



611 Mulberry Road, Suite 300  
 Derby, KS 67037  
 Phone 316-788-6632  
 Email: [permits@derbyweb.com](mailto:permits@derbyweb.com)  
[www.derbyks.com](http://www.derbyks.com)

**Application for  
 Commercial Plan Review**

Date: \_\_\_\_\_ Valuation: \$ \_\_\_\_\_ Plan Review Fee: \$ \_\_\_\_\_

The following information must be supplied along with 3 printed and bound sets of full-size plans in order to initiate plan review. An incomplete submittal will only delay your review until the information is obtained.

**Lot #:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Addition:** \_\_\_\_\_

**Property is located within the Buckner Business District or West End, and may be eligible for a 50% fee reduction.**

**CONTACT INFORMATION**

**Project Address:** \_\_\_\_\_

**Architect/Engineer Name:** \_\_\_\_\_

**Architect/Engineer Address:** \_\_\_\_\_

**Architect/Engineer Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_

**Property Owner Mailing Address:** \_\_\_\_\_

**Property Owner Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contractor Name/Company:** \_\_\_\_\_

**Contractor Address:** \_\_\_\_\_

**Contractor Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Business Owner:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Business Owner Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**PROJECT INFORMATION**

**Proposed use:**     Church     Hotel/Motel     Hospital     Office  
                           Retail     Restaurant     School     Service Station  
                           Financial     Other \_\_\_\_\_

**Type of Work:**     New     Remodel     Repair     Addition <sup>(describe)</sup>

**Scope of Work:** \_\_\_\_\_

## Structure Information

1st Floor Sq. Ft.: \_\_\_\_\_ 2nd Floor Sq. Ft.: \_\_\_\_\_ Basement Sq. Ft.: \_\_\_\_\_

Addition/Remodel \_\_\_\_\_ Sq. Ft.

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).

\_\_\_\_\_  
Authorized Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

=====

**The plans submitted with this application have been reviewed and comments have been returned to the Architect.**

**APPROVED BY:**

\_\_\_\_\_  
**DERBY BUILDING OFFICIAL**

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

### OFFICIAL USE ONLY

Zone District: \_\_\_\_\_

Site Plan Review Required:

Yes  No

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date

Do screening requirements exist:

Yes  No

Erosion Control Drawings Included

Yes  No  N/A

Parking Requirements: \_\_\_\_\_

Fire Approval:

\_\_\_\_\_  
Fire Code Official

\_\_\_\_\_  
Date

Engineering Approval:

\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
Date

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_