

WESTWOOD KANSAS



RESIDENT HANDBOOK

CITY HALL
4700 RAINBOW BOULEVARD
913.362.1550
info@westwoodks.org
www.westwoodks.org

Introduction to Westwood

The history of Westwood dates back to the mid-1800s. The first settler in this area, Joseph Parks, received this land from the U.S. Government. Descendants of Mr. Parks today occupy the home located at 4958 Rainbow Boulevard.

Soon after 1900, Johnson County became more closely associated with the rest of the metropolitan area largely due to the establishment of the interurban trolley lines connecting parts of Johnson County to Kansas City. During the 1920's to 1930's, the metropolitan region shifted southward, triggered by the Country Club Plaza, developed by J. C. Nichols, and stimulated residential development in the extreme northeastern sector of the county

A group of area citizens organized the Hudson Mission Homes Association, whose efforts were to improve many basic utility services, streets conditions, and other necessities for improved living conditions in the immediate area. As the home building and population continued to increase, the Association did not have authority to create or enforce laws, so a movement was put forth to officially incorporate the area into a municipality. A formal signature petition to incorporate the city was filed with the County Commissioners. On June 3, 1949 the City of Westwood was incorporated. Elections were held on June 29, 1949 and Westwood's first Mayor, Murray Maxwell, City Council members and the first Police Judge were all sworn into office on July 1, 1949.

The urban expansion after World War II had a greater impact on the County than anything up to that time. Nine new cities were incorporated in the extreme north-east portion of Johnson County between 1948 and 1951. These cities were primarily residential areas and included Leawood, Fairway, Westwood, Westwood Hills, Mission Woods, Mission Hills, Roeland Park, Mission and Countryside.

Today, Westwood is home to almost 1,700 people living in about 740 single-family homes and the 91 apartment units of Woodside Village North. A city of the third-class in Kansas, the City Council meets regularly on the second Thursday of each month at 7:00 p.m. at Westwood City Hall.

At just under one half square mile of total land area in size, the city's location at the far northeast corner of Johnson County, Kansas provides the combination of pleasant residential environment with ready access to the nearby Country Club Plaza, downtown Kansas City, Missouri, the KU Medical Center, and other shopping and cultural opportunities. Westwood borders the cities of Roeland Park, Fairway, Mission Woods, Mission Hills, and Westwood Hills in Johnson County, the Unified Government of Wyandotte County/Kansas City, Kansas to the north, and Kansas City, Missouri to the east.

Westwood's City Hall is located at 4700 Rainbow Boulevard. Hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Westwood Governing Body

The Westwood City Council is composed of five members elected at-large, and is chaired by a Mayor elected at-large. The Mayor and each Council Member are elected to serve four year terms.



Mayor David E. Waters
David.waters@westwoodks.org



Jeff Harris, Council President
jeff.harris@westwoodks.org



Lisa Cummins, Council Member
lisa.cummins@westwoodks.org



Jason Hannaman, Council Member
jason.hannaman@westwoodks.org



Laura Steele, Councilmember
laura.steele@westwoodks.org



Holly Wimer, Council Member
holly.wimer@westwoodks.org

Westwood City Personnel

Public Safety Department

Phone: 913.362.3737

Chief of Police: Greg O'Halloran – greg.ohalloran@westwoodkspd.org

Sergeants: Gary Baker – gary.baker@westwoodkspd.org;

Marcus Burke – marcus.burke@westwoodkspd.org

Police Officers: Chris Bishop, Tim Filson, Ruth Peter, Kurtis Stone, Sharon Taylor

Court Clerk: Shelley Floyd – sfloyd@westwoodkspd.org

Public Works Department

Phone: 913.432.1550

Public Works Director: John Sullivan – john.sullivan@westwoodks.org

Public Works Superintendent: Mitch Landis – mitch.landis@westwoodks.org

Public Works Staff: Richard Fatherley, Nick Finck

Administration

Phone: 913.362.1550

CAO/City Clerk: Leslie Herring – leslie.herring@westwoodks.org

Building Official: Eddie McNeil – eddie.mcneil@westwoodks.org

Assistant City Clerk: Abby Schneweis – abby.schneweis@westwoodks.org

Chapter One - Services

Animal Control

Westwood, along with other northeast Johnson County cities, contracts with the City of Mission Police Department to provide animal control services through their civilian Community Service Officers (CSO).

