

COMMERCIAL BUILDING PERMIT APPLICATION

City of Hays
 Planning, Inspection & Enforcement
 1002 Vine St.
 Hays, Kansas 67601
 (785) 628-7310
 (785) 628-7352 fax

Required Documents:

<input type="checkbox"/>	Code Footprint
<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	Building Drawings
<input type="checkbox"/>	Sprinkler Plans
<input type="checkbox"/>	Storm Water Management Plans
<input type="checkbox"/>	Landscaping Plan

2006 I-Codes
 2005 NEC



Application Date:	Type of Permit	<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing	Is Owner Applicant Y / N
	<input type="checkbox"/> Building	<input type="checkbox"/> Mechanical		

Property Information

Street Address		Apt	Zip
Lot	Block	Addition/Subdivision	
Zoning District(circle)	C-2	I-1	I-2 Other

Owner Information

First Name		Last Name		Phone	
Street Address			City	State	Zip

Contractors Information

	Name	Mailing address	Phone
Applicant (not owner)			
General Contractor			
Concrete/Foundation Contractor			
Structural Contractor			
Electrical Contractor			
Plumbing Contractor			
Mechanical Contractor			
Architect			

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of the record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of the jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant Print Name Phone Number

Responsible person in charge of work, Title Phone Number

Email Address

Construction Information

Type of Improvement		Measurement from building to setback or property line		Use & Type of Construction	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Change of Use	<input type="checkbox"/> Front Set Back	<input type="checkbox"/> Rear Set Back	<input type="checkbox"/> Assembly	<input type="checkbox"/> Business
<input type="checkbox"/> Addition	<input type="checkbox"/> Foundation	<input type="checkbox"/> Left Set Back	<input type="checkbox"/> Right Set Back	<input type="checkbox"/> Educational	<input type="checkbox"/> Factory
<input type="checkbox"/> Alteration	<input type="checkbox"/> Other	<input type="checkbox"/> Street Frontage	<input type="checkbox"/> Stories	<input type="checkbox"/> Hazardous	<input type="checkbox"/> Institutional
<input type="checkbox"/> Repair	<input type="checkbox"/> Interior Finish	<input type="checkbox"/> Parking Stalls (#)	<input type="checkbox"/> ADA Parking Stalls (#)	<input type="checkbox"/> Mercantile	<input type="checkbox"/> Residential
<input type="checkbox"/> Demolition	<input type="checkbox"/> Cabinets			<input type="checkbox"/> Storage	<input type="checkbox"/> Utility
<input type="checkbox"/> Moving	<input type="checkbox"/> Basement Finish				
<input type="checkbox"/> Tempory Structure	<input type="checkbox"/> ADA Upgrade				
Structural Material Type	Floor Area (in square feet)				
<input type="checkbox"/> Steel	<input type="checkbox"/> Structure Dimensions	Remodels require 20% of total construction cost to be ADA upgrades			
<input type="checkbox"/> Wood	<input type="checkbox"/> First floor				
<input type="checkbox"/> Masonry	<input type="checkbox"/> Second floor				
<input type="checkbox"/> Other	<input type="checkbox"/> Basement (unfinished)	Commencement Date		Expected Completion Date	
	<input type="checkbox"/> Basement (finished)				
	<input type="checkbox"/> Total Sq. Ft.	Estimated Cost of Project \$			
Project Description					

Electrical Permit Application

Total Service Amps	Other repairs or installation requirements:
New Electrical Service Y / N	

Plