



BASEMENT FINISH AND REMODEL

Revised April 1, 2019

The information provided are general requirements which should be considered as part of a basement finish or remodel project and should not be considered as a complete list of code requirements. For complete information consult the code and ordinances of the City of Lenexa at <http://www.ci.lenexa.ks.us/search/Codemasterquery.asp>.

The City of Lenexa endorses use of the attached **Johnson County Building Officials** document ***Basement Finish and Remodeling Code Guidelines*** with the following clarifications as noted herein.

SPECIAL CONSTRUCTION REQUIREMENTS

- Egress - An approved secondary means of egress is required from all bedrooms in the basement, and all basements shall have at least one secondary egress. Show the location of the secondary egress, such as a stair or window well leading directly to the exterior on the basement finish plan.
- Plumbing - Where new bathroom is installed that has not previously been roughed in, an approved backwater valve shall be installed on the building drain where the basement floor is below the level of the next upstream manhole.

If you have questions regarding basement finish permits call a Plans Analyst or Building Inspector at 913-477-7725.

FEES

Permit and plan review fees are based on the value and square footage of the project. Contact Customer Service at 913-477-7725 to determine your fees or refer to the [Fee Schedule - City of Lenexa](#)

CONTRACTORS/LICENSING

The homeowner may obtain the permit; however, if the homeowner is hiring a contractor to do the work, the contractor is required to obtain the permit and have a valid Johnson County Contractor License and City of Lenexa Business License. Subcontractors shall also have a contractor license and Lenexa business license, and be identified at the time of the permit.

BUSINESS TAX LICENSE - All general and sub-contractors are required to have a current **Lenexa Business Tax License**, which may be obtained from the Department of Community Development at Lenexa City Hall located at 17101 West 87th Street Pkwy.

CONTRACTOR LICENSE - All general and sub-contractors are required to have a current **Johnson County Contractor's License** (JCCL) to obtain building permits, except those types of work for which no applicable category exists. JCCL is not required for fence, land disturbance and site development permits. This list of exceptions is not complete; new categories may be added or deleted at the City's discretion.



The JCCL is obtained from the Johnson County Courthouse offices located at 111 S. Cherry, Olathe, KS. Phone: 913-715-2233 <https://www.jocogov.org/dept/planning-and-codes/cls/home>

PLAN AND PERMIT APPROVAL PROCESS – To obtain a basement finish permit you need to:

- Submit construction plans and completed building permit application.
- Plans are reviewed and approved after any required corrections are addressed.

INSPECTIONS – Inspections can be requested by calling 913/477-7725 during normal business hours or online at www.lenexa.com.

- **Underslab-plumbing** – Where under-floor plumbing is required for bathrooms and kitchens, a plumbing under-slab inspection is required after the under-floor piping is installed to above the floor and prior to filling the trench and replacing the floor.
- **Rough-in** – This inspection is done before any wiring, plumbing piping, or mechanical ducts in walls and ceilings are covered with insulation, sheet rock, paneling, etc. All piping, ductwork, sub-panels, wiring, junction boxes, and outlet boxes shall be installed. Do not install switches or receptacles.
- **Insulation**
- **Drywall** – Not required.
- **Final** – This inspection is scheduled when insulation, drywall, doors, and all fixtures, receptacles and devices have been installed so the space is ready to occupy and use.
- Note: When the final inspection is approved the permit is closed and the space can be occupied. Failure to complete the work and call for inspection is a violation of the code. Please call for final inspection when the work is complete.