size/coverage, or building setbacks as specified by a Zoning Overlay or Special Zoning Approval (that are more restrictive than the underlying zoning district or platted setbacks) are not in compliance with the overlay or special approval. This could force delays in building permit issuance until Administrative Adjustments or Special Overlay or Zoning Approval Amendments are completed. Delays could be from as little as about two weeks to as much as 60-90 days.
- Fire stops and draft stops are not indicated in appropriate locations, not shown at all, or are lacking sufficient design detail/specification.

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OCI Building Plans Examiners utilize a checklist called the “Office of Central Inspection plan review checklist” in performing their review. While many of these items may not apply to some projects, it is good to check all the items on the list to make sure there are no surprises. A checklist can be obtained by calling 316-268-4460 or visiting the [OCI homepage](http://www.wichita.gov) on the City’s website, www.wichita.gov.

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- Fire resistive assemblies are not shown in sufficient detail or with approved design/test numbers.
- Inadequate hard-surfaced toilet room finishes in high public occupancy use classifications.
- Lack of proper safety glazing and/or lack of detail about the type of safety glazing materials.
- Absence of, or inadequate detail/indications on plans with regard to required emergency and exit lighting.
- Inadequate ADAAG maneuvering clearances, and lack of detail on plans to indicate ADAAG-required slope on sidewalks, exterior access aisles and parking spaces/loading aisles.
- Inadequate location of required ADAAG parking spaces with respect to distance from building entryways.

Step 2- On-Site Preliminary Commercial Project Review

When the project involves an existing building, and plans are not available, on-site reviews can be performed.

- \$30 per hour, minimum charge one-half hour. Must be pre-paid.
- Must be pre-scheduled by calling (316) 268-4777.
- Hours: 9-11 a.m. or 2-4 p.m. Monday, Wednesday and Friday, or anytime Tuesday and Thursday.
- Who may attend? Owner, contractor, architect, plan examiner, fire prevention staff or any other relevant department staff.

Step 3- OCI Commercial Plan Review

The OCI commercial plan review section has primary responsibility for coordinating the plan review process and issuing a single, coordinated plan review write-up that outlines any deficiencies and/or required project plan revisions. OCI's plan review will include the following personnel/departments:

- Building Plans Examiner, OCI
- Fire Prevention Division, Wichita Fire Department

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- Public Works, Engineering (primarily for water, sanitary and storm sewer, fire service or fire hydrant extensions/connections, stormwater management design/detention/drainage, and any required private utility projects).
- Traffic Engineering (primarily for driveway placement/location, any required traffic control or site access road improvements, and general provisions of the City of Wichita Access Management Policy).
- Public Works, Stormwater Management Division (primarily for flood control and pollution discharge management at construction sites).
- Health Department (primarily for food service establishments and day care centers).
- Water Utilities (primarily for grease interceptors associated with food service).

Completion of OCI Project Review

When the review is complete, the plans will either:

- Be approved by the Building Plans Examiner and made ready for permit.
- Require changes prior to a permit being issued. A plan review write-up will be issued detailing all required changes. Generally, no further plan review work will be done on the project until the changes have been made or required plan revisions have been submitted, although conditional permits may be issued to start construction activity as outlined in “Step 3 – Permit Phasing.”

Step 4- Required OCI Project/Plan Review Revisions

- Revisions must be made by the original design professional.

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- Construction drawings/plans revision review should be completed in accordance with the following schedule:
 - Valuation of \$25,000 or less – One business day from the plan revision submittal.
 - Valuation between \$25,001 to \$75,000 – Three calendar days from plan revision submittal.
 - Valuation between \$75,001 to \$250,000 – Four calendar days from plan revision submittal.
 - Valuation between \$250,001 to \$2,500,000 – Six calendar days from plan revision submittal.
 - Valuation over \$2,500,000 – Eight calendar days from plan revision submittal.
 - If revisions are approvable, building permit can be issued.

Step 5 - Permit Phasing: Partial or “Conditional” Permits

For many projects, particularly new buildings and additions, applicants desire to complete plan reviews incrementally, or in phases, or to initiate construction activity prior to resolution of all plan review requirements.

A decision to phase permits may be made prior to initial submittal through a progress print or conditional permit application procedure, or after plans have been submitted through a conditional permit issuance.

Project phases are:

- **1. Grading** – Clearing of vegetation and earthmoving on private property.
- **2. Site Development** – All site work up to footing and foundation, and including infrastructure improvements (water, fire service lines/hydrants, sewer/drains and storm water detention, if applicable). NOTE: In many cases, especially for new construction, private utility projects, and foundation, including infrastructure improvements, must be submitted and approved prior to releasing permit for such site development.

- **3. Framing or Red Iron** – All site and building construction work up to a request for a red-iron or framing inspection.
- **4. Wallboard**- All site and building construction work up to a request for a wallboard inspection.
- **5. Temporary Certificate of Occupancy** – All site and building construction work up to a request for temporary or partial Certificate of Occupancy inspection
- **6. Final Certificate of Occupancy** – All site and building construction work up to a request for a full final Certificate of Occupancy inspection.

