

Commercial Building Permit Application

Application Date:

Applicant Name:

Project Site Address:

Project Site Legal Description (Lot Numbers, Block & Sub-division):

Is the site larger than 1 acre: Yes No

If Yes, attach storm water prevention plan certification from KDHE, Bureau of Water, Industrial, Programs Sections. (785) 296-5545 or stormwater@KDHEKS.GOV

Project Owner:

Name: _____

Address: _____

Telephone: _____

Email: _____

Project Construction Information:

Construction Type: New Construction Addition Accessory Building

 Interior Renovation Exterior Renovation Occupancy Use Change

 Historical restoration roof/re-roof site paving Tenant Finish

 Signage Other

*Please check all that apply. If historical please reference historical section at end of permit. Roofing/re-roof see roofing section.

Occupancy Type: A-1 A-2 A-3 A-4 A-5 B E F-1 F-2 H-1 H-2

 H-3 H-4 H-5 I-1 I-2 I-3 I-4 M R-1 R-2 R-3

 R-4 R-5 S-1 S-2 U

Project Construction Value: _____

Total Square Footage of Project: _____

Number of Stories (if Applicable): _____

Total Project Height (if Applicable): _____

Renovation Exterior/Interior:

Interior Renovation Exterior Renovation

Interior Renovation, does this project consist of creating new spaces within an existing structure:

No Yes Other explain:

If yes, will these spaces be of the same occupancy type as the existing structure:

No Yes

Will this project consist of modifying structural elements (i.e. load bearing walls, columns, beams, joist, etc.)?

No Yes

*if yes please provide the necessary architectural and engineering drawings with the permit application.

Will this project consist of modifying the Mechanical, Electrical and Plumbing systems:

No Yes

*if extensive work will be done please provide the necessary architectural and engineering drawings with the permit application.

Exterior renovation, will this project consist of removing of existing exterior materials:

No Yes

Explain:

Will this project consist of altering exterior opening and appearances:

No Yes

Explain:

Project description:

Roofing/Re-Roof:

Will this project be one of the following:

Overlay Total Tear off

If overlay have cores to the roof been taken, and if so have they been given to the building inspector:

Existing roofing system thickness/number of layers: _____

No Yes Yes but cores have not been given to the building inspector New Construction

Project Description:

Roof Drainage:

existing gutters & downspouts new gutters and downspouts existing scuppers new scuppers existing roof drains new roof drains

If scuppers or roof drains will there be overflows provided:

no yes existing overflows

Historical:

What type of project:

Complete exterior rehabilitation masonry tuck pointing window rehabilitation stucco rehabilitation wood rehabilitation roofing rehabilitation including gutters and downspouts or scuppers storefront rehabilitation Complete interior rehabilitation plaster rehabilitation wood rehabilitation door, frame and hardware rehabilitation millwork rehabilitation stucco rehabilitation stucco rehabilitation stucco rehabilitation

Will this project be funded by an historical grant or will it be seeking historical tax credits?

No Yes

Explain:

If this project is using historical grants or applying to tax credits, please reference the historical section at the end of the permit. Additionally, the historical review process will extend the review process by up to 2 weeks. If you have already submitted your project to the Kansas State Historical office for approval and have received approval, please attach the letter from the State.

The Independence Historical Resource Commission meets monthly and can provide preliminary review and comments of project that have Historical implications.

Signage:

- New Sign – Building Mounted New Sign – Pole Mounted Sign Replacement – Building Mounted
- Sign Replacement – Pole Mounted Lighted New Monument Sign

Will there be more than one building mounted? If yes indicate number.

- No Yes If yes how many: _____

Type of Sign: Lighting Panel Sign LED Graphic Neon Single Sided Two Sided
Square Foot Per Face: _____

Construction Material: _____

Will there be more than one Monument sign? If yes indicate number.

