



**“WHEN YOU BUILD”**  
**KANSAS MUNICIPALITY AND CODE**  
**OFFICIALS BROCHURE**  
 Second Edition, May 2016

Code Footprint  
 Frequently Asked Questions

This brochure has been published by a joint effort of the Kansas State Board of Technical Professions, the Office of the State Fire Marshal, AIA Kansas, the Kansas Society of Professional Engineers, and the American Council of Engineering Companies of Kansas in order to aid municipalities, building officials, design and construction professionals, and the general public in understanding the laws governing the practice of architecture and engineering in the state of Kansas.

Information contained herein is basic and shall not supersede the statutes and rules and regulations of the state of Kansas. Kansas statutes and rules and regulations are subject to change. Please check <http://ksbtp.ks.gov/statutes-rules/ksbtp-statutes-rules-regulations> and [www.firemarshal.ks.gov/](http://www.firemarshal.ks.gov/) for the most current version of the law.

Efforts have been made to identify and address questions most frequently asked by building officials.

**Municipalities With Building Code Officials:**

Building officials protect the public by enforcing building code requirements. Throughout the plan check and inspection process, building officials try to ensure compliance with building codes, local codes, and ordinances. Building officials have the authority to reject documents as submitted and to withhold permits. Building officials rely on the Kansas State Board of Technical Professions to assure that the design professional is licensed to practice in this state. The Board must depend primarily upon the local building officials and the Office of the State Fire Marshal to assure that only those who are properly licensed are allowed to provide design services.

**Municipalities Without Building Codes or Officials:**

The Office of the State Fire Marshal with its network of local fire chiefs is responsible to protect the public by enforcing building codes that have been adopted by their office. The Kansas State Board of Technical Professions must depend upon the OSFM to assure that only those who are properly licensed are allowed to provide design services.

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**CODE FOOTPRINT**

**1. What is a code footprint?**

The code footprint is a snapshot, small-scale building plan showing key features of life safety and fire protection systems, including notification and detection systems, fire/smoke separations, and suppression systems. Detailed requirements are specified in Kansas Administrative Regulation 22-1-7, through the Office of the State Fire Marshal at [www.firemarshal.ks.gov](http://www.firemarshal.ks.gov).

**2. When is a code footprint required and who must it be submitted to?**

A code footprint must be prepared by a licensed Kansas Architect or Engineer and shall be submitted to the state fire marshal for review and approval for any new construction, building additions, renovation, or change of occupancy for the following types of buildings.

- Any Group A Assembly occupancy with combined occupant load greater than 2,000 persons.
- Any Group B Business occupancy used by any community college, area vocational school, vocational technical school, technical college, or any institution under the governance of the State Board of Regents.
- Any Group A Assembly occupancy mixed with a Group E Educational occupancy or Group I Institutional occupancy including any daycare facility for more than 24 persons.
- Any Group E Educational occupancy, including any daycare facility for more than 24 persons.
- Any Group I Institutional occupancy, including any state or other governmental entity’s detention facilities, and any occupancy physically attached to a Group I occupancy regardless of fire barrier separation.
- Any Group R-1 or R-2 residential occupancy that is three or more stories in height, including basements, or more than 12,000 sq. ft in area and any R-4 residential occupancy.
- The local code official can require the code footprint be submitted for his review, at his discretion, for any new construction, building additions, renovations, or changes in occupancy, regardless of building occupancy.

## FREQUENTLY ASKED QUESTIONS

### 1. Should a code official accept plans from an unlicensed person for a non-exempt building?

No. K.S.A. 74-7038

<http://ksbtp.ks.gov/statutes-rules/ksbtp-statutes-rules-regulations>

### 2. May an unlicensed person prepare plans and specifications for interior space planning and/or remodeling of non-exempt buildings?

Yes, but only in certain limited circumstances. K.S.A. 74-7031 identifies those exempt non-structural alterations.

<http://ksbtp.ks.gov/statutes-rules/ksbtp-statutes-rules-regulations>

### 3. Do shop drawings have to be sealed and signed?

No, unless the design of project components or systems is delegated to the manufacturer or supplier by the Professional in responsible charge.

Delegated design component submittals must be sealed and signed by a Kansas licensee before submission to the Professional in responsible charge.

<http://ksbtp.ks.gov/statutes-rules/ksbtp-statutes-rules-regulations>

### 4. Can a code official accept shop drawings in lieu of sealed plans?

No.

### 5. Is the professional of record required to provide observation during the construction phase of a proposed project?

No, unless required by contract.

### 6. Do changes in the plan require the seal of the architect or engineer or landscape architect responsible for the modifications?

Yes.

### 7. Does each original drawing have to be signed/sealed by a professional?

No, if a multisheet set uses a digital signature authentication process or if a certification block is used displaying the seal, signature and date of each licensee with a designation identifying the sheets for which each licensee is responsible for on the cover sheet or first drawing sheet of the set, then a seal/signature and date are not required on each sheet. If either of these methods are NOT utilized, then YES, each original drawing must be signed/sealed and dated. K.A.R. 66-6-1”

### 8. May a Kansas Engineer prepare and stamp architectural drawings?

No.

### 9. May a Kansas Architect prepare and stamp engineering drawings?

No.

### 10. May a Kansas Landscape Architect prepare and stamp architectural drawings or engineering drawings?

No.

### 11. Are pre-manufactured buildings required to be sealed by an architect and an engineer and submitted to the code official for permitting?

Yes.

### 12. Can a contractor sign the cover sheet of a set of drawings prepared only by an out-of-state architect or engineer or landscape architect and comply with the laws?

No.

### 13. Can an owner/builder/contractor make changes to an architect's or engineer's or landscape architect's drawings or specifications?

No.

### 14. When applying for a permit, can a Kansas Architect or Engineer or Landscape Architect seal documents prepared by an out-of-state design professional?

No.

### 15. How do I know if someone has a current Kansas license?

The Kansas State Board of Technical Professions website has a search feature which can be used to look up current licenses for an individual or business entity, or you may call the Board office at (785) 296-3053.

[www.ksbtp.ks.gov](http://www.ksbtp.ks.gov)

### 16. What are the exemptions from requirements for licensure?

Refer to K.S.A. 74-7031 through 74-7035.

<http://ksbtp.ks.gov/statutes-rules/ksbtp-statutes-rules-regulations>

### 17. What are proper signatures/seals?

Refer to K.A.R. 66-6-1.

<http://ksbtp.ks.gov/statutes-rules/seal-sig-faq>

## Sample of Seal

