

## Public Information- Building Permit Checklist Summary

If you are doing work on your home or a commercial building, please consult and in this order:

- a. Planning Commission Chairman Lyle Miller, 913 766-1336, [millerlyle1@gmail.com](mailto:millerlyle1@gmail.com) – (Determines if permit is required and if so, whether work is minor or major).
- b. Westwood Hills Building Official, 913-362-1550. (Issues actual permits, does inspections of work-work-in progress.)

Below is an outline of the City Code and what is required of those seeking a permit.

### No Building Permit Required (Sec. 5-201):

If exactly restoring the original condition

### No Building Permit Required (Sec. 5-203):

\* Painting \* Decorating \* Minor Landscaping \* Patching \* Maintenance

### No Building Permit Required (Sec. 5-204):

For Emergency Repairs as defined in the Ordinance

### Prior City Approval & Building Permit Is Needed for the Following Types of Remodeling/Alterations/Construction\* (List is not all inclusive.)

- Replace a roof
- Add on to an existing structure
- Demolish a structure
- Build a porch
- Install siding
- Install a skylight
- Construction of a dormer
- Build a deck
- Replace windows
- Driveway replacement – change of materials or location or size
- Build a fence, retaining wall greater than 16”, install a hedge
- Major landscaping
- Replace an air conditioner compressor and move its location
- Install exterior mechanical equipment
- Plumbing, Electrical and Mechanical work (unless repair or replace in kind)
- Install a detached children’s playhouse

### Document Submittal Checklist for All Permits (Section 5-206):

- \_\_\_ Street Address of Lot
- \_\_\_ Property Owner Name(s)
- \_\_\_ Legal Description of Lot
- \_\_\_ General Description of building or construction and/or demolition including:
  - Approximate size, shape & square footage area
  - List of materials to be used (sufficient detail to explain quality and/or functionality)
  - Location of the new construction on the lot (if applicable)
  - Name of Architect, if applicable

Name of Contractor, if applicable  
Actual or estimated cost of the construction or improvement  
Construction Documents\*\* (to-scale, 11x17 minimum)

**\*\*Additional Construction Document Requirements for Additions and Alterations of 250 Square Feet or Greater (Section 5-206b):**

Site Plan  
Detailed floor plan  
Elevation of the front, rear and sides of the project  
Specifications of the materials used  
Itemized list of exterior building materials in sufficient detail to verify compliance with Architectural Standards  
Structural, mechanical and electrical drawings as needed