- No Yes If yes how many: _____

Type of Sign: Lighting Panel Sign LED Graphic Neon Single Sided Two Sided
Square Foot Per Face: _____

Construction Material: _____

For pole mounted signage:

Overall height of pole mounted sign (measured from finish grade to top of sign): _____

Pole mounted signage will require stamped structural foundation drawings indicating footing size, reinforcing size and spacing, anchor bolt size & spacing, pole size and specifications. If signage is electronic (lighted or LED) provide electrical riser diagram stamped by Kansas Licensed Electrical Engineer indicating where power will be coming from, size of service, conduit and wire size

Type of Sign: Lighting Panel Sign LED Graphic Neon Single Sided Two Sided
Square Foot Per Face: _____

Construction Material: _____

Signage Company:

Name: _____ City License Number: _____

Company Name: _____

Firm Address: _____

Telephone: _____

Email: _____

Electrical Contractor:

Name: _____ City License Number: _____

Company Name: _____

Firm Address: _____

Telephone: _____

Email: _____

Sign Permit requirements:

One Set of detailed scaled drawings and specifications showing the proposed structure, its construction materials, how it will be installed on either: the exterior of the building, monument base or pole. Detail drawings showing the exaction location of the sign on either the exterior of the building or on a site plan. If it's a pole or monument sign provide dimensions indicating sign location in relation to the sites property lines as well as any setback requirements. Additionally, if pole or monument mounted structural drawings for foundations shall accompany the application, said drawings shall be stamped by a Kansas licensed Structural Engineer. Electrical drawings shall also accompany the application if the sign is lit or is a LED panel sign.

Project Contractor/General Contractor:

Name: _____ City License Number: _____

Company Name: _____

Firm Address: _____

Telephone: _____

Email: _____

Sub-Contractor Information:

Soils/Excavation:

Name: _____ City License Number: _____

Company Name: _____

Firm Address: _____

Telephone: _____

Email: _____

Concrete:

Name: _____ City License Number: _____

Company Name: _____

Firm Address: _____

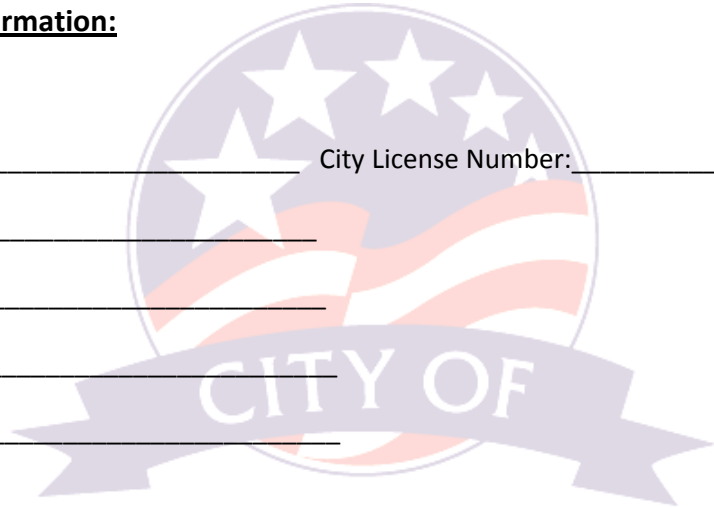
Telephone: _____

Email: _____

Masonry:

Name: _____ City License Number: _____

Company Name: _____



Firm Address: _____

Telephone: _____

Email: _____

Steel/Structural Steel Erection:

Name: _____ City License Number: _____

Company Name: _____

Firm Address: _____

Telephone: _____

Email: _____

Framing:

Name: _____ City License Number: _____

Company Name: _____

Firm Address: _____

Telephone: _____

Email: _____

Roofing:

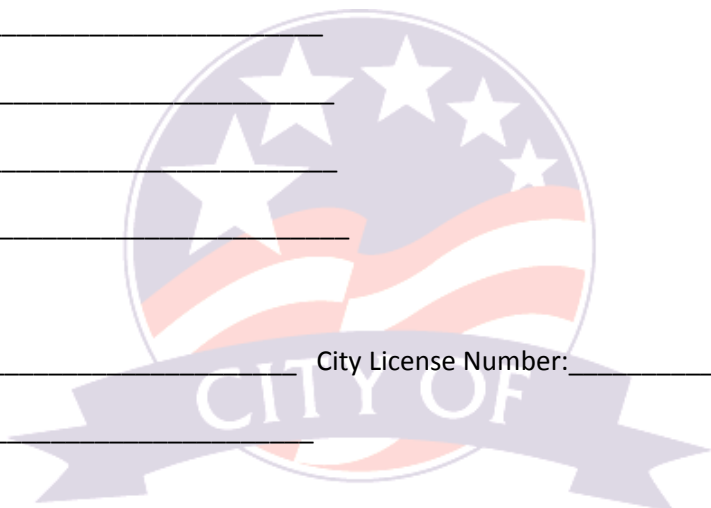
Name: _____ City License Number: _____

Company Name: _____ KS Roofing License Number: _____

Firm Address: _____

Telephone: _____

Email: _____



Flooring Contractor:

