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City of Wellington

Utility Office (620) 326 2821

Water Distribution (620) 326 3011

Sewage Treatment (620) 326 7031

Electric Distribution (620) 326 7211

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Other Services:

Kansas Gas Service
(800) 794 4780

A T & T
(844) 723 0252

Sumner Communications
(620) 326 8989



City of Wellington, KS
Building & Codes Department

19 Industrial Ave.
Wellington, KS 67152

PH: (620) 326 3871

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Building & Codes Department

*" Building for the Future...With Respect
for the Past "*

Building in the City of Wellington

Commercial and Industrial Structures

REQUIREMENTS FOR BUILDING COMMERCIAL AND INDUSTRIAL STRUCTURES

- Two (2) complete sets of plans (and one electronic copy) are required on all commercial buildings and structures. One set of plans will be stamped “approved” and returned to the General Contractor.
- Building computations and specifications showing type of construction and occupancy group based on the 2015 International Building Code. Totals for square footage and occupant load based on Table 1004.1.2 of the 2015 International Building Code.
- Plot Plan
- Floor Plan
- Elevations
- Footing/Foundation Plan
- Interior & Exterior Walls
- Roof Plan
- Plumbing, Mechanical & Electrical Plans
- Fire Protection Plan (if required)
- Commercial building permits require a two-week review period. Plan review fee is 65% of the permit fee.
- Plot plan to show proposed paving, parking layout, street access, refuse receptacle location, drainage, screening and landscaping, sidewalks, ramps, utilities, easements, new and existing building location on property.
- Contractor’s license issued by the City of Wellington.
- Fire Chief will also review plans and approve fire protection systems, building exiting and life safety code compliance.
- All commercial and industrial buildings or structures require plans to be stamped by a licensed/registered Kansas Architect and/or Engineer.
- All plans requiring a Kansas Architect’s and/or Registered Engineer’s stamp must have all pages of the plans stamped and signed.
- Any commercial or industrial building or structure, regardless of valuation, are required to be permitted to a General Contractor, licensed by the City of Wellington.
- **Permit required: Before the start of any work.** No building or structure regulated by Code shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a separate permit for each building or structure has first been obtained from the Building Official.
- Certificate of Occupancy: No building or structure shall be **used** or **occupied**, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the Building Official has issued a Certificate of Occupancy.
- Projects of a “minor alteration” or of a non-structural nature to an existing commercial or industrial building or structure may have some requirements waived. The definition of “minor alteration” will generally involve no structural changes and minor electrical, plumbing and mechanical changes. The final decision will be made by the Building Official.
- All stores (mercantile) are required to have handicapped accessible toilet facilities in compliance with the Americans with Disabilities Act Accessibility Guidelines (ADAAG) manual. Separate facilities shall not be required in mercantile occupancies in which the maximum occupant load is 100 or less.
- All eating establishments and assembly occupancies are required to have handicapped accessible toilet facilities in compliance with the ADAAG manual. Toilet facilities shall also be in accordance with Section 2902 of the 2015 International Building Code. See local amendment #8-183, Exceptions to Section 2902.2.
- Other A.D.A. requirements for accessibility and toilet rooms for buildings based on Table 1004.1.1 and Section 2902 of the 2015 International Building Code and the ADAAG manual, a guide to the Americans with Disabilities Act Accessibility Guidelines, developed by the U.S. Architectural and Transportation Barriers Compliance Board on September 15, 2010 and approved by the Kansas State Statutes.

*The information contained in this brochure is provided in an attempt to describe the **general requirements** of obtaining permits for the construction of commercial and industrial structures in the City of Wellington, KS. Additional requirements may apply.*

Please contact the Building & Codes Department for further information.

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