



City of Linn Valley Building Permit Application

1. The General Contractor name (Company), phone number, and Linn Valley Contractor's Registration Number must be on the application. All Contractors and subcontractors must be registered with the City.
2. If the homeowner is acting as the General Contractor, write "Self" on the application. By signing this permit application, the homeowner understands that he/she is taking on all liability of Self-Contracting and all contractors, subcontractors or other skilled construction workers hired by the property owner must be registered with the City of Linn Valley.
3. The property must be surveyed by licensed surveyor and the lot corner pins staked. The survey must be submitted with this application. Required set backs: 25 feet front pins, and 10 feet from back and side pins.
4. Applications must be submitted to City Hall by noon the Friday prior to the second and fourth Friday of the month. Return completed permit applications to City Hall. After hours, applications can be dropped through the slot in the front door.
5. Permit applications are reviewed by the City Building Inspector. Applications are also reviewed by the Architectural Control Committee at the Clubhouse at 6:00 pm on the second and fourth Tuesday of the month.
6. Fees are set by the City's Building Inspector. Payments for approved permits are made at City Hall. It is the responsibility of the homeowner or contractor to call the Building Inspector to find out if the application has been accepted and the permit is ready.
7. NO CONSTRUCTION WILL BE STARTED UNTIL ALL PERMIT FEES ARE PAID, CORNER PINS FOUND, PROPER STAKING IS DONE, AND THE PERMIT PLACARD IS DISPLAYED ON THE PROPERTY.
8. A permit will expire in 12 months. In 6 months, the exterior of any structure must be completed, including painting and grading. If the project is not finished according to this procedure, additional charges, up to the full amount of the original permit may be charged and must be paid before the permit can be extended and the project continued.

Dan Donham
Building & Codes Enforcement
Officer 913-731-1459
codes1@cityoflinnvalley.com

Linn Valley City Hall
22412 E. 2400 Rd.
Linn Valley, KS 66040
913-757-2926
Mon-Thurs 8:00am-4:00pm
Friday 8:00am-12:00pm

Construction and Inspections

Utility locates are required by Kansas Law. Call before digging.
800-344-7233 or 811 (Dig Safe) 7:00am-6:00pm

1. When staking is completed, the owner or contractor must call the Building Inspector for an inspection of the staking.
2. Contractor or homeowner must contact the building codes officer for inspections at appropriate phases of the project. Inspections will be done in a timely manner but not promised before 24 hours.
3. A culvert (if applicable) must be installed, with a gravel drive before clearing or construction begins.
4. Footings for residences shall be a minimum of 36" deep x 10" thick and shall contain rebar. Footings for accessory buildings shall be a minimum of 36" deep x 10" thick. Footings must be inspected before they are poured. Minimum of 1 ½" chairs support rebar in bottom of footing is required.
5. Builder or owner is responsible for controlling water and silt run-off from property during construction. This can be done with appropriate grading and/or barriers such as silt fences.
6. No dirt piles or storage of dirt is allowed on site after completion of the foundation. Site condition is important and shall be maintained in an orderly and clean manner.
7. The Building Inspector must be notified of any modifications planned that differ from the original permit application. Modification of plans may require resubmission to the Architectural Control Committee for their review and approval.
8. Certificate of final inspection will be given and/or certificate of temporary or permanent occupancy. No Occupancy will be allowed until temporary or permanent occupancy certification is granted.
9. All lots with residences must have a 911 sign posted. Signs are available at City Hall for \$15.

Linn Valley uses the 2006 International Building Codes.

APPLICATION FOR LOT DEVELOPMENT

Permit Type: _____ Permit # (office) _____

Submission Date: _____

Lot Number: _____ 911 Street Address: _____

Lot Dimensions: _____ () Building; () Multipurpose; () Camping

Property Owner's Name: _____

Property Owner's Mailing Address: _____

Phone: _____ Email: _____

General Contractor: _____

General Contractor's Phone: _____ Contractor Registration # _____

Lot corner pins must be staked by a licensed surveyor and a certificate of survey must be included with this application.