If you are in need of animal control services, call the County Dispatch at 913.782.0720. The dispatcher will take your information and an animal control officer will contact you.

Animals picked up by animal control staff are taken to Unleashed Pet Rescue, located at 5918 Broadmoor in Mission Kansas. Unleashed Pet Rescue's telephone number is 913.831.7387, their website can be accessed [HERE](#). Animals wearing a current pet tag issued by the City of Westwood are returned to their owner.

By city ordinance, it is unlawful to keep or harbor within the city any vicious or exotic animal capable of doing injury or damage to persons or property.

A vicious or exotic animal is:

- Any pit bull dog. Pit Bull Dog is defined to mean any and all of the following dogs:
- Staffordshire Bull Terrier breed of dogs,
- American Staffordshire Terrier breed of dogs;
- American Pit Bull Terrier breed of dogs;
- Dogs which have the appearance of being predominately of the breeds of dogs known as Staffordshire Bull Terrier, American Pit Bull Terrier, or American Staffordshire Terrier;
- Wolf-hybrid, wolf-mix breeds or Tundra Shepherds.

Having more than two cats and two dogs over the age of three months in any household is not allowed unless special permission has been obtained from the City Council. Prior to City Council approval, the Animal Control Officer will visit your home in order to ascertain your ability to responsibly care for the additional animals.

Westwood has a leash law that applies to both cats and dogs. Your pet is to be under your control at all times. If your pet relieves itself on a homeowner's property, the public sidewalk, right of way or other public access, it is your responsibility to pick it up. Violators are subject to fines.

City Licenses

Business Licenses - Business licenses are required for all businesses in the City of Westwood, including those operating in a residential home. Occupations of a service nature may be conducted in a residence provided the occupation is clearly secondary to the main use of the residence as a dwelling. The nature of the occupation should not change the character of the neighborhood or the home with signs, materials, equipment, noise, odor, or other nuisance or

unusual pedestrian or vehicular traffic. Furthermore, such home occupation shall be conducted by members of a family residing in the dwelling and no stock in trade or commodity for sale shall be kept on the premises. Applications for Occupational Licenses are available [on our website](#) and at City Hall.

Pet Licenses – City ordinances require dogs and cats over the age of six months to be vaccinated against rabies and registered with the city. Pet tags renew yearly on January 15th. Applications are available [on our website](#) or at City Hall. The fee to license your pet is \$5.00 if the animal is spayed or neutered, \$10.00 if it is not.

Rental Licenses – For health and safety reasons, homes offered for rent in the City of Westwood are required to be inspected and licensed on a yearly basis. Westwood’s Building Inspector is charged with inspection of rental properties. Fees and applications must be on file with the city prior to scheduling inspections of rental property. No home shall be offered for rent until a license has been obtained. Applications for Westwood Rental Licenses can be found [on our website](#) or picked up at City Hall.

Community Room

The Community Room at Westwood City Hall is a 1,200 sq. ft. space (24' by 50') with a kitchen area available for meetings and events for groups by advance reservation. The room can accommodate up to 98 people with seats in a theater arrangement, or up to 60 people with tables.

Reservation forms are [available online](#) and at City Hall. The City of Westwood does not allow the use of its facilities by individuals or groups who charge admission for a meeting/event or sell any items on the premises for profit without prior approval.

Westwood City staff will accept a tentative room reservation made by phone, but a reservation form must be completed and payment of the deposits and rental fees must be made within five (5) working days after their phone request to finalize a reservation. Please note that payments can be made by cash, check, or money order - we are unable to process credit card payments at this time. Regularly recurring meetings reservations for the room can be made for up to six (6) months in advance provided the room is used for no more than one (1) day per week for a period of not more than four (4) hours each day.