Step 6– Full Building Permit Issuance

After permit applications and plans have been approved, the files are checked to ensure completeness. The permit applicant and/or general contractor associated with the building permit are then notified by phone and by postcard that the building permit may be issued, and are informed of any administrative items needed for final permit issuance. Permitting is discussed in detail in Chapter 10 of this handbook.

Step 7- Appeals

All applicants have the right to appeal interpretations of plan review requirements or to propose alternate methods of construction. Appeals are made to one of four Boards, depending on the item being appealed. All boards meet on a monthly basis. Requests for appeals or reviews by the Boards must be submitted to OCI at least 10 calendar days prior to the scheduled Board meeting. Applications and requests may be made by calling 268-4461 or 268-4460. The pertinent Appeals Boards and their current monthly meeting dates are as follows:

- Board of Code Standards and Appeals (BCSA) for Building and Fire Codes - Meets on the first Monday of each month.
- Board of Electrical Appeals for Electrical and Elevator Codes – Meets on the second Tuesday of each month.
- Board of Appeals of Plumbers and Gas Fitters for Plumbing and Sewer Codes – Meets on the first Wednesday of each month.

- Board of Appeals of Air Conditioning, Refrigeration and Warm Air Heating for Mechanical Code and solid fuel burning equipment.
– Meets on the fourth Thursday of each month.

The pertinent Board may review interpretations of Codes, and alternate materials and methods of construction.

The Boards do not have the authority to waive any specific requirements of the Codes.

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An appeal application can be obtained from OCI by calling 268-4461 or 268-4460. The application will walk you through the information needed to appeal, and must be submitted at least 10 calendar days prior to the scheduled meeting. It is the responsibility of the applicant to attach copies of pictures, drawings and support documents that express the need for appeal.

Helpful Links Mentioned in this Chapter.

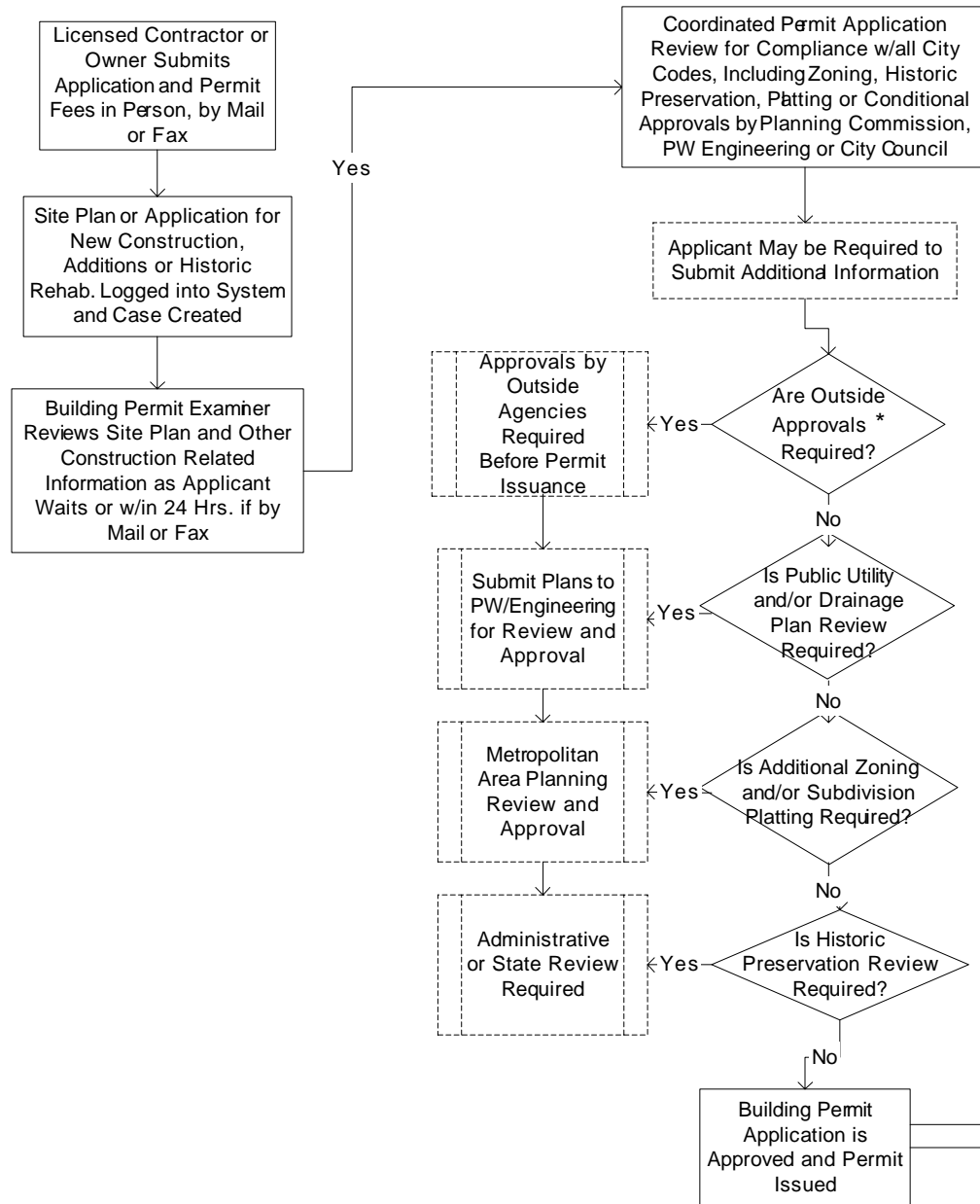
[OCI](#)

