

CITY OF HAYS INSPECTION SERVICES
1507 Main, P.O. Box 490
Hays, Kansas 67601
Phone (785) 628-7330 fax (785) 628-7314

Plan Submittal Documents for All Commercial, Industrial, Institutional, Multi-family (tri-plex and larger) Shall be Designed to Meet all Applicable Provisions of the Following Codes:

1997 Uniform Building Code
1997 Uniform Fire Code
1997 Uniform Plumbing Code
1997 Uniform Mechanical Code
1996 National Electrical Code
Americans with Disabilities Act Accessibility Guidelines
City of Hays Code of Ordinances

PLANS AND SPECIFICATION REQUIREMENTS

Whenever an application for a building permit is made, the Chief Building Official may, if he finds it necessary to determine whether the building work described in the application will comply with ordinances pertaining to such work, require that the applicant file a written description or drawing of the proposed building as may be prepared for the purpose. Provided, that if such drawing or description is insufficient for the purpose of determining whether a permit should be issued, the Building Official may require the applicant to file complete architectural and engineering plans and specifications for such building, or any part thereof, as may be necessary for said inspector to determine compliance with the Code.

For new commercial building projects, new multi-family dwelling structures, additions to existing commercial, additions to multi-family structures, and remodeling projects that require structural alterations and changes in occupancy of existing structures, a plan cover sheet must accompany a complete set of construction documents upon application for building permits. This complete set of documents shall include at least one (1) set of specifications, as well as two (2) complete drawings of architectural, structural, mechanical, electrical, elevator (if applicable) and plumbing systems associated with the construction project. If the project involves new structural walls, structural additions, complete new plumbing or a significant addition to the existing plumbing system, complete new electrical or a significant addition to the existing electrical system, a complete new

Items that are to be included on this cover sheet shall include the following:

1. Type of project (new, addition, remodel, etc.).
2. Location (legal and street address).
3. Architect (person responsible for creation of submittal documents, address, phone number).
4. Type of occupancy (if structure contains mixed occupancies, all occupancy types shall be provided).
5. Mixed occupancy ratio per floor and for the total structure.
6. Occupant load per occupancy.
7. Type of construction.
8. Basic allowable area based upon occupancy and type of construction.
9. Actual square footage per occupancy.
10. Percentage increase for open yards, stories and fire protection systems.
11. Allowable stories and height limitations.
12. Actual number of stories and height.
13. Plumbing fixture requirements.
14. Additional accessibility requirements.
15. Structural fire protection per Table 17A and applicable sections for particular construction types. In addition to this requirement, the designer shall provide ASTM, UL, etc., design numbers for all assemblies which require an applicable system.
16. Information on applicable fire, life safety items; i.e., sprinklers, standpipes, fire alarms, smoke detection, emergency lighting, exit lighting, and other applicable systems.
17. Hazardous material safety data sheets and the maximum quantities of these materials that will be stored in storage areas.
18. Current adopted codes.
19. All drawings are to have the designer's seal (or when applicable the name, address and phone number of the designer) applied to the system(s) for which they are responsible. This is including, but not limited to, structural, mechanical, plumbing, electrical, sprinkler, elevator and the like. In the event that any of the previously mentioned systems are designed by an individual other than a "Technical Professional" licensed by the State of Kansas, the designer shall provide all reference materials and calculations used in determining the final design. Calculations may include but are not limited to structural, electrical, mechanical, plumbing, hydraulic, fire loading and flame spread.

In addition to this cover sheet, the designer(s) shall provide a floor plan that provides the following information:

1. Dimension lines, indicating the distances to property lines, centerlines of public alleyways and other structures.
2. Locations of all partitions 5'9" or taller.
3. Location(s) of all rated corridors.
4. Location(s) of all rated shafts.
5. Location(s) of occupancy separation wall(s).
6. Location(s) of all area separation wall(s).
7. Location of all exterior exits.
8. Each room/area shall be labeled according to usage.
9. Each room/area shall have its occupant load calculated and listed under its name/usage.
10. Total number of restroom fixtures, based upon occupant load, according to Appendix C of the Uniform Plumbing Code.

For additions to existing structures, the designer shall provide all of the information set out above. This data shall be based upon the overall scope of the existing structure and the new addition combined.

When applicable, an Elevation Certificate, as provided through the Federal Emergency Management Agency National Flood Insurance program, shall be filed with the Fire and Inspection Services Department, prior to the issuance of a building permit.

Plans and specifications shall include but shall not be limited to:

1. Site plan.
2. Floor plan.
3. Elevations (two sides minimum).
4. Typical wall sections.
5. Foundation, roof, and floor framing.
6. Details of fire-rated occupancy separation walls.
7. Details of fire-rated area separation walls.
8. Detailed plans of plumbing and HVAC systems.
9. Detailed plans of electrical systems.
10. Fire sprinkler plans.
11. Fire alarm plans.
12. Construction material specifications.
13. Storm water / drainage plans.
14. Landscaping plans.