

Residential Building Permit Application 1 & 2 Family Residences

Application Date: _____

Applicant Name: _____

Project Site Address: _____

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

Project Owner:

Name: _____

Address: _____

Telephone: _____

Email: _____

Project Construction Information:

- Construction Type:** New Construction Addition Accessory Building
- Interior Renovation Exterior Renovation Duplex
- Townhouse Porch Addition to Garage Detach Garage
- re-roof/roofing – see roofing section Historical restoration
- Other

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

Project Construction Value: _____

Total Square Footage of Project: _____

First Floor Square Footage: _____

Second Floor Square Footage: _____

Third Floor Square Footage: _____

Unfinished Basement Square Footage: _____

Finished Basement Square Footage: _____

Garage Square Footage: _____

Number of Stories (if Applicable): _____

Total Project Height (if Applicable): _____

Construction Details:

Footing Type: Trench Pier Spread Footing

Footing Dimensions: _____ Basement Wall Dimensions: _____

Footing Depth: _____ Basement Wall Thickness: _____

Reinforcing system: _____

Exterior Wall Framing Size: _____ Exterior Wall Framing Spacing: _____

Exterior Wall Framing Material: _____ Exterior Wall Sheathing: _____

Exterior Wall Finish Material: _____

Interior Wall Framing Size: _____ Interior Wall Framing Spacing: _____

Interior Wall Framing Size: _____ Interior Wall Framing Spacing: _____

Floor Framing Size: _____ Floor Framing Spacing: _____

Roof Framing Size: _____ Roof Framing Spacing: _____

Roof Sheathing thickness: _____ Roofing Material: _____

Driveway/Approach Material: _____ Paving Thickness: _____

If there is a garage will it be attached? Yes No

If yes will it be separated from the remainder of the living spaces by the appropriate fire separation barrier material and all penetration seal with approved fire sealant as well as all doors leading into the garage from the living spaces be of the appropriate fire rating and installed in the appropriate manner?

Yes No

Will the basement be finished?

Yes No

If yes will all sleeping and living spaces have an egressable window installed according to code and with the appropriate exiting devices to allow the occupants to egress from the basement?

Yes No

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: _____

Note: Total tear off is required where the existing roof has two or more applications of any type of roof covering (See International Residential Building Code 2016 Section R907.3.3

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

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.

Project Contractor/General Contractor:

Name: _____ City License Number: _____

Company Name: _____

Firm Address: _____

Telephone: _____

Email: _____

Sub-Contractor Information:

Concrete Name: _____ Independence License No. _____

Framing Name: _____ Independence License No. _____

Electrical Name: _____ Independence License No. _____

Plumbing Name: _____ Independence License No. _____

Mechanical Name: _____ Independence License No. _____

Other Name: _____ Independence License No. _____

Design Professionals (if applicable):

Architect: _____ Kansas License Number: _____

Firm Address: _____

Telephone: _____

Email: _____

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: _____

Checklist of Required Submittals & Drawings:

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

Minimum Information to be included on drawings:

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.

Floor Plan: Plans shall be drawn to scale with dimensions shown, showing walls, doors, windows, construction types, all floor levels. Note all fire rated partitions, rated doors, safety window glazing, stairway.

Elevation Drawings: Illustrate the building front, sides & rear views.

Electrical Plan: Indicate the location and size of the (new) electrical service and describe the (new) panelboard.

Plumbing Plan: Indicate the sanitary sewer location exiting the construction and the tie to the existing system (if applicable) with cleanout locations. Indicate the water service line location, size and the tie to existing system (if applicable).

Documents Required for Permit: In addition to the permit form the applicant will provide to the city a minimum three (03) sets of required drawings. Additionally, an electronic PDF version of the documents shall be submitted at the time of the application or emailed directly to the Code official within 5 days of the permit application. 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.

Election to Do Own Work:

Agreement for unlicensed, uncertified person to do their own work on an owner-occupied dwelling.

In accordance with the above referenced Building Code, I, _____ Hereby request authorization to do my own work on a one or two family dwelling, located _____, Lot _____, Block _____, Subdivision _____, which is existing or in the process of being newly constructed.

It is understood and I agree that this authorization is contingent on the fact that I shall personally purchase all materials to be used, in this work, and I shall personally perform all labor in connection therewith. It is further understood and agreed that as permittee and/or Owner, I shall not allow any person to do or cause to be done and work under a permit secured myself, unless such person is a licensed, certified and bonded contractor or master contractor of the said type of work performed.

I hereby certify that all work, for which this application is submitted, will be done in accordance with the terms of the above agreement and in accordance with the Codes and Laws of the City of Independence, Kansas.

Signature

Date

Exclusions of Owner Performed work:

1. The Following are area of work that cannot be performed by an Owner, these items will need to be performed by a licensed contractor of that particular trade:
2. Installation of gas lines and connects thereof to any heating appliance and or cooking appliance.
3. Installation of a permanent heating appliance (regardless of what type)
4. Installation of an electrical service panel, disconnect or electrical service entrance.
5. Main electrical branch and secondary branch circuits. Wiring may be installed by the owner; however, a licensed electrician shall make all connections within the electrical panel, disconnects, receptacles and switches. All connections shall be certified by said electrician shall be provided to the Building Inspections Department.

Required Inspections:

The following inspections are required for residential 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.

Adopted Codes:

2012 International Building Code (Resolution 4259 adopted 12/14/2017)
2012 International Existing Building code (Resolution 4266 adopted 12/14/2017)
2012 International Residential Code (Resolution 4258 adopted 12/14/2017)
2012 Uniform Plumbing Code (Resolution 4261 adopted 12/14/2107)
2012 International Mechanical Code (Resolution 4267 adopted 12/14/2017)
2012 Uniform Swimming Pool, Spa & Hot Tub Code (Resolution 4262 adopted 12/14/2017)
2011 National Electric Code (Resolution 4260 adopted 12/14/2017)
2010 ADA

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:

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