

**Building Permit Application**

**Building/Demolition Permit #** \_\_\_\_\_

City of Neodesha  
 P.O. Box 336  
 Neodesha, KS 66757

Property Owner \_\_\_\_\_

Application Date \_\_\_/\_\_\_/\_\_\_

Beginning Date \_\_\_/\_\_\_/\_\_\_

Completion Date \_\_\_/\_\_\_/\_\_\_

(620)432-1268 Cell, Day or Night

Estimated Value of Construction \$ \_\_\_\_\_

**Kansas Dig Safe (811) will be contacted by the owner or contractor before any excavation. If any excavation has taken place and Kansas Dig Safe has not been called, a stop work order will be issued until utility locates are done and proof is provided to the Building Official.**

***PLEASE CONTACT THE BUILDING OFFICAL PRIOR TO PERFORMING ANY WORK***

LOCATION OF BUILDING	
At (ADDRESS) _____	ZONING DISTRICT _____
Between _____	and _____
(cross street)	(cross street)
ADDITION _____	LOT _____ BLOCK _____ LOT SIZE _____

**TYPE AND USE OF BUILDING**

TYPE OF IMPROVEMENT	PROPOSED USE (CLASSIFICATION)	CONSTRUCTION TYPE
<input type="checkbox"/> <b>NEW BUILDING</b>	<input type="checkbox"/> ASSEMBLY <input type="checkbox"/> MERCANTILE	<input type="checkbox"/> TYPE I FR <input type="checkbox"/> TYPE III N
<input type="checkbox"/> ADDITION	<input type="checkbox"/> BUSINESS <input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> TYPE II FR <input type="checkbox"/> TYPE IV HT
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> EDUCATION <input type="checkbox"/> STORAGE	<input type="checkbox"/> TYPE II 1 HR <input type="checkbox"/> TYPE V 1 HR
<input type="checkbox"/> REPAIR	<input type="checkbox"/> FACTORY <input type="checkbox"/> UTILITY	<input type="checkbox"/> TYPE II N <input type="checkbox"/> TYPE V N
<input type="checkbox"/> <b>DEMOLITION</b>	<input type="checkbox"/> HAZARDOUS <input type="checkbox"/> OTHER	<input type="checkbox"/> TYPE III 1 HR <input type="checkbox"/> OTHER
<input type="checkbox"/> MOVING	<input type="checkbox"/> INDUSTRIAL	
<input type="checkbox"/> FENCE		<input type="checkbox"/> CHAINLINK <input type="checkbox"/> PREFAB
<input type="checkbox"/> ROOF		<input type="checkbox"/> WOOD <input type="checkbox"/> DECORATIVE
<input type="checkbox"/> OTHER		

# BUILDING & SITE CHARACTERISTICS

<i>PRINCIPAL TYPE OF FRAME</i>	<i>PLUMBING AND MECHANICAL</i>		<i>FLOOR AREA</i>
___ MASONRY	TYPE OF SEWAGE DISPOSAL ___ PUBLIC ___ PRIVATE	TYPE OF MECHANICAL ___ FORCED AIR ___ BOILER	___ 1 <sup>st</sup> ___ 2 <sup>nd</sup>
___ WOOD	TYPE OF WATER SUPPLY ___ PUBLIC	TYPE OF FUEL ___ ELECTRIC ___ GAS	___ 3 <sup>rd</sup> ___ BSMT
___ STEEL	WHAT UTILITIES ARE CURRENTLY ACTIVE? ___ NATURAL GAS    ___ WATER ___ ELECTRICITY ACCT# _____		___ GAR
___ REINFORCED	BACKFLOW DEVICES IF REQUIRED ___ REQUIRED                    _____ ___ NOT REQUIRED            _____		___ TOTAL
___ CONCRETE			
___ OTHER			

## MISCELLANEOUS

<b>ROOMS (RESIDENTIAL)</b>	<b>SITE</b>	
Indicate number		
___ BEDROOMS (MAIN LVG)	___ FLOOD PLAIN ZONE	NUMBER OF OFF STREET PARKING SPACES REQUIRED
___ BEDROOMS (BSMT)	___ FLOOD PLAIN ELEVATION	
___ BATHS	___ PROPOSED FINISHED FLOOR	
___ DINING	FIRM# _____	_____
___ KITCHEN		
___ LIVING	<b>SETBACKS</b>	<b>OCCUPANT LOAD</b>
___ GARAGE	SIDE YARD _____	_____
___ BASEMENT (FINISHED)	FRONT YARD _____	<b>OTHER</b>
___ BASEMENT (UNFINISHED)	REAR YARD _____	_____