Name: _____ City License Number: _____

Company Name: _____

Firm Address: _____

Telephone: _____

Email: _____

Flooring Contractor (if more than one):

Name: _____ City License Number: _____

Company Name: _____

Firm Address: _____

Telephone: _____

Email: _____

Drywall Contractor:

Name: _____ City License Number: _____

Company Name: _____

Firm Address: _____

Telephone: _____

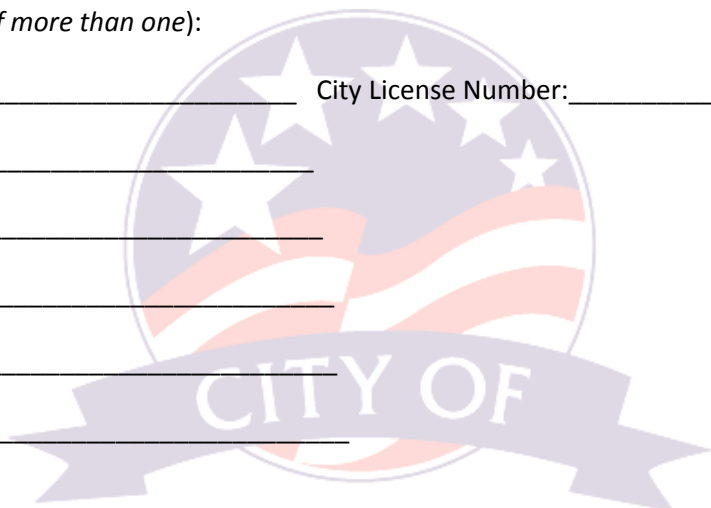
Email: _____

Mechanical Contractor:

Name: _____ City License Number: _____

Company Name: _____

Firm Address: _____



Telephone: _____

Email: _____

Electrical Contractor:

Name: _____ City License Number: _____

Company Name: _____

Firm Address: _____

Telephone: _____

Email: _____

Plumbing Contractor:

Name: _____ City License Number: _____

Company Name: _____

Firm Address: _____

Telephone: _____

Email: _____

Fire Sprinkler Contractor:

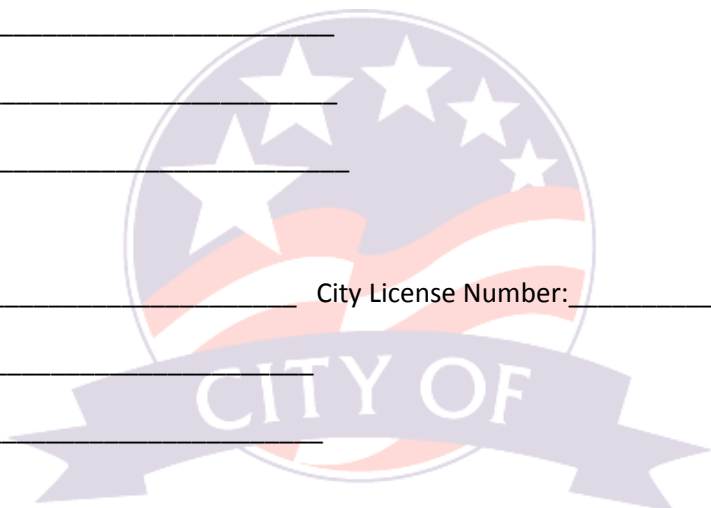
Name: _____ City License Number: _____

Company Name: _____

Firm Address: _____

Telephone: _____

Email: _____



Low Voltage/Security Alarm/Fire Alarm Contractor:

Name: _____ City License Number: _____

Company Name: _____

Firm Address: _____

Telephone: _____

Email: _____

Other:

Name: _____ City License Number: _____

Company Name: _____

Firm Address: _____

Telephone: _____

Email: _____

Design Professionals:

Architect: _____ Kansas License Number: _____

Firm Address: _____

Telephone: _____

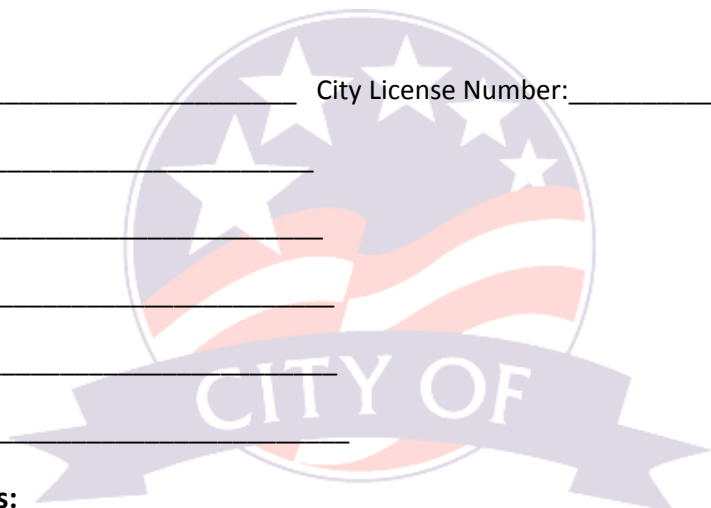
Email: _____

Civil Engineer: _____ Kansas License number: _____

Firm Address: _____

Telephone: _____

Email: _____



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KANSAS

Structural Engineer: _____ Kansas License Number: _____

Firm Address: _____

Telephone: _____

Email: _____

Mechanical Engineer: _____ Kansas License Number: _____

Firm Address: _____

Telephone: _____

Email: _____

Electrical Engineer: _____ Kansas License Number: _____

Firm Address: _____

Telephone: _____

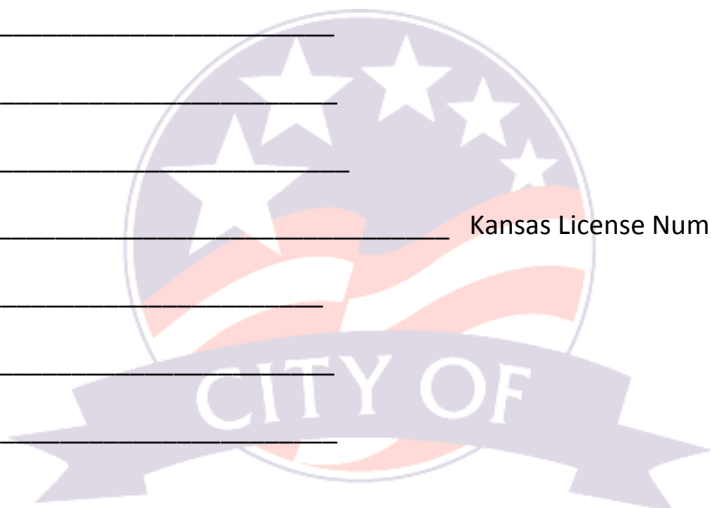
Email: _____

Plumbing Engineer: _____ Kansas License Number: _____

Firm Address: _____

Telephone: _____

Email: _____



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Checklist of Required Submittals & Drawings:

Documents Required	New Construction	Addition	Remodeling Interior	Remodel Exterior	Repairs	Accessory Building
Application Form	X	X	X	X	X	X
Fire Code Footprint	X	X	X	X	X	X
Floor Plan	X	X	X	X	X	X
Site Plan with Utilities	X	X	X	X		X
Elevation Drawings - exterior	X	X		X	X	
Civil Plans & Details	X	X	X			
Structural Plans & Details	X	X	X		X*1	
Mechanical Plans & Details	X	X	X			
Electrical Plans & Details	X	X	X		X*2	
Plumbing Plans & Details	X	X	X			
Construction Details	X	X	X	X	X	X

X*1 - if required at the discretion of the code official

X*2 - Required if the addition of additional electrical switch gear is needed

Kansas State Law requires a licensed Architect or Engineer to design projects and systems meeting certain criteria. The services of a Kansas Licensed Architect are required in the Design of new buildings other than single family dwellings (up to duplex's) or farm buildings (that do not house human occupancy). An architect shall also be required for designing changes to existing buildings which affects the following: structural components, fire resistive qualities of the structure, fire detection or suppression systems, changes in building usage, existing patterns or new partition configurations. **K.S.A. 74-7001, 7003, 7038.**

Stamped drawings by the appropriate design professional are required for all new construction, additions and interior remodeling permits. A pdf of all drawings submitted is also required.

