



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

**RESIDENTIAL BUILDING PERMIT & CERTIFICATE
 OF OCCUPANCY APPLICATION**
 Basement Finish • Remodel • Addition • Garage •
 Deck (more than 30" above grade) •
 Retaining Wall • Accessory Structures (Larger than 119 sq. ft.)

**A SITE PLAN DRAWING & FLOOR PLAN MUST BE SUBMITTED WITH THIS APPLICATION
 A COPY OF THE PERMIT MUST BE KEPT ON SITE AT ALL TIMES.**

Date: _____ **Valuation:** _____ **Building Fee:** \$ _____
 (Market Value of Improvements, Excluding Land) **C/O:** \$ 25.00
Issuance: \$ 25.00
Total: \$ _____

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

CONTACT INFORMATION

Address of Project: _____

Property Owner Name: _____

Property Owner Phone: _____ **Email:** _____

Contractor Name/Company: _____ **Derby License #:** _____

Contractor Address: _____

Contractor Phone: _____ **Email:** _____

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

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

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

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

PROJECT INFORMATION

Legal Description of Property: Lot _____, Block _____, _____ **Addition**

Project Description (check all that apply)*:

- Building Addition** **Detached Garage** (cannot exceed size of house footprint)
- Accessory Structure** (over 119 sq. ft. / cannot exceed size of house footprint)
- Deck** (more than 30" above grade)
- Retaining Wall** (48 in. or greater above grade) **Basement Finish:** _____ **Sq. Ft**
- Other:** _____ ***Additional permits may be required**

Type of Work: Remodel Repair Addition

Describe Proposed Project: _____

Structure Height: _____

Fixtures: Plumbing Addition: Full Bath _____ Half Bath _____ **Total Fixtures** _____ (Stools, Showers/Tubs, Sinks, Hot Water Tank)

Fireplace Addition: Masonry Prefabricated

SETBACKS (Minimum Required Distance between Structure(s) and Property Line(s))

Minimum Setbacks Required by Zoning District:

Actual Distances Proposed (Feet):

Front: _____
First Side: _____
Second Side: _____
Rear: _____

Front: _____
First Side: _____
Second Side: _____
Rear: _____

Detached Garages must be a minimum of 3 ft. from the residence or provide a fire-rated wall if less than 3 ft. away.

LOT COVERAGE (Maximum Area of a Property That Can Be Developed with Structures)

Use the Following to Determine Lot Coverage on the Property:

Proposed Addition _____ sq. ft.
Existing House _____ sq. ft.
Existing Garage _____ sq. ft.
Existing Deck/Porches/Covered Patios _____ sq. ft.
Existing Accessory Building(s) _____ sq. ft.
Total _____ divided by lot size _____ sq. ft.

Total Lot Coverage Equals _____% (New and Existing Structures Cannot Exceed 40% Coverage)

FLOODPLAIN & PAD ELEVATION

Is the property in a FEMA Hazard Area: Yes No (If Yes, a Floodplain Development Permit may be required)

Does the property require a minimum pad elevation? Yes No Min. Pad Elevation Required: _____

CERTIFICATION

- I understand that sleeping areas in basements must comply with the 2018 International Residential Code. I further understand that I am responsible for the structure passing a final inspection, assuring that any manholes on the subject property are not covered during building construction and assuring that the building will not be occupied prior to the issuance of a certificate of occupancy. 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).
- Accessory structures, detached garages, outbuildings, etc. over 119 sq. ft. shall be of a similar architectural design and material as the principal structure (Article 600.C.5 of the Zoning Regulations).
- I hereby certify that the information given herein is correct and that I will comply with the zoning regulations and requirements of this application. I understand that a permit issued based on false statements, which are material to the issuance of this permit, shall make any issued permit null and void. Issued permits and/or certifications do not nullify any deed restrictions or restrictive covenants filed of record.
- I acknowledge that if this permit is denied, the City will retain the \$25.00 issuance fee for administrative purposes.
- The applicant must call for inspections 24 Hours in Advance. Contact (316) 788-6632 Option 2 to schedule the required inspections.

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

Applicant Signature

Date

Printed Name

OFFICIAL USE ONLY		
Required Documents: <input type="checkbox"/> Fee <input type="checkbox"/> Plot Plan w/ Dimensions <input type="checkbox"/> Elevation Drawings (if applicable)		
<input type="checkbox"/> Floodplain Development Permit Application (if applicable)		
Permit Number: _____		
Permit Status: APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> Attach Laminated Notice <input type="checkbox"/>		
Reviewed By:		
_____ City Planner or Authorized Agent	_____ Building Trades Official or Authorized Agent	_____ Permit Issue Date
Notes/Conditions: _____		
Permit Return Method: <input type="checkbox"/> Email Permit <input type="checkbox"/> Mail (USPS) <input type="checkbox"/> Pick-Up (Call Applicant)		