[E-Permits](#)

CITY OF WICHITA

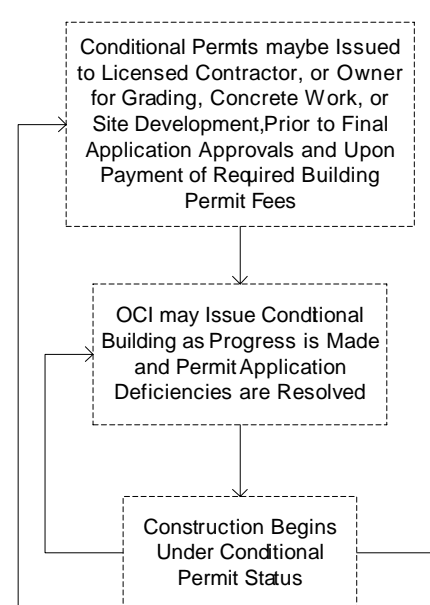
PERMIT REVIEW PROCESS for RESIDENTIAL APPLICATIONS (Single and Two-Family - Additions, Remodeling and New Construction)

Application/Plan Review



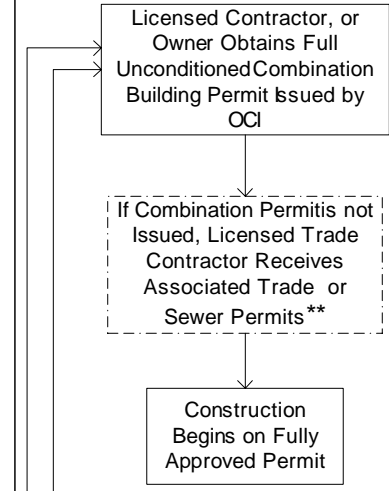
* - Outside Approvals May Include FEMA, or State Historic Preservation Office

Conditional Building Permit



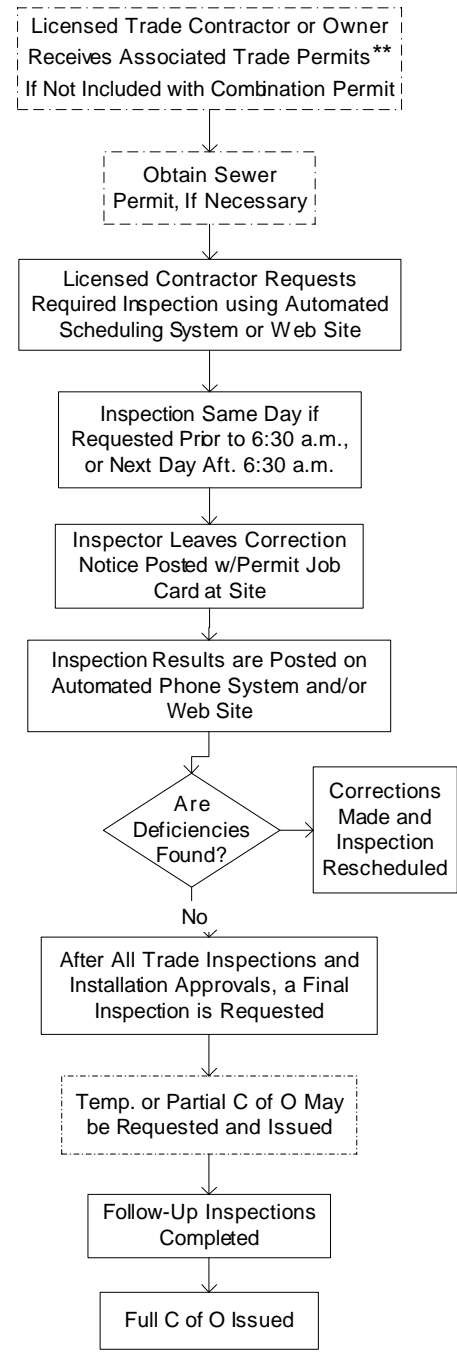
 Denotes Optional or Conditional Step

Full Building Permit Issuance



** Electrical, Mechanical, Plumbing, Elevator
 This Can Occur During Full Building Permit or Inspection/Certificate of Occupancy Step

Inspections and Certificates of Occupancy (C of O)



CITY OF WICHITA PERMIT REVIEW PROCESS for COMMERCIAL APPLICATIONS