Minimum Information to be included on drawings:

Fire Code Footprint. A drawing indicating the Owners compliance with State Law to protect occupants from dangers of fire and explosion; and the Architect's written and graphic description of the intended Life Safety features in a building used by the public. Reference Kansas State Fire Marshal "Fire Fact 061" <https://www.lvks.org/egov/docs/537011192202083.pdf>

Site Plan: A graphic representation of the property indicating but not limited to the following: property lines, property size (to scale or dimensions shown), North arrow, adjacent street(s), location of existing improvements, proposed construction, setback dimensions from property lines, water service, sewer lines, electrical lines, gas lines, other utilities, any easements, paving, curb cuts, grading & drainage. Storm water drainage/prevention plan, and erosion control plan (if over 1 acre as required by the state)

Floor Plan: Plans shall be drawn to scale with dimensions shown, showing walls, doors, windows, construction types, all floor levels. Indicate method and path of storm water drainage. Note all fire rated partitions, rated doors, safety window glazing, stairway.

Elevation Drawings: Illustrate the building front, sides & rear views. Notation of materials & finishes and showing extent of such items graphically

Electrical Plan: Indicate the location and size of new electrical service and describe new panelboard. Indicate lighting arrangement and distribution of power. Indicate emergency lighting, exit lighting and location of GFCI outlets. Indicate required fire alarm system design and layout.

Plumbing Plan: Indicate the sanitary sewer location exiting the construction and the tie to existing systems (if applicable), with cleanout locations. Indicate the water service line location, size and the tie to existing system (if applicable). Locate and size piping inside the building and location of fixtures. Indicate fire suppression and fire department connection as required. Note backflow prevention device locations and any required grease, and/or oil interceptor.

HVAC Plan: Indicate the building's environmental control system and layout, noting the sizes, types, and fuel used. Indicate venting and exhausting to meet requirements.

Structural Plan: Indicate the footing, foundation, roof framing, column and load bearing systems and locations, noting sizes and strengths of materials used. Note design criteria, including loads and exposure.

Construction Details: Illustrate the construction materials and methods necessary to convey to the building official, the compliance with applicable provisions of the current codes and standards.

Required Documents with Permit Submission: In addition to the permit form the applicant will provide to the City a minimum of three (03) full size sets of drawings with specifications, one (01) 11x17 size set of drawings, and a PDF copy of the drawings (in one PDF file) and PDF copy of the specifications. The PDF versions must be provided to the code official no later than 5 business days after the permit submission. The PDF versions can be provided at the time the permit is submitted or by email. If provided at the time of the submittal they should be placed on a CD or removable media thumb drive. If provided in this manner the CD and/or the thumb drive will remain with the code official and not be returned.

Required Inspections:

The following inspections are required for commercial construction projects within the City of Independence. When your project is ready for an inspection, you may call (620) 332-2541, before 4:00PM the day prior to that requested for the inspection.

General Construction

- DW** (Driveway) An inspection performed to verify that driveways, sidewalks and curb cuts are constructed in conformance with City code and ordinance.
- FRM** (Framing) An inspection of structural components and connections, lumber size and load bearing, and egress window sizes, prior to sheetrock installation.
- FTG** (Footings) Footing Inspection check the type and bearing of foundations, reinforcement, clearance and location on the property.
- FBI** (Final Building Inspection) A final building inspection to verify all components are in place and operating as intended.
- FFD** (Final Fire Department) A final inspection by the Fire Department to verify Local and State requirements for fire safety, detectors, hazardous materials, alarm systems, fire escapes, means of egress and maintenance of fire protection devices.

Plumbing Construction

- CCI** (Cross Connection Inspection) An inspection to verify correct installation of the backflow prevention devices used on the potable water systems.
- GL** (Gas Line) A visual inspection of the gas line and connection to the meter. This inspection is done by the gas utility and coordinated by the plumbing sub-contractor.
- RIP** (Rough-in Plumbing) This is an inspection of the underground DWV (Drain, Waste and Vent) and water supply, 50#PSI on the water supply, 5#PSI air or 10-foot head on DWV system.
- SWR** (Sewer) This inspection is a visual inspection of the sewer line in place from the cleanout to the tap at the city main.