A room attendant employed by the City of Westwood is required for events held outside normal business hours which are 8:00 am to 5:00 pm Monday through Friday. Room attendants for the Community Room work voluntarily. Acceptance of an application by the city does not guarantee that a room attendant will be available. If no attendant is available the applicant will be notified as soon as possible, and any deposits and payments received will be available for refund as soon thereafter as possible.

Driver's License Bureau

The closest location to obtain or renew your driver's license is at 6507 Johnson Drive in Mission Kansas. Their phone number is 913.432.2266.

Elections

Westwood's City Hall is the polling place for Precincts 1 and 2 in Johnson County. Voter registration forms are available on the Johnson County Election Office's website and at City Hall.

Contact Info

Address: 2101 E Kansas City Rd, Olathe, KS 66061

Phone: 913.782.3441

Website: www.jocoelection.org

Email: election@jocoelection.org

Emergency Services

For any life-threatening situation dial 911. Hospitals close to Westwood with full emergency room services are the University of Kansas Medical Center at 3901 Rainbow Boulevard in Kansas City Kansas and St. Luke's Hospital of Kansas City at 4401 Wornall Road in Kansas City Missouri.

Johnson County Government has developed NotifyJoCo, a mass notification system designed to keep Johnson County residents and businesses informed of emergencies and certain non-emergency events. By registering with NotifyJoCo and customizing your alert preferences, you'll receive time-sensitive messages directly from the County, city, and participating public utilities. Customize your contact information to get messages at home, work, on your cell, by text or email, and more. For more information visit <http://www.notifyjoco.org/>

Fire Department

Consolidated Fire District 2 furnishes emergency response teams for health emergencies and fires.

Contact Info

Address: 6400 Martway, Mission KS 66202

Phone: 913.432.6150

Website: <http://www.cfd2.org/>

Garage Sales

Yard, estate sales, auctions, sample sales, garage, and patio sales are permitted as an accessory use on any residentially or institutionally developed lot in any district. Residents may host two sales events, which cannot exceed three-days in duration, each year. When holding a sales event in Westwood, you will need to notify the city of your planned sale. Registration of a garage sale is required and is available [online](#).

The city typically will sponsor two city-wide garage sale events per year, generally in May and September. These city-wide sales do not count towards the two sale per year limit.

City Hall Holidays

Westwood City Hall and Public Works offices are closed in observance of the following holidays: New Year's Day, Dr. Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Day After, and Christmas Day.

Police Services are available on holidays and an officer may be reached by calling 913.782.0720. In an emergency or life-threatening circumstance, call 911.

House Watch

The Westwood Public Safety Department can help monitor your property while you are out of town. To begin this service, complete and submit [our online form](#) at least two business days before you depart. As calls for service allow, a Public Safety Officer will check your home. If you have any questions about this service you may contact the Public Safety office at 913.362.3737.

Household Hazardous Waste

WCA Disposal will not collect car batteries, disinfectants, herbicides, kerosene, pool chemicals, motor oil and other environmentally harmful household materials. Johnson County Hazardous Materials Collection Facility will take these items by appointment only.

Contact Info

Address: 5901 Foxridge Dr., Mission, KS 66203

Phone: 913.715.6900

Website: <https://www.jocogov.org/dept/health-and-environment/environment/hazardous-materials>

Email: jcdhe@jocogov.org

Leaf Pick-Up

Beginning approximately the first week of November and continuing throughout the month, fallen leaves raked to street curbs are removed by Westwood's Public Works Department.

When raking leaves for pick up, make sure you follow the guidelines below:

- Leaves only. No sticks or trash. Piles containing an abundance of sticks will be left until the sticks are removed.
- Rake leaves to the curb; not into the street or gutter. Even though other cities may allow this practice, in Westwood this practice is prohibited by City Ordinance as leaves clog storm drains.
- Rake leaves into as narrow a pile as possible.
- Do not rake your leaves directly under trees as the equipment gets tangled in overhanging limbs.
- Do not park your car in front of the leaf piles. The leaf vacuum cannot work around your vehicle.