**BUILDING PERMIT APPLICATION CONTINUED**

**IDENTIFICATION – To be completed by all applicants if applicable.**

	Name	Mailing Address	Zip	Telephone & Email
OWNER				
*CONTRACTOR				
*ELECTRICIAN				
*PLUMBER				
*MECHANICAL				
ARCHITECT				

*I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws for this jurisdiction.*

\_\_\_\_\_  
*Signature of Applicant*  
*(Owner and/or Contractor)*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Application Date*

## **STAKING OF LOTS/RE-INSPECTIONS**

On all new construction (including additions), the City requires the developer to have the parcel of land staked prior to beginning work to aid in the inspection process. Re-inspection fees may be applicable if contractor/owner requests inspection and work is not ready for inspection. If it is determined that re-inspection fees are necessary, they will be borne by the contractor/owner.

## **FLOODPLAIN REGULATIONS (if applicable)**

If property is located in *Flood Boundary District*, then a *Flood Plain Development Permit Application* must be completed at the time application for building permit is made. NO CONSTRUCTION can begin until City can be assured that Flood Plain Regulations have been complied with. If the area is located within the *Floodway Hazard Area*, NO CONSTRUCTION can be permitted without engineer's certificate that it will have no effect on the flood elevations. Proof of cost of improvement may be required when requesting permit to construct within the flood boundary district.

## **DISCLAIMER**

City Staff is only authorized by the City of Neodesha to assist in issuance of building permits, and are not licensed engineers or surveyors. The City of Neodesha disclaims any responsibility for any errors or omissions concerning the survey of your property or adjoining property. It is recommended that you contact a licensed engineer or surveyor if you wish to have your property surveyed.

## **VALIDITY**

The issuance or granting of a permit or approval of plans and specifications shall not be construed to permit for, or an approval of any violation of any of the provisions of the International Building Code, International Residential Building Code, or any ordinance of the City of Neodesha. No permit presuming to give the authority to violate or cancel the provisions of the code shall be valid.

