



Return completed permit applications to City Hall. After hours applications may be dropped through the slot in the front door or emailed to codesclerk@linnvalleyks.com

Sec R 104.7 of the IBC Code Supervisor (Building & Codes Enforcement Officer) shall keep all official records of applications received, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued, such records shall be retained in the official records of City Hall for the period required for the retention of public records.

**Incomplete permit applications will not be accepted.**

Please use this checklist to ensure your permit application is complete and ready to be sent in for approval.

\_\_\_\_\_ Owner or General Contractor picks up application.

\_\_\_\_\_ Fill out permit application in full.

\_\_\_\_\_ The lot corner pins must be staked by a licensed survey company and string lined before clearing or ground breaking. A copy of the survey of the property must be included.

\_\_\_\_\_ All General Contractors and Subcontractors must be **registered with the City of Linn Valley**. A property owner working on their own property is not required to be registered as a contractor. However, all contractors, subcontractors or other skilled construction workers hired by the property owner must be registered with the city.

\_\_\_\_\_ Completed Site plan drawn with dimensions. Remember to observe all required set backs: **25' front pins, and 10' from back and side pins**. When the **permit is paid and staking is approved** by the Building Codes Officer, work may begin.

\_\_\_\_\_ Attach supporting documents (pictures, plans, etc.)

\_\_\_\_\_ Property owner's deed must be on file at the county OR a copy provided with application.

\_\_\_\_\_ Return completed application to the Codes Office with a \$35 application fee (to be used towards the total of your permit fee.) Either the General Contractor or property owner must sign and date application.

The Building Inspector reviews the applications. Permits for approved applications will be issued on the 2nd & 4th Wednesday of the month. Upon approval, the fee will be determined and issue a placard. Permits can be picked up at the codes office.

**No construction will be started until all permit fees are paid, corner pins are marked, proper staking is done. The permit placard must be at the site until the Building Codes Officer gives final inspection.**

It is the responsibility of the homeowner or contractor to contact the Building & Codes office for inspections. Inspections will be done in a timely manner but not promised before 24 hours.

Certificate of final inspection will be given and/or a certificate of temporary or permanent occupancy. No occupancy will be allowed until temporary or permanent occupancy certification is granted.

Permits expire in 12 months. In 6 months, the exterior of any structure must be completed. If the project is not finished according to 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.

**Utility locates are required by Kansas Law. Please call before digging. 1-800-344-7233 or 811 (DigSafe)**



## Permit, Construction and Inspection Procedures

*Please keep this section to use as your reference. The City uses the 2006 International Building Codes.*

1. Contractor or homeowner contacts the Building Inspector for inspection at appropriate phases of the project.
2. The Building Inspector must be notified of any modifications planned that differ from the original permit application. Modification of plans may require resubmission for review and approval.
3. Footings for residences shall be a minimum of 36" deep x 16" wide and shall contain rebar. Footings for accessory buildings shall be a minimum of 36" deep x 8" wide. **Footings must be inspected before they are poured.** Minimum of 1-1/2 chairs support rebar in bottom of footing is required. All rebar shall be a minimum of 12" over splice. Piers need to be 36" deep x 12" square or round with 4-#4 rebar vertical.
4. A culvert (if applicable) must be installed, with a gravel drive before clearing or construction begins.
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. All lots with buildings or improvements must have a 911 sign posted. Signs are available at City Hall for \$15.

*For information on requirements and forms, contact City Hall or the Codes Department.*



### Building Permit Application

APPLICATION DATE: \_\_\_\_\_ PERMIT #: \_\_\_\_\_  
(Office Use Only)

Lot#: \_\_\_\_\_ 911 STREET ADDRESS: \_\_\_\_\_

LOT DIMENSIONS: \_\_\_\_\_ LOT TYPE: BUILDING MULTIPURPOSE CAMPING

PROPERTY OWNER: \_\_\_\_\_

OWNER'S MAILING ADDRESS: \_\_\_\_\_

OWNER'S PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

#### Contractor & Subcontractor Information

	REGISTRATION#	NAME	PHONE
Architect/Designer/Engineer	_____	_____	_____
General/ Builder	_____	_____	_____
Electrical	_____	_____	_____
Plumbing	_____	_____	_____
Other	_____	_____	_____

Contractor's Registration/liability insurance certificate must remain current and on file at Linn Valley City Hall for the duration of the project. "Self" contractors must sign attached release.