Not all homes can be serviced in one day and depending on the weather, the number of leaves and possible mechanical difficulties with the equipment it may be a while before your leaves are picked up. The Public Works Department makes at least three complete passes through the city.

Leaf collections operations occur during the during the weekday – Monday through Friday. At the end of each weekday an updated map is posted on line of where leaf collection operations have occurred that day at www.westwoodks.org.

If you do not want your leaf piles lying about and exposed to the weather, consult “Basic Services – Trash” for details concerning disposing of your leaves through the WCA Disposal Yard Waste program. No burning of leaves or yard clippings is allowed at any time.

Library

The Cedar Roe branch of the Johnson County Library system is located at 5120 Cedar in Roeland Park, this is the closest location to Westwood. For more information about the Johnson County library system visit <http://www.jocolibrary.org/>

Motor Vehicle Registration

For answers to your questions concerning licensing your vehicle in Johnson County, call the 24-hour information line at 913.715.2650. The closest MVR office for Westwood and Johnson County is located at 6000 Lamar Suite 120 in Mission Kansas. For more information visit <http://treasurer.iocogov.org/>

Municipal Court

Westwood Municipal Court is scheduled on Friday mornings at 8:30 a.m. and is held three times a month. Court dates are listed on the [online City Calendar](#). Municipal Court is held at Westwood City Hall, located at 4700 Rainbow Boulevard. If you have any questions regarding a ticket, you may contact the Court Clerk at 913.362.3737. More information about Westwood Municipal Court is available at <https://www.westwoodks.org/policemunicipal>.

Newspapers

The City of Westwood publishes ordinances and legal notices in *The Legal Record*. Ordinances and legal notices may be viewed on The Legal Record’s website, www.thelegalrecord.net. The *Kansas City Star* is available on a subscription basis. To subscribe, call 1.877.962.7827 or visit their website at <http://www.kansascity.com>. *The Shawnee Mission Post* is an online publication focused on Northeast Johnson County news; it can be viewed at www.shawneemissionpost.com

A city newsletter is mailed by the City on a quarterly basis to all Westwood residents and businesses. The newsletter contains pertinent seasonal information and recent news from around the community. Current and past newsletters can also be viewed [on our website](#).

Police Services

Westwood’s police station is located at 4700 Rainbow Boulevard. For answers to questions concerning traffic issues and court dates, contact the Court Clerk at 913.362.3737. To request an officer be dispatched to your location, contact Johnson County Sheriff Dispatcher at 913.782.0720. For any life threatening situation, dial 911.

Post Office

The main post office is located at 6029 Broadmoor Street in Mission Kansas. Other area post offices include the KCK-Rosedale Post Office at 2200 W 36th in Kansas City Kansas, the Mission Post Office at 5419 Johnson Drive in Mission Kansas, and the Westport Post Office at 200 Westport Road in Kansas City Missouri.

Public Transportation

Johnson County Transit (JCT) provides public transportation around the metropolitan area. For information on fares, schedules and special services visit <http://www.thejo.com/> ,or call 816.221.0660.

Rights-of-Way (ROW)

The rights-of-way is defined as an area on, below or above public streets, alleys and parkways and the areas immediately adjacent to the roadway. Because the rights-of-way is determined by the original street dedication, the width of the right-of-way varies from street to street in Westwood. Click [Here](#) to learn more about easements & rights-of-way. For detailed questions, contact Westwood's Public Works Director at john.sullivan@westwoodks.org or 913.432.1550.

Typically, the utilities that serve a home are located within the rights-of-way or within a dedicated utility easement. This may include utility services for, water, natural gas, electricity, storm sewers, sanitary sewers, cable and telecommunications. Many utility service lines are located within the public rights-of-way, so the city does not encourage that new trees to be planted in the public rights-of-way area. Utility companies are not required to replace trees or other woody vegetation planted on the rights-of-way.

