

PERMIT APPLICATION SUBMITTAL REQUIREMENTS

1. Verify that the proposed usage is allowed by the Zoning Ordinance.
2. If the property is not already platted or if there are lot splits it may be necessary have the property platted prior to a building permit being issued. Some exceptions apply. Please check with Inspection Services at 620-793-4106.
3. A plot plan or lot plat shall indicate the following:
 - o Boundaries of the property as shown on the approved plat
 - o b) Set back requirements
 - o c) Location of all existing and proposed building(s) or addition(s) including accessory structures
 - o d) Dimensions and distances for all structures
4. For all new commercial construction, two full sets of plans, including a site plan must be submitted for prior review.
5. Minimum site plan requirements include, but is not limited to the following:
 - o Boundaries of the platted lot
 - o Distances and dimensions
 - o Location map, north arrow, and scale
 - o Location of existing and proposed ingress and egress
 - o Location of existing and proposed water, gas, electric, and sewer service as well as, air conditioner condensers
 - o Existing and proposed drainage features
 - o Contour lines (minimum 5 feet intervals or less): existing and proposed
 - o Easements per the plat
 - o Landscaping
 - o Signage
 - o Footprints of existing and proposed buildings and other improvements
 - o Elevations of all proposed buildings
 - o Screening
 - o Dumpster location
 - o Parking and fire lanes
 - o Sidewalks
 - o Civil drawings/engineering plans – Stamped by State of Kansas Engineer
 - o Building plans – Stamped by State of Kansas Architect
 - o Flood Map designation to be obtained
6. Before a permit can be issued for the demolition or renovation of commercial or public buildings, a copy of the asbestos survey must be provided to the city staff.
7. Table “A” illustrates the necessary documents required for a permit application.
8. These are the current adopted codes for development. The code list may also be viewed on line at <http://www.greatbendks.net>
 - o 2006 International Building Code
 - o 2006 International Residential Code
 - o 2005 National Electric Code
 - o 006 Uniform Plumbing Code
 - o 2006 Uniform Mechanical Code
 - o 2006 International Fire Code

TABLE A

TYPE	PLOT PLAN/ PLAT	SITE PLANS	CIVIL PLANS	BUILDING PLANS
Residential	Yes			Yes
Commercial	Yes	Yes	Yes	Yes
Accessory Structures	Yes			Yes
Signs	Yes			Yes
Fences	Yes			
Driveways	Yes			