#### House

- Wood Frame
- Structural Steel Frame
- Masonry (Wall Bearing)
- Reinforced Concrete
- Modular
  - Manufactured (Single Wide/Double Wide)

Manufacture Year: \_\_\_\_\_

Other \_\_\_\_\_



Foundation –

Refer to the Cold Weather Concrete Policy available on the city website: [www.linnvalleyks.com](http://www.linnvalleyks.com)

- Basement      Finished      Unfinished
- Crawl Space
- Slab on Grade
- Piers and Pier Pads

**Garage**

Attached      Detached      Dimensions: \_\_\_\_\_

**Carpport**      Wood Frame      Metal Frame,      Dimensions: \_\_\_\_\_

**Accessory Building/Skid shed**      Dimensions: \_\_\_\_\_

Wood Frame      Metal

Other \_\_\_\_\_

***Skid Sheds, metal buildings, pole barns, garages, or any other accessory buildings are not constructed to the same building code standards as dwellings and are neither suitable nor safe as living quarters.***

***By signing this permit application and corresponding attached affidavit, the property owner acknowledges and understands that such buildings do not conform to adopted building codes and will not be constructed or used for human occupancy or sleeping areas. The property owner understands that they may be held liable for personal injuries or structural damage.***

**Room Additions**      Dimensions: \_\_\_\_\_

**Decks/Porches**      Dimensions: \_\_\_\_\_      Materials: \_\_\_\_\_

**Holding Tanks (Precast Concrete, 1500 Gallons Minimum)**

Water Tank      Tank Size \_\_\_\_\_

Sewer Tank      Tank Size \_\_\_\_\_

*Property owners have the responsibility to place water and sewer holding tanks in a location adjacent to the driveway that is within or less than 20 feet of where the truck must be parked.*

**Rural Water**

**POA Water**

**Yard Sprinkler System**

**Sewer System**

*Applicants for construction of a residence within the sewer system district are required to have an easement (provided by the City) signed and notarized, and a copy of a contract with an approved installer prior to receiving final permit. Contact the Building Codes department for additional information.*



**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: \_\_\_\_\_

**Fence** Height \_\_\_\_\_ Material \_\_\_\_\_

**Dock**

Main Lake

7 Acre Lake

10 Acre Lake

Dock Materials: \_\_\_\_\_ Dimensions: \_\_\_\_\_

**Gazebo** Dimensions & Description: \_\_\_\_\_

**Swimming Pool**

**Hot Tub**

**Lot Clearing**

**Culvert/Driveway**



**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 :** \_\_\_\_\_

**Additional Information, if applicable:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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The Contractor understands this permit is issued for work described herein and is in compliance with requirements 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 Contractor is responsible to give notice to the Building Codes Officer if canceling this permit or if work is not completed. The Contractor is subject to expenses required to keep the area of construction safe. The Contractor will acquire prior written permission to crossover adjoining properties used during construction. All adjoining properties will be returned to original condition.