FP (Final Plumbing) A final inspection after all fixtures are installed and connected.

Electrical Construction

TP (Temporary Power) This inspection is for temporary power poles installed at job sites and/or job trailers for construction and is to assure pole is strong enough to withstand wind or weather, and GFCI protected.

PS (Permanent Service) A visual inspection of the installation or upgrade of the electrical supply system to a residence typically at the service entrance.

RIE (Rough-in Electric) An inspection of the installation of boxes, conduit, cable, conductors, etc. prior to the covering by wallboard, concrete, masonry or earth. This must be done for anything that will not be visible upon completion of the project.

FE (Final Electrical) An inspection that insures all fixtures, devices, equipment and panelboards are installed and operating correctly.

Mechanical Construction

RIM (Rough-in Mechanical) An inspection of the ductwork, panning, flues, combustion air, and all items that will be covered by drywall or ceilings.

FM (Final Mechanical) A final inspection after all final connections are made and grilles are in place. The system shall be operational.

Site Construction

SPA (Site Plan Approval) Inspection includes location of construction on property, identification of easements, setbacks, landscaping, sidewalks, pavement, and grading.

STW (Storm Water) An inspection to verify compliance with storm water regulations and control of excess storm water drainage, retention and dispersal.

Required documents for new construction and additions: 3 full sets of stamped drawings, 1 PDF file of full set, 2 sets of the preliminary and/or final storm water study, 2 sets of storm water pollution prevention plan, 2 approved NOI from Kansas Department of Health & Environment, 1 Code footprint

Required Plans for Interior Remodel or Exterior Remodel: 3 full sets of stamped drawings, 1 PDF file of full set, 1 code footprint, "As-built" PDF at project completion

Adopted Codes:

- 2012 International Building Code
- 2012 International Existing Building code
- 2012 International Residential Code
- 2015 Uniform Plumbing Code
- 2012 International Mechanical Code
- 2012 International Fire Code
- 2011 National Electric Code
- 2012 International Property Maintenance Code
- 2010 ADA
- 2000 NFPA 101 Life Safety Code

Minimum Design Standards:

- Wind Speed: 115 mph
- Ground Snow Load: 15 lbs.
- Seismic Design Category: B
- Frost Line Depth: 32"

Historical Standards:

Secretary of the Interiors Standards for Rehabilitation

<https://www.nps.gov/tps/standards/rehabilitation/rehabilitation-guidelines.pdf>

Additional Preservation and Rehabilitation information can be found at the following web address

<https://www.nps.gov/tps/education/free-pubs.htm>

Important Contact Information:

Restaurants and Food Service Contact – Food service/kitchen area additional plan requirements:

Kansas Department of Agriculture
109 SW 9th St. 3rd Floor; Topeka, KS 66612
(785) 564-6767 * www.agriculture.ks.gov

City Contacts:

Planning & Zoning: Zoning, setbacks, site plan review, landscaping, signage, parking, paving & subdivision regulations.

Kelly C. Passauer, CPM
Assistant City Manager/Zoning Administrator
City Hall
811 W. Laurel St.
Independence, KS 67301
(620) 332-2506
kellyp@independences.gov

Fire Department:

Exiting, smoke detectors, sprinkler system and fire alarms

Shawn Wallis
Fire Chief
City Hall
811 W. Laurel St.
Independence, KS 67301
(620) 332-2504
shawnw@independences.gov

Utility Department:

Water and sewer taps, fees and scheduling

Terry Lybarger
Director of Utilities
City Hall
811 W. Laurel St.
Independence, KS 67301
(620) 332-2542
terryl@independences.gov

Building Inspections:

Building Inspections for new construction, renovations, additions, landlord/tenant

Don Cushing
Building Inspector
City Hall
811 W. Laurel St.
Independence, KS 67301
(620) 332-2541 Office
(620) 205-7166 cell
inspector@independences.gov

Private Utilities Contacts

Agency	Contact Person	Phone
Westar Energy	Joann Evans	(620) 332-2625
Atmos Energy	Ryan Collett	(620) 331-1547
AT&T	Business Support	888-944-0447
Cable One	Business Support	877-570-0500

