



Permit # _____
Office use only

Lot Clearing/ Culvert Installation Permit Application

City of Linn Valley - Building Codes

Application Date _____

Property Owner _____

Address _____

Phone _____

Email (Required) _____

Installation Site Address _____

Lot Number _____

Lot Clearing

Culvert

Description of Work _____

Corner Pins must be staked by a licensed surveyor, and certificate submitted with this application.

Contractor's Name _____ Linn Valley Registration # _____

Address _____ Phone _____

Contractors must be registered with the City of Linn Valley

Owner/Contractor Signature _____

Adopted Codes: 2006 National Electrical Code, 2006 International Plumbing Code, 2006 International Residential Code, 2006 International Building Code.

Building Codes Enforcement
620-757-8673

Building Codes Clerk
913-757-2391 Office
codesclerk@linnvalleyks.com

22412 E. 2400 Road
Linn Valley, Kansas 66040



Permit Application Process Checklist

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.
- _____ A survey of the property by a licensed surveyor must be included. The surveyor will also locate the corner pins.
- _____ Contractor & Sub-contractor's registration number and contact information filled out. Homeowners acting as the General Contractor write "Self" on the application.
- _____ Completed Site plan drawn with dimensions
- _____ 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.
- _____ Accessory Building affidavit completed & signed is available at Codes Office.
- _____ Self-Contractor affidavit completed & signed is available at Codes Office

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 to be posted at the construction site. 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, and the permit placard is on the property.

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

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



7

Driveway

6

25'

5

Proposed House,
RV / Structure

6

10'

120'

6

6

60'

3

6

10'

9

Septic

4

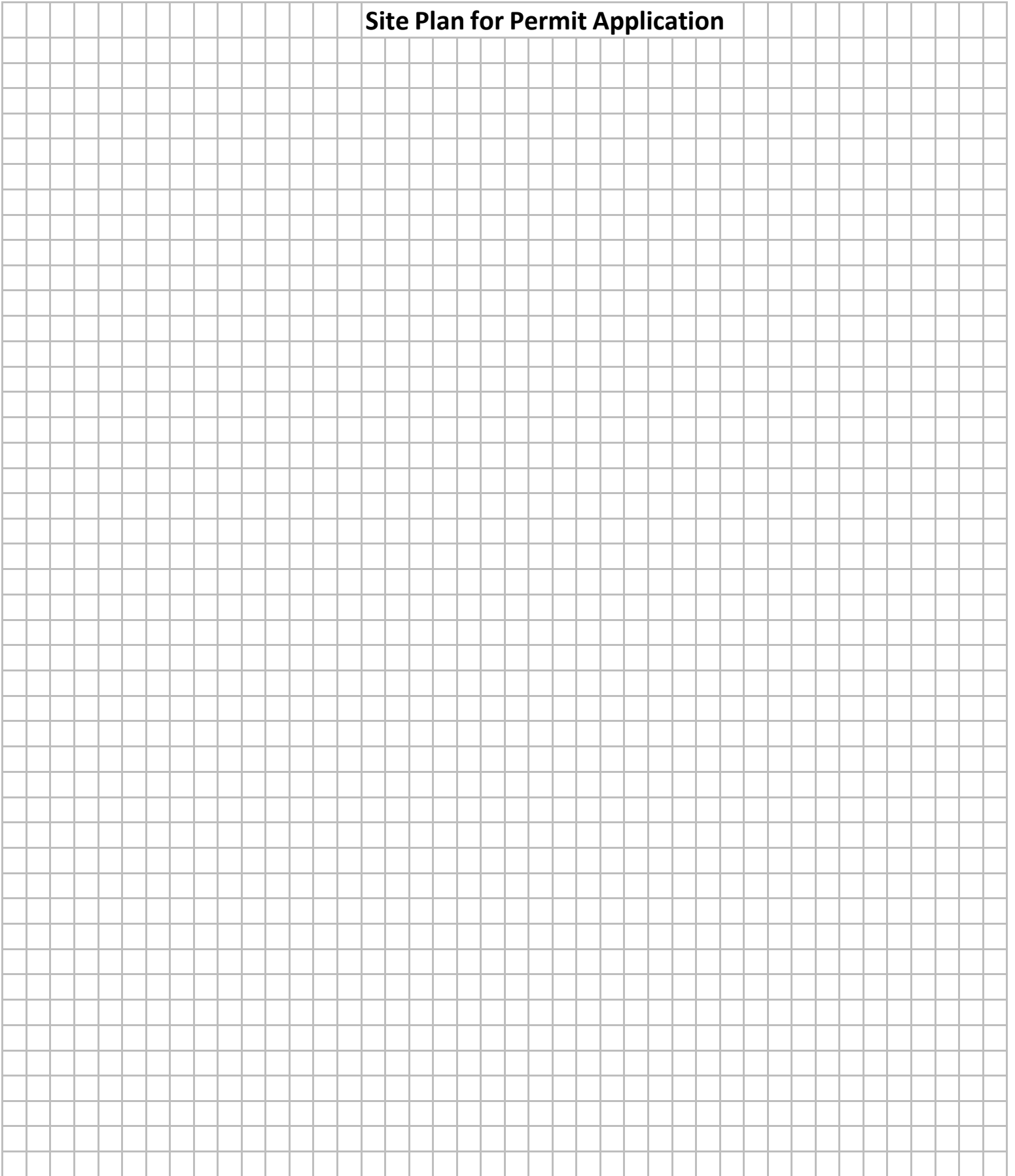
Shed
(20' x 20')

80'

3

1 inch = 25 feet
1 square = 5 feet

Site Plan for Permit Application



Applicant's Name (please print): _____

Date _____