Schools (Public)

Westwood is located in the Shawnee Mission USD 512 District. For more information visit <http://www.smsd.org/default.aspx> , or call 913.993.6402.

Senior Citizens

The Johnson County Area Agency on Aging is responsible for planning and implementing services for persons 60 years of age and older. Their number is 913.894.8811.

Storm Water Management

The storm water management infrastructure is managed by the City of Westwood Public Works staff. This infrastructure is designed to carry primarily storm water runoff from streets and private property via an extensive network of pipes and both enclosed and open channels. All water entering the storm water system eventually ends up in our surrounding streams and rivers. The City of Westwood is required to comply with the Federal Clean Water Act. Each year the city must apply for and secure from the Kansas Department of Health and Environment a permit to operate its municipal storm water system.

Many substances are prohibited from entering the storm water system. A partial list of those substances include domestic sewage such as human waste or household gray water, fertilizer, household hazardous waste such as paints, cleaning detergents and solvents, pesticides, oil or petroleum based products, garbage, sand, soil, silt, yard waste, pet waste and non-de-chlorinated swimming pool water. For a complete list, please see City Ordinance No. 869 of the Westwood Municipal Code.

Should you see what may be an illicit discharge into the City Storm Water System by an individual property owner or private company, please contact the Storm Water Hotline at 913.715.6969 or fill out the [online form](#).

Swimming Pool

Summer pool memberships to the Woodside Health & Tennis Club are available to Westwood residents. Below are the fees that apply:

- Individuals: \$40.00
- Family (up to 4 members – 2 adults aged 21 and older, 2 children under 21): \$85.00
 - Each additional family member: \$5.00

Proof of residency is required for all applicants 21 years of age or older. Applications are available [on our website](#) and at City Hall throughout the summer months.

Trash Service

Waste Corporate of America (WCA) Disposal is Westwood's residential trash contractor. The pick-up day for Westwood is Wednesday of every week. On line information [Here](#)

Proper positioning of the carts and waste items is important to ensure that your trash and recyclables will be picked up. Please take note of these best practices:

- Have your carts at the curb by 7:00 am on Wednesday.
- Ensure the arrows on the carts are pointing to the street, with the lid hinge toward your house.
- Place carts within 3-feet of the curb. Please do not place carts in the street or block sidewalks.
- Leave 3-feet of space between the cart and other objects such as utility poles, fire hydrants, trees, mailboxes, and parked cars.

WCA supplies each residence with two 65 gallon containers. This is to be used for your bagged residential solid waste (don't throw unbagged waste into the container). Trash that does not fit into the cart should be placed in trash bags, not to exceed 30-gallons, of your choosing. WCA will collect one (1) additional 30-gallon bag of solid waste that is not able to be placed in the 65-gallon cart at no additional cost - no bag tag is needed for up to a total of 96-gallon limit per residence each Wednesday.

Additional bags of solid waste beyond the 96-gallon limit will require the purchase of a \$1.25 bag tag. These bag tags may be purchased at Westwood City Hall. Place trash curbside not more than 24 hours before the collection date. All containers should be taken inside within 12-hours after the collection.

Proper positioning of the trash cart is important to ensure that your trash will be picked up by WCA's automated trash cart pick up system.

Amnesty Day - The first Wednesday after Memorial Day and the first Wednesday after Christmas all trash will be collected without having to purchase a \$1.25 bag tag. Please note that bulk items are not included in amnesty day.

Yard Waste – This service is available year round in Westwood. There is no limit on the amount of yard waste that can be collected per residence per week. Yard waste shall be placed in paper bags or rigid containers designated for yard waste, or appropriately bundled not exceeding 4 feet in length or 18 inches in diameter and tied with biodegradable twine. No bag or bundle shall exceed 60 pounds. Yard waste in plastic bags will not be collected.