() **Tree and/or Brush Clearing** (Burn permits - contact Linn County at 913-795-2666)

() **House**

() Wood Frame

() Structural Steel Frame

() Masonry (Wall Bearing)

() Reinforced Concrete

() Modular

() Manufactured (Single Wide/Double Wide)

Manufacture Year _____

() Other _____

() **Foundation**

() Basement

() Finished () Unfinished

() Crawl Space

() Slab on Grade

() Piers and Pier Pads

Garage Dimensions: _____
 Attached Detached

Carport Dimensions: _____
 Wood Frame Metal Frame

Accessory Buildings Dimensions: _____
 Workshop Gazebo Wood Frame Metal
 Other _____

Shed
 Skid Shed – Non Permanent Foundation
 Skid Shed – Permanent Foundation

Room Additions Dimensions: _____

Decks/Porches Dimensions: _____
Materials: _____

Holding Tanks (1500 Gallons Minimum)
 Water Tank (precast & Kansas certified) Tank Size _____
 Sewer Tank (precast & Kansas certified) Tank Size _____

Sewer System
Applicants for construction of a residence within the sewer system district are required to have the system connection design reviewed by the City Engineer prior to submission of application. An easement (provided by the City) signed and notarized, and a copy of a contract with an approved installer are required prior to receiving final permit. Contact the Building Codes Officer for additional information.

Rural Water

POA Water

Yard Sprinkler System

Electrical Service
 100 amps – Campers only
 200 amps
 Other Specify _____
 Upgrade Service
 200 amp
 400 amp
 Other Specify: _____

Adding or Altering Existing Electrical Circuits Inside or Outside

Propane Tank (Must be located 20 feet away from house)

Structural Concrete Engineered for Loads

All Flatwork will have support posts attached

Boat Ramp and/or abutment

Dock abutment

Other: Specify _____ Dimensions _____

Retaining Wall

Sea Wall

RipRap Materials: _____

Culvert

Size _____

Galvanized

Corrugated Plastic

Fence

Material: _____

Dock

Main Lake

7 & 10 Acre Lake

Dock Materials: _____

Dimensions: _____

Swimming Pool

Hot Tub

Adding Fireplace to Existing Structure

Manufactured Metal Masonry

Remodeling or repair inside or outside when original foundation, structure, electrical, and/or plumbing is altered. Explain:

Exterior Finish

Paint/Stain Vinyl Siding/Metal Siding Masonry

Other (Specify) _____

Other Project not Listed _____

Exterior Maintenance or repair that exceeds \$5000 _____

The APPLICANT understands this permit is issued for work described herein and is in compliance with requirement of the City of Linn Valley as stated in the Zoning Ordinance and in the 2006 International Residential Code and 2006 International Building Code. The APPLICANT is responsible to give notice to the Building Codes Officer if canceling this permit or if work is not completed. The APPLICANT is subject to expenses required to keep the area of construction safe. The APPLICANT will acquire prior written permission to crossover adjoining properties used during construction. All adjoining properites will be returned to original condition.

Estimated Beginning Date: _____

Estimated Completion Date: _____

Estimated Cost of Project: _____

Owner Signature _____ Date _____

General Contractor _____ Date _____

() Approved Date _____

() Not Approved Reason for Non Approval:

Signatures:

Building Codes Officer:

Architectural Committee:

How to Draw a Site Plan

A site plan is a detailed drawing which depicts the current and proposed structures and uses of a lot. Site plans must be drawn to scale.

Drawing your own site plan is easier than you might expect. A site plan need not be professionally prepared and can be hand drawn. To draw an acceptable site plan, include all information required on this guideline document. However, depending on the size, scope, and complexity of the project, you may need to obtain professional expertise. You may also submit multiple drawings at different scales.

A Site Plan must include the following information: (See the Key Numbers on the attached Example Site Plan.)

- 1** Scale at which site plan is drawn. 1 inch = 25 feet (1 square = 5 feet)
- 2** Must show North Arrow on site plan
- 3** Show all property lines and their dimensions
- 4** Identify existing structures on property (i.e. house, garage, shop, carport, skid shed, accessory buildings, sewer holding tanks and cistern holding tanks, etc.) Locate the structure on the property from the property line and indicate the size of the structure
- 5** Identify proposed new structures and additions. Locate all proposed structures on the property.
- 6** Setback distances of all proposed structures and/or additions are 10' from side and rear property lines and 25' from front property line. Accessory buildings, skid sheds, decks, propane tanks and privacy fences cannot be placed in front of a structure in the front 25' of the property.