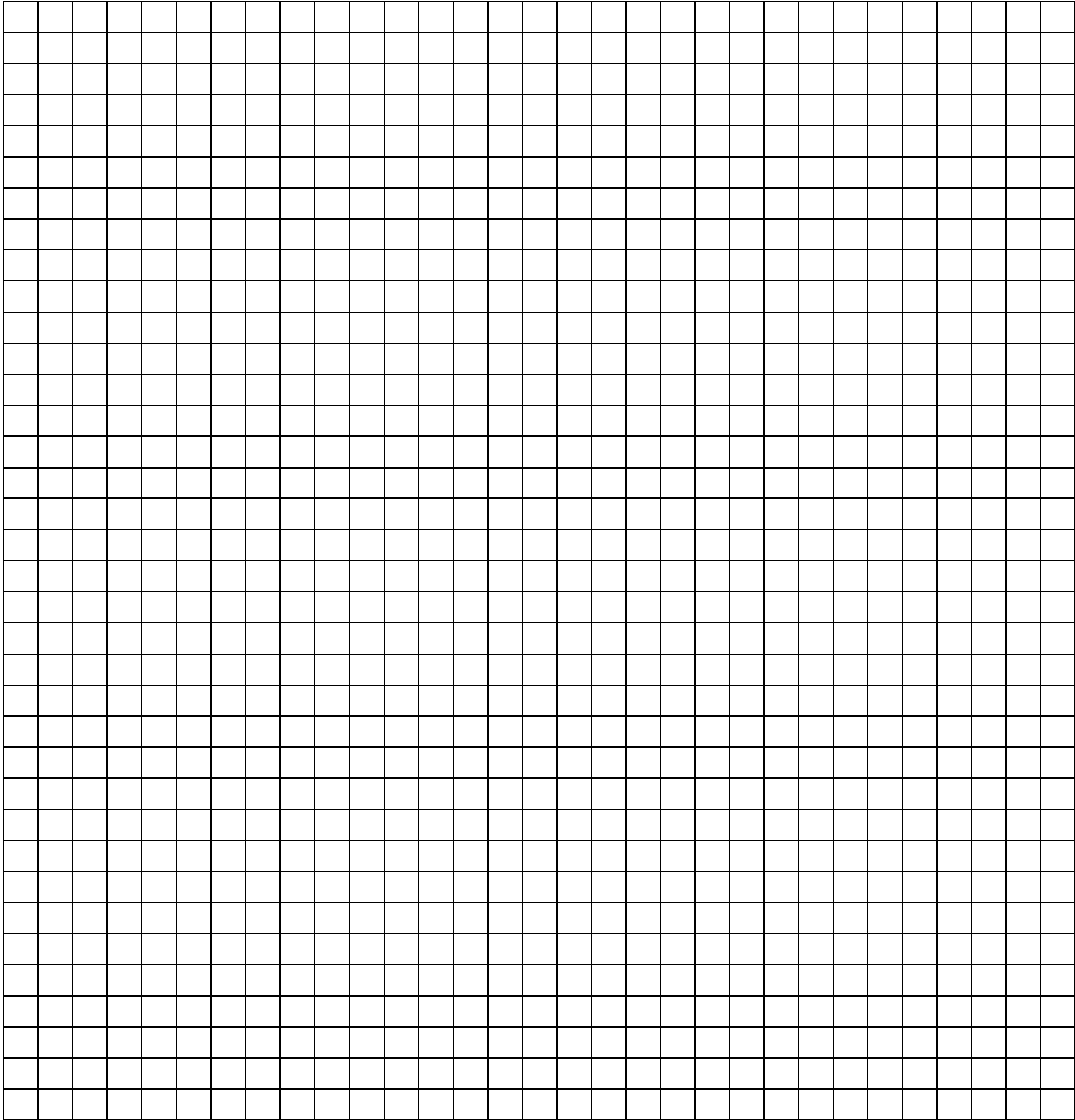
## **EXPIRATION**

An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing. If such application has been pursued in good faith, the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. Each extension shall be requested in writing, with the basis for the request detailed within the request. The extension is subject to additional fees.

*A copy of the blueprints or a sketch is required with the  
\*Building Permit\* application.*



NORTH



## For Office Use Only.

### PLAN REVIEW RECORD

Plans Review Required	Check	Reviewed by	Date	Notes
BUILDING				
PLUMBING				
MECHANICAL				
ELECTRICAL				
OTHER				
SPRINKLERS				
HOOD SYSTEMS				

INSPECTIONS	DATE	BY	REINSPECT	INSPECTIONS	DATE	BY	REINSPECT
SITE				ROUGH ELECTRIC			
TEMPORARY ELECTRIC				SEWER TAP			
FOOTINGS (house)				SHEET ROCK			
FOOTINGS (garage)				GAS LINE			
FOUNDATION (House)				ELECTRICAL			
FOUNDATION (Garage)				FINAL PLUMBING			
UNDER-FLOOR PLUMBING				FINAL ELECTRICAL			
ROUGH FRAMING				FINAL BUILDING			
ROUGH PLUMBING				SHEETING (ROOF)			
				REMOVE/REPLACE (ROOF)			

### **VALIDATION**

<p>PERMIT NUMBER _____</p> <p>DATE ISSUED _____</p> <p>OCCUPANCY CERTIFICATE DATE _____</p> <p>TERMITE CERTIFICATE RECEIVED    YES    NO</p> <p>APPROVED BY: _____</p> <p style="text-align: center;">BUILDING INSPECTOR</p>	
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**BUILDING PERMIT EXTENSIONS:** (Fee based on cost of Building Permit)

**Extension # 1:** FEE \_\_\_\_\_ DATE \_\_\_\_\_ RECEIPT # \_\_\_\_\_

REASON \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

BUILDING OFFICIAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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**Extension # 2:** FEE \_\_\_\_\_ DATE \_\_\_\_\_ RECEIPT # \_\_\_\_\_

REASON \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

BUILDING OFFICIAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Revised: 5/11/2023 TLJ