



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

**Application for  
 Residential Building Permit & Certificate of  
 Occupancy  
 (New Single Family & Two-Family Homes)**

**SITE PLAN DRAWING INCLUDING DRIVEWAY & FLOOR PLAN MUST BE SUBMITTED WITH APPLICATION**

Date: \_\_\_\_\_ Valuation: \_\_\_\_\_ Permit # \_\_\_\_\_

(Market value of improvements, excluding land)

Bldg. Fee: \$ \_\_\_\_\_  
 Sewer: \$ 1,000.00  
 Manhole Deposit \$ \_\_\_\_\_  
 C/O: \$ 25.00  
 Issuance: \$ 25.00  
**Total: \$ \_\_\_\_\_**

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

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)\*:  Single Family  Multi Family \*Additional permits may be required

**Structure and Lot information**

Lot Size \_\_\_\_\_ Sq. Ft. Width of Lot \_\_\_\_\_ Depth of Lot \_\_\_\_\_

1st Floor Area Sq. Ft.: \_\_\_\_\_ 2nd Floor Area Sq. Ft.: \_\_\_\_\_ Driveway Sq. Ft.: \_\_\_\_\_

Basement Area Total Sq. Ft.: \_\_\_\_\_ Unfinished Sq. Ft. \_\_\_\_\_; Finished Sq. Ft. \_\_\_\_\_;

Foundation Type:  View Out  Walk Out  Non-View Out  Slab on Grade

Attached Garage/Carport Sq. Ft.: \_\_\_\_\_ Attached Deck/Porch Sq. Ft.: \_\_\_\_\_ (Must show on plot plan.)

Number of Dwelling Units:  One  Two Number of Stories:  One  Two Building Height \_\_\_\_\_

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

Plumbing:  Full Bath #\_\_\_  Half Bath #\_\_\_ Total Fixtures\_\_\_ (Stools, Showers/Tubs, Sinks, Hot Water Tank)

Fireplaces:  Masonry #\_\_\_  Prefabricated #\_\_\_

Total Rooms:  Living #\_\_\_  Dining #\_\_\_  Kitchens #\_\_\_  Bedrooms #\_\_\_

Heating Type(s):  Gas  Elect.  Oil  Solar  Hot Water  Heat Pump  Other

**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. away from Primary Building OR provide a fire-rated wall

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

Use the Following to Determine Lot Coverage on the Property:

House \_\_\_\_\_ sq. ft.  
Garage \_\_\_\_\_ sq. ft.  
Deck/Covered Porches & Patios \_\_\_\_\_ sq. ft.  
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).
  - 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:  Fee  Plot Plan w/ Dimensions  Elevation Drawings (if applicable)  
 Floodplain Development Permit Application (if applicable)

Permit Status: APPROVED  DENIED  Attach Laminated Notice

Permit Number: \_\_\_\_\_

\_\_\_\_\_ Lot S.F.; # \_\_\_\_\_ Manholes; # \_\_\_\_\_ Stormwater Inlet; Flood Info \_\_\_\_\_

Reviewed By:

City Planner or Authorized Agent \_\_\_\_\_

Building Trades Official or Authorized Agent \_\_\_\_\_

Permit Issue Date \_\_\_\_\_

Notes/Conditions: \_\_\_\_\_

Permit Return Method:  Email Permit  Mail (USPS)  Pick-Up (Call Applicant)



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 \_\_\_\_\_