



611 Mulberry Road, Suite 300
 Derby, KS 67037
 Phone: 316-788-6632
 Email: permits@derbyweb.com
www.derbyks.com

**Application for
 COMMERCIAL BUILDING PERMIT**

Date: _____ Valuation: \$ _____ Building Fee: \$ _____
 Permit #: _____ Manhole Deposit: \$ _____

Sewer Tap: \$ 2500.00
 C/O: \$ 25.00
 Issuance: \$ 25.00

A COPY OF THE PERMIT MUST BE KEPT ON SITE AT ALL TIMES

TOTAL: \$ _____

The following information must be supplied in order to process and issue your permit. An incomplete application will only delay your project until the information is obtained.

Lot #: _____ **Block:** _____ **Addition:** _____

Work associated with this permit is on property located within the Buckner Business District or West End, and is therefore eligible for a 50% fee reduction.

Is the property in a flood zone (If yes, a flood plain permit is also required): **Yes** **No**

OFFICE USE ONLY: ZONING _____

Name of Business Being Built: _____

Business Owner Name: _____
 (First) (MI) (Last)

Business Owner Phone: _____ **Business Owner Email:** _____

Address of Project: _____

Contractor: _____ **Derby License #** _____

Contractor's Address: _____

_____ (City) _____ (State) _____ (Zip)

Phone #: () _____ **Fax #:** () _____ **Email:** _____

OFFICE USE ONLY: _____ Email Permit _____ USPS _____ Fax _____ Applicant will pick up.

All subcontractors must be licensed in the City of Derby

Electrical Contractor: _____ **Derby License #** _____

Plumbing Contractor: _____ **Derby License #** _____

Mechanical Contractor: _____ **Derby License #** _____

Concrete Flatwork Contractor: _____ **Derby License #** _____

Proposed use: **Church** **Hotel/Motel** **Hospital** **Office**
 Retail **Restaurant** **School** **Service Station**
 Financial **Other** _____
 (describe)

Type of Work: **New** **Remodel** **Tenant Finish** **Repair** **Addition**

Scope of work: _____

Structure and Lot Information

Total Lot Size: _____ Lot Width: _____ Lot Depth: _____

Building Width: _____ Building Depth: _____ Building Hgt: _____

Basement Sq. Ft.: _____ 1st Floor Sq. Ft.: _____ 2nd Floor Sq. Ft.: _____

Project is an Addition or Remodel _____ sq. ft.

Fire Extinguishing System: Cooking Hood System Spray Finishing Operation Fire Sprinklers

Roof Material: Asphalt Wood Shingle Wood Shake Concrete Tile Clay Tile

Fiberglass Tile Rolled Roofing Hot Mop-Tar Metal

Plumbing: Total Fixtures _____ (Stools, Showers/Tubs, Sinks, Hot water tank)

Heating Type (may be more than one): Gas Elect. Oil Solar Hot Water Heat Pump Other

Total lot coverage by all structures located at this site: _____% (New and Existing)

Square Feet of Impervious Surface: _____

Does project include: Sewer Tap Water Tap (Water service application is attached.)

I hereby certify that the information given herein is correct and that I will comply with the zoning regulations, and a permit issued upon false statement of any fact, which is material to the issuance of a permit, hereof shall void said permit. Permits and/or certificate when issued DO NOT NULLIFY ANY DEED RESTRICTION VALIDLY FILED OF RECORD. I also agree to install appropriate erosion control measures in order to avoid dirt, sand and other material from accumulating within public street right-of-way (12.36 and 15.32).

I acknowledge that if this permit is denied, the City will retain the \$25.00 issuance fee for administrative purposes.

Contractor Signature

Date

Printed Name

=====

PERMISSION IS HEREBY GRANTED TO PROCEED WITH THE WORK INDICATED ABOVE UPON RECEIPT OF BUILDING PERMIT.

ISSUED BY:

DERBY BUILDING OFFICIAL

Date



City of Derby/El Paso Water Company
 611 N. Mulberry Rd
 Derby, KS 67037
 (316)788-1424

NEW WATER SERVICE INSTALLATION ACKNOWLEDGEMENT

The City of Derby/El Paso Water Company will designate the point at which the customer's service line may be connected to the company's main or equipment. The customer is responsible for providing a water service line to the meter location.

- The City designates the location for the water meter box and it will be marked on site with a blue stake and located for installation. The contractor will coordinate with City staff when the service is ready for connection. If any alterations of the location are required, please call the Utilities Division at 788-1151. (Commercial meter installation scheduling will be coordinated as necessary).
- The proper pipe fitting (1", 2" etc.) shall be left on site to allow connection to the company's equipment.
- The water line shall be placed at a depth of roughly 3 ft. at the location of the meter. If the water line is installed prior to meter installation and the proper fitting is provided, the City will make the connection to the meter. If it is not ready, it is the customer's responsibility to make the connection.
- Water service will be provided by tapping the smallest diameter water line available to the property. If the property is a corner lot and/or has multiple water mains to connect to, the shortest distance may be used.
- If the only available option is to tap a large diameter line (larger than 12"), customer is responsible for tapping the main and installation of a valve to isolate the meter and service the line from the main. An inspection will be required.
 - For each water meter 2" or smaller, a 2" gate valve must be installed.
 - The gate valve can be connected with a fitting or tapping sleeve.
 - Do not remove utility flag and paint locates. This will delay the installation of the service for a minimum of three working days. Utility locates must be in place prior to water meter installation.
 - The staked meter location should be kept clear of debris and any items that may interfere with the installation of the meter. Failure to maintain the staked area from interferences will result in the installation being rescheduled or postponed.

The City will charge for replacement or repairs due to negligent or intentional acts of the customer or the customer's agents, licensees or invitees.

- Upon completion of water service installation, the customer will be responsible for the cost of repair or replacement, if damaged.
- Every effort will be made to avoid conflict between meter location and established sidewalk. Customer is responsible for replacement of sidewalk if the city finds necessary to remove for completion of service installation.

The undersigned requests the City of Derby Utilities/El Paso Water Company to supply metered water and/or sewer service at the address given below. Water meters are the property of the City of Derby. The undersigned agrees to use and pay for the service rendered at this address and agrees to conform to all the rules and regulations governing the service now on file with the utility regulatory body. It is understood the City of Derby/El Paso Water Company may discontinue service for misuse of service or failure of the undersigned to pay for service when due.

___ 1" = \$2,386.80 (\$2,210.00 + \$176.80 tax) ___ 2" = \$5,194.80 (\$4,810 + \$384.80 tax)

PROPERTY ADDRESS _____

BUILDING, UNIT OR SUITE #(S): _____

PURPOSE OF METER: ___ RESIDENCE ___ BUSINESS ___ IRRIGATION ONLY ___ OTHER: _____

BILLING NAME/COMPANY _____

TAX ID # _____ PHONE # _____

BILLING ADDRESS _____

SIGNATURE _____ DATE _____