Estimated Beginning Date:

Estimated Completion Date:

Estimated Cost of Project:

General Contractor Signature:

Date:

## 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. and not permanent may be placed 5' 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.**

# Site Plan Example for Permit Application

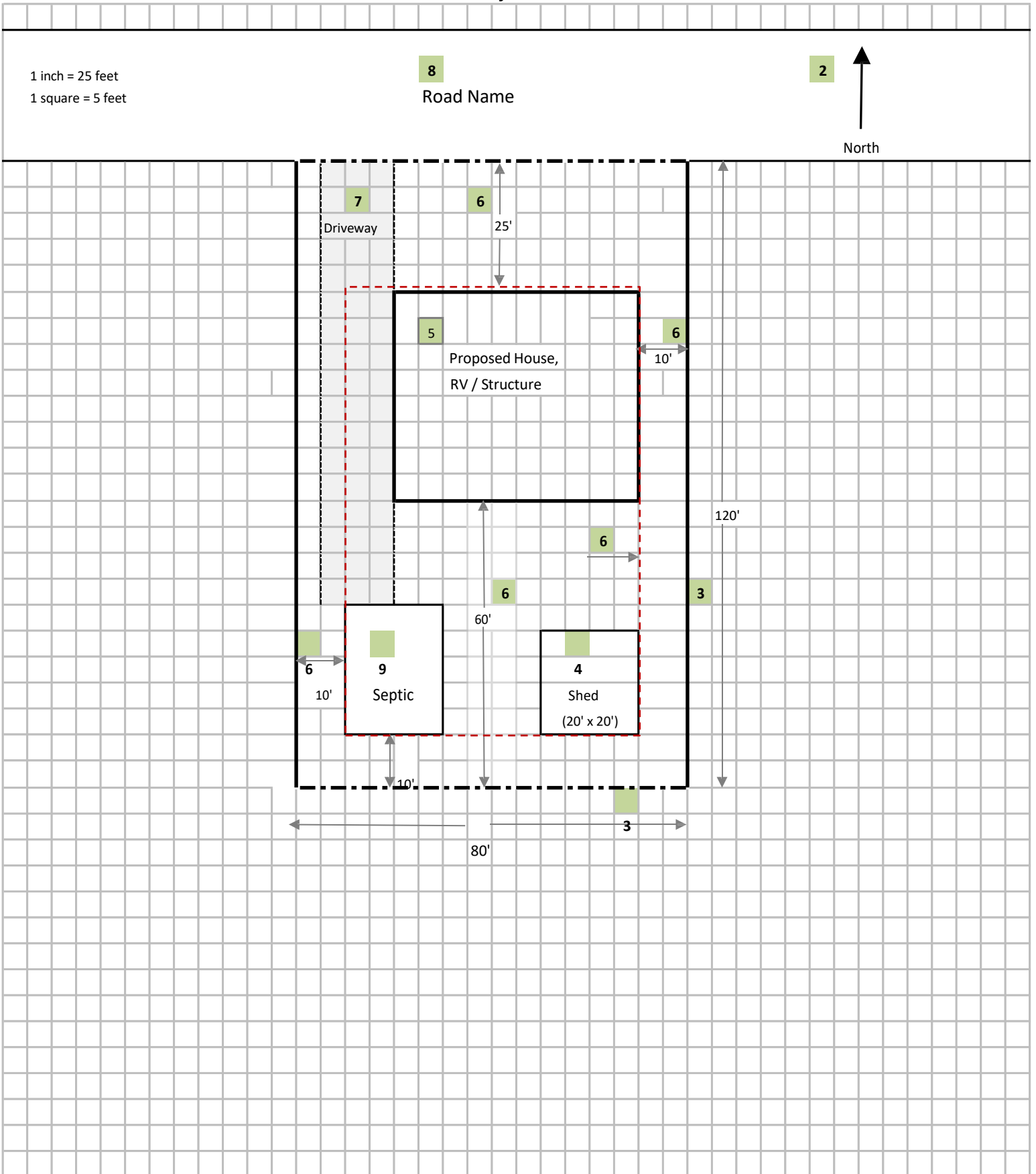
See attached Information

1 inch = 25 feet  
1 square = 5 feet

8

Road Name

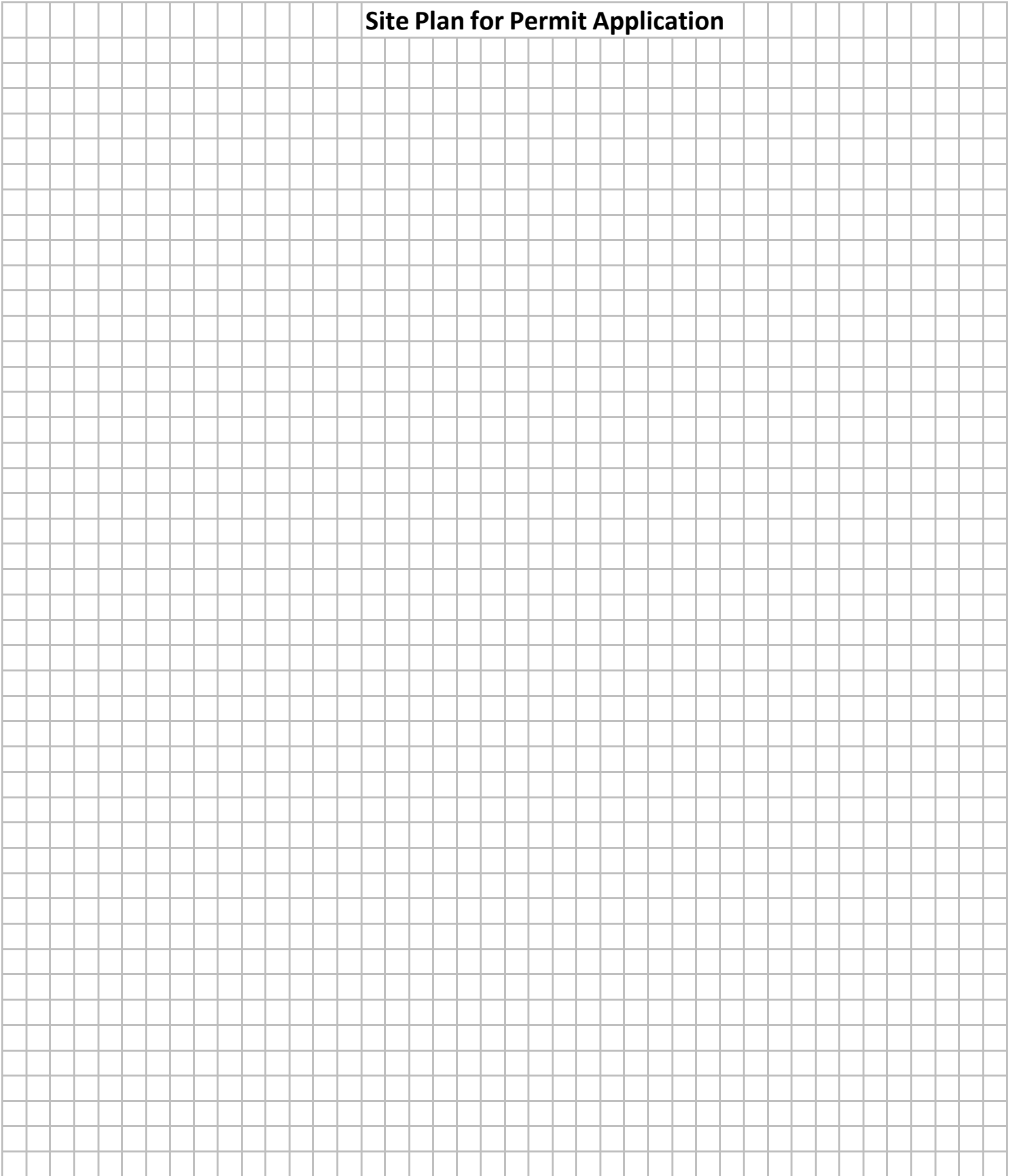
2





1 inch = 25 feet  
1 square = 5 feet

## Site Plan for Permit Application



Applicant's Name (please print): \_\_\_\_\_

Date \_\_\_\_\_