Skid sheds under 240 sq. ft. may be placed 2' 6' from the rear and side property lines and cannot be in front of the residence.

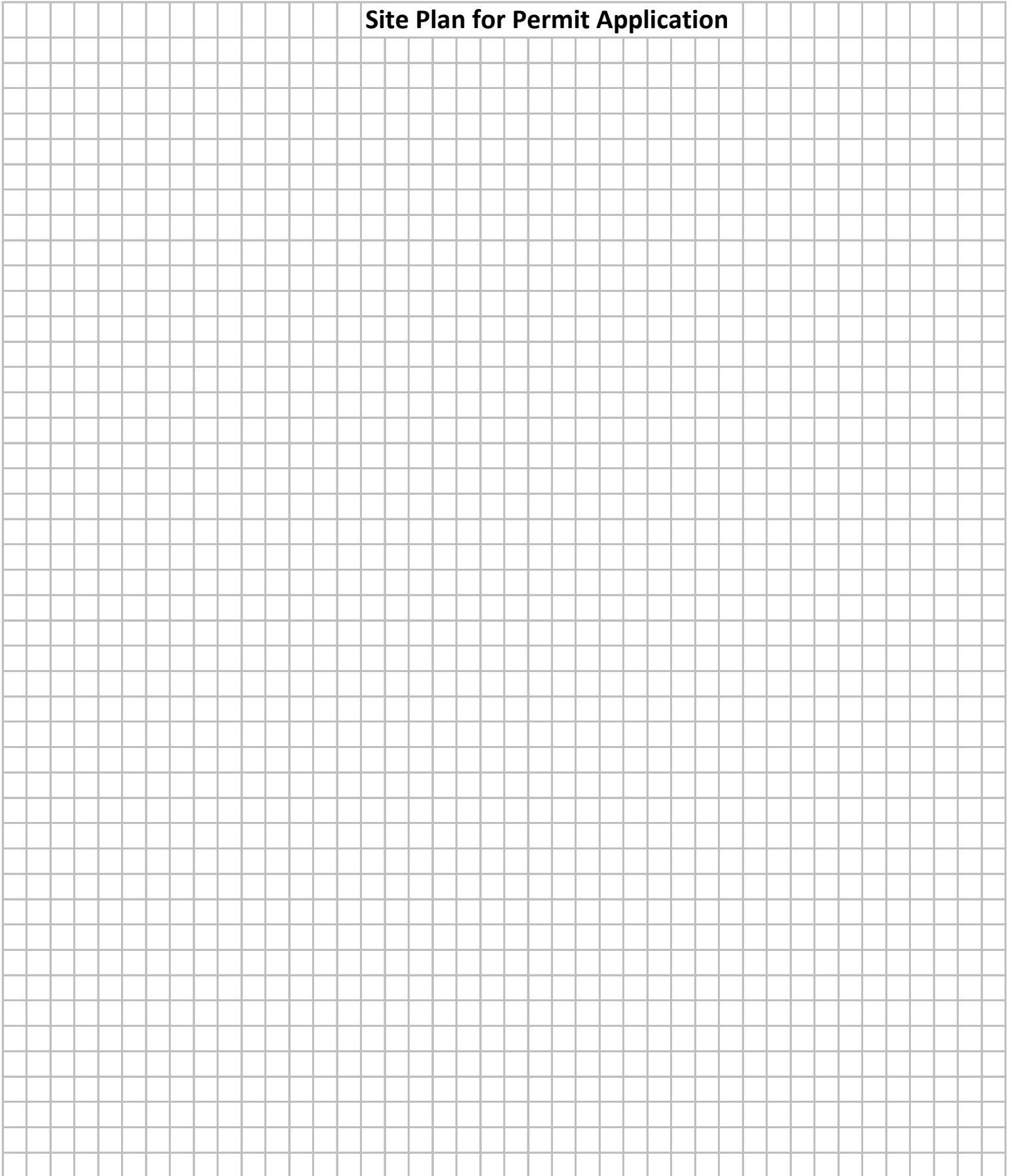
- 7** Identify existing or proposed driveways and culverts as required.
- 8** Site plan should include the name(s) of adjacent roads and the required address of the property.
- 9** Sewer holding tanks and cistern tanks shall be setback 10' from side and rear of property lines and can be located within the back 10' of the front 25' setback or 15' setback from the front property line. Sewer holding tanks and cistern tanks must be separated by 5' and be located 5' from any structure. Sewer holding tank location must be within 20' access for pump truck.

