

# Building Permit Application



**CITY OF OSAWATOMIE**  
 439 Main Street  
 P.O. Box 37  
 Osawatomie, Kansas 66064  
 913-755-2146  
 FAX: 913-755-4164

Permit No. \_\_\_\_\_

Job Address \_\_\_\_\_

Owner Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Type     New     Addition     Remodel of Existing     Tenant Finish     Grading Only     HVAC only     Electrical Only  
           Plumbing     Footing/Foundation Only     Fence     Other \_\_\_\_\_

Description \_\_\_\_\_

Contractor	Contractor Name	License Number	Contact Number
General/Builder	_____	_____	_____
Electrical	_____	_____	_____
Plumbing	_____	_____	_____
Mechanical	_____	_____	_____
Foundation	_____	_____	_____
Other	_____	_____	_____

Use \_\_\_\_\_     Single Story     Multi Story    Fire Sprinklers?  Yes  No  
**Square Footage** 1st Floor \_\_\_\_\_ 2<sup>nd</sup> Floor \_\_\_\_\_ Basement \_\_\_\_\_ Other \_\_\_\_\_  
                          Garage \_\_\_\_\_ Decks/Covered Porch \_\_\_\_\_ **Total Sq. Ft.** \_\_\_\_\_  
**Setbacks Provided:** \_\_\_\_\_ Street Yard \_\_\_\_\_ Side Yard \_\_\_\_\_ Side Yard \_\_\_\_\_ Rear Yard  
**Utilities**     City Water     Rural Water     City Sewer     Septic    **Estimated Construction Value \$** \_\_\_\_\_

**STAFF USE ONLY**

**Zoning District** \_\_\_\_\_ **Setbacks Required:** \_\_\_\_\_ Street Yard \_\_\_\_\_ Side Yard \_\_\_\_\_ Side Yard \_\_\_\_\_ Rear Yard  
 Sidewalk Required?  Yes  No    Landscaping Escrow Required?  Yes  No    Amount \$ \_\_\_\_\_  
 Zoning Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**City Application Requirements:**

Residential Building & Site Plans – 2 copies     Commercial Building & Site Plans – 3 copies     Right-of-Way Permit  
 Contractor Licenses Verified    Septic Permit No. \_\_\_\_\_    Highway Entrance Permit No. \_\_\_\_\_

I hereby affirm that the above statements are true and correct and also agree to comply with all provisions of the building code and other applicable ordinances or laws. Applications will not be processed until all requested information has been provided

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Permission for described work is granted by:

Building Inspector Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Office (913) 755-2146 - Ext. 102 or Fax (913) 755-4164

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT STARTED WITHIN 180 DAYS, OR IF WORK OR CONSTRUCTION IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS ANY TIME AFTER WORK IS STARTED. PERMITS SHALL BE RENEWED ANNUALLY. DEMOLITION MUST BE COMPLETED WITHIN 90 DAYS.

Fees	
Building	
Mechanical	
Electric	
Plumbing	
Water Service	
Sewer Service	
Other	
Re-Roof	
Plan Review	
Materials	
<b>Total</b>	

CITY OF OSAWATOMIE, KANSAS  
BUILDING INSPECTION DEPARTMENT

**REQUIRED INFORMATION TO OBTAIN  
A BUILDING PERMIT**

***Note: If the value of your improvement increases the County Assessed Value of the property by \$10,000.00 or more, you may be eligible for a Property Tax Rebate. Check with the County Appraiser PRIOR to construction for more details. (In City Limits Only)***

If you are submitting plans for a new house, garage, carport, storage building, deck, porch or agricultural building the following information is required before a plan review is started and a permit can be issued.

If you are remodeling the following information is also required when applicable. In all cases the building official shall decide which information is necessary for a proper plan review.

1. Site Plan: The site plan needs to show the size and location of new construction and existing structures on the site and distances from lot lines.

2. Blueprints: Prints do not have to be drawn in all cases by a registered design professional. However, if the owner or contractor draws the plan they must be at a scale of 1/4" per ft. Construction documents must be drawn upon suitable material. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail all phases and elements of proposed work. Two copies are required.

When the plans are examined and they comply, a permit will be issued. If plans are found not to conform to the requirements and pertinent laws, the building official shall reject such application in writing, stating the reasons(s). Any questions concerning permits or codes should be directed to the building official.

It is the responsibility of every person who performs work for the installation or repair of building, structure, electrical, gas, mechanical or plumbing systems for which the code is applicable to comply with the code.

Depending on the permit applied for, it will take 1-5 days for the original plan review. The only permits that can possibly go out the same day are 1) roofing tear offs, 2) H.V.A.C. replacements (depending on the location and type), and 3) water heater replacements (depending on the location and type).

It shall be the duty of the permit holder or their agent to notify the building official that such work is ready for inspection. It shall be the duty of the person requiring any inspections required to provide access to and means for inspection of such work.

Building Official and for inspections: 755-2146 ext. 102 or Fax 755-4164  
codes@osawatomieks.org

ONLINE: osawatomie.org under DEPARTMENTS (Building, Planning & Zoning)