Recycling – WCA shall provide each residence with a 65-gallon recycling cart into which recyclable materials may be co-mingled. There is no limit on the amount of recycling that can be collected per residence per week. Additional or overflow materials for recycling that do not fit into the containers made available may be placed in a paper bag or other container marked "Recycling" placed adjacent to the container provided. No glass jars or glass bottles will be collected.

Heavy/Bulk Items – Bulk items can be placed out on the first and third Wednesday of the month. Each Westwood household is allowed up to 2 bulk items per household per month. Additional bulk item pick-up need to be arranged with WCA on line [Here](#) before a service day to arrange for any additional charges. Bulk items include items such as furniture, beds, chairs, mattresses, box springs and tubs. This does not include White Goods. To arrange for additional bulk items to be picked up contact WCA at 816.380.5595 or at www.mywca.waste.com/

White Goods - WCA will collect white goods items by appointment only, for an additional charge to be billed by WCA separately to the residence. White Goods are appliances such as washers, dryers, refrigerators, freezers and water heaters. To make an appointment contact WCA at 816.380.5595 or www.mywca.waste.com/

Utilities

Electricity: Kansas City Power & Light (KCP&L) supplies electricity to Westwood homes. For new service and billing inquiries, call 816.471.5275. KCP&L's website is <http://www.kcpl.com/>

Natural Gas: Kansas Gas Service provides natural gas to Westwood homes. For new service, call 1.800.794.4780. If you smell the odor of natural gas, call 1.800.482.4950. To ask questions

about the location of gas lines prior to digging on your property, call 1.800.344.7233. Kansas Gas Service's website is <http://www.kansasgasservice.com/>

Water: WaterOne supplies water service to residents and businesses in Westwood. To order your water service turned on or off or you have a question about your bill, call 913.895.1800. To ask questions about the location of water lines prior to digging on your property, call 913.895.1814. For more information about WaterOne visit <http://www.waterone.org/>

Sewers, Sanitary: The sanitary sewer infrastructure is maintained by the Johnson County Wastewater District, their website is <http://www.jcw.org/> and their telephone number is 913.715.8500. Plumbing codes adopted by the City prohibit water above 140° F (60° C), corrosive liquids, spent acids or other harmful chemicals from entering the sanitary sewers.

Chapter Two – Property Maintenance

Lawns

A yard that is so overgrown that it becomes a nuisance (weeds and grasses over 8 inches in height), will be cited.

Trees

Property owners are responsible for trees on their own property as well as trees on the public rights-of-way adjacent to their property. A clearance of eight feet (8') must be maintained over walkways and a clearance of twelve feet (12') must be maintained over streets. While healthy existing trees can remain in the rights-of-way, new trees or other woody vegetation are not encouraged to be planted in this area. Broken, dead or dying limbs should be removed promptly to avoid injury to persons and property.

When planting new trees adjacent to the public rights-of-way, be aware of both underground and overhead utility lines serving your home. Plant trees at least 10-feet from underground utilities and, depending upon the size of the tree, with at least 10-feet of lateral clearance from overhead lines. Fire hydrants and streetlights should also be given a minimum of 10-feet of lateral clearance.

When planning a new tree, check with the nursery to make sure there is enough for the fully mature tree that the selected sapling will become. Please remember, the City of Westwood can prune, or cause to be pruned at the owners' expense, any tree or shrub on private property when it interferes with the proper spread of light along the street from a street light, or interferes with visibility of any traffic control device or sign.

Please either hire reputable arborists or make proper pruning decisions yourself. Never top a tree because this will result in bad branching habits which will lead to poorly attached branches that are susceptible to wind, snow and ice damage.

Chapter Three – Parking Regulations

Street Parking

Congested streets can pose safety hazards to emergency vehicles. Parking anytime is prohibited on some streets. On other streets parking is restricted during certain hours only. Look for the signage that specifies any of these restrictions.

Overnight Parking on Streets

Unobstructed streets make for easier access by police and emergency vehicles. For that reason, and to facilitate snow removal during winter months, Westwood's ordinances prohibit parking on any street, public road or highway within the city for more than two hours between the hours of 12:01 a.m. and 6:00 a.m.

Parking or Storage of Boats, Trailers, Commercial and Recreational Vehicles:

- Parking or storing boats, campers, trailers, motorcycles or jet skis for more than 12 hours on any parcel of land where it can be seen from a public street or adjacent property by the public at large is not allowed.
- All recreational equipment and vehicles such as boats, campers, trailers, motorcycles, and jet skis must be stored inside an enclosed structure except as provided above.
- A special permit may be obtained from the police department to park any of the above in public view for two periods of four days each in each calendar year.
- Repairing and/or mechanical work on any vehicle mentioned above must be done in an enclosed building or garage.
- Any vehicle larger than a one ton pick-up must be parked in an enclosed garage.
- The above requirements do not prohibit vehicles from loading and unloading household goods in residential districts for a period of up to 24 hours.
- Boats, trailers, commercial or recreational vehicles may not be used as a dwelling unit for living, sleeping, or housekeeping purposes. The connection of any such vehicle to utility services (other than for periodic maintenance and/or repair), is prohibited.

Parking In Yards

Vehicles may not be parked on any lawn or yard area. Parking is permitted only in driveways in the residential areas of Westwood.

Inoperable Vehicles

Inoperable vehicles constitute a nuisance and are not permitted. You may contact the City Codes Official at 913.362.1550 for definitions and exceptions.

Chapter Four – Building Permits

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the International Residential code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

By following code guidelines, your completed project will meet minimum standards of safety and will be less likely to cause injury. A building permit is required not only for the health and safety of you and your family but also to maintain the character and aesthetic appeal of homes in Westwood.

The following projects require a permit in Westwood;

- Additions such as bedrooms, bathrooms and family rooms
- Basement renovation
- Change of occupancy of a building
- Cutting an opening in an existing wall
- Decks
- Demolition
- Driveway and driveway approach in the right-of-way
- Dumpsters or PODS for temporary use
- Electrical system (Enlarge, alter, repair, remove, convert or replace)
- Fences
- Fireplaces
- Garages, attached or detached
- Gas System (Enlarge, alter, repair, remove, convert or replace)
- HVAC (heating, ventilating and air-conditioning) systems
- Installation of hot tubs, spas and swimming pools
- Interior remodels
- Mechanical system (Enlarge, alter, repair, remove, convert or replace)
- Monument and freestanding signs and facade signs
- Moving of structures
- New buildings or other structures
- Patio covers
- Plumbing system (Enlarge, alter, repair, remove, convert or replace)
- Portable toilets
- Renovations
- Re-roofing homes, garages and commercial buildings
- Screened-in porches, construction or adding screen or adding glass
- Sheds

- Work on sidewalks in the right-of-way
- Additions of solar panels
- Any tenant finish
- Installation of water heaters

Projects that do not require permits:

Painting

Papering

Tiling

Carpeting

Cabinets, counter tops and similar finish work

Playground equipment

The Permit Process

1. To obtain a permit, the first step is to file an application, which can be accessed [online](#) or at City Hall.
2. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the code and ordinances.
3. The construction documents submitted with the application for permit shall be accompanied by a site plan showing the size and location of new construction and existing structures on the site and distances from lot lines. The site plan requirements are: address, property size, buildings size by square footage, percentage of lot covered by buildings' footprint, setbacks from overhang and gutters (front, rear, and sides), location of sidewalks, location of new construction and existing structures with square footage of each.
4. The building official will review your plans and determine if your project is in compliance with local requirements. If your plans meet these requirements, a permit is issued. If not, the Building Official may suggest solutions to help correct the problem.
5. A fee, based on the cost of the job (labor and materials), is collected to cover the cost of the application, the review and the inspection process.
6. On-site inspections will be required to make certain the work conforms to the permit, local codes and plans. The Building Official will be there to help you with questions and concerns regarding the project and to ward off potentially costly mistakes. Be sure to get your Building Official involved with your project because the building department is on your side.
7. A final inspection shall be made upon completion and documentation will be provided.