Additional information may be required beyond the items listed above.

A site plan stamped by a Kansas professional engineer will be required for a new residence or accessory building.

1 inch = 25 feet
1 square = 5 feet

Site Plan for Permit Application



Applicant's Name (please print): _____

Date _____

Typical Inspection Procedures

The purpose of this document is to help clarify the typical sequence of building inspections required for: new dwellings, additions, remodels, projects, etc. The basic rule here is: **do not cover any portion of the work without the approval of your Inspector**. If you are unsure what work requires inspections, please contact your inspector who will be happy to assist you.

Procedure: A building permit is valid for one year from the date of issuance per City Code and is extended six months thereafter for each approved progress inspection. This is not accumulative. After you have been approved for a progress inspection your permit will be extended for six months past that date. Extension fees will be half of original permit fee.

Progress Inspection: An inspection of a portion of work that demonstrates that the project is progressing towards a final inspection. It is up to the Building Inspector to determine that progress.

Typical Sequence of Inspections

Foundation Inspection: To be made after all forms, reinforcement steel, hold-down bolts and anchor bolts are in place. The inspector will check the setbacks (distance from new form boards to the property lines). The property lines must be confirmed by a survey or existing survey hubs at the property corners. The inspector will also confirm the depth and size of the excavations. All applicable soils memos required will be collected at this time. (Note: all bolts passing through or in contact with pressure treated wood shall be galvanized).

Concrete Slab or Under Floor Inspection: To be made after in-slab plumbing and ducting (if applicable) are in place prior to pouring concrete, or plumbing, ducting, gas line (with pressure test) and wood framing are complete prior to installing under floor insulation and floor sheathing, including subfloor. **Under Floor Insulation Inspection:** To be made prior to the installation of floor sheathing, including subfloor.

Roof Shear Inspection: To be made after all roof sheathing is nailed off as well as any strapping or drag nailing that may apply. The Inspector will check the roof framing to confirm it is consistent with the approved plans. Any deferred submittal for truss calculations must be plan checked and issued as part of the "Job Copy" at this time.

Rough Frame, Rough Plumbing, Rough Electrical, Rough Mechanical, and Gas Line with Pressure Test Inspection: To be made after the building is made "water-tight" including installation of the roof, windows and doors, and siding or stucco lath **before the Rough Frame Inspection is Scheduled**. The following items should be complete for this inspection:

All framing, fire blocking, draft stopping, roof ventilation and bracing.

All drainage and vent piping, all water supply piping, and all gas piping should be complete and under test. Nail protector plates installed where applicable.

All ducting installed and sealed, all appliance venting installed to the exterior, all condensate wastes installed if applicable, and all exhaust fans installed and vented to the exterior.

All wiring installed and stapled. All electrical boxes “rough made up”. All grounding and bonding completed. All electrical panels installed and “rough made up”. All lighting can fixtures installed per plan. Nail protector plates installed where applicable.

Wall and Ceiling Insulation Inspection: To be made after rough frame sign off and all wall and ceiling insulation is installed.

Drywall Inspection: To be made after insulation signoff, all drywall and tile backer is installed and fastened. May be included in final inspection.

Final Inspection: To be made after finish grading and the building is completed and ready for occupancy. All agency holds shall be cleared and the final building inspection shall be completed prior to the permit reaching “final status” and utility releases for gas and electric are issued.

7 am – 6 pm call 1-800-344-7233 or 811 for DIG SAFE.

City of Linn Valley Building Inspector

Dan Donham

Cell: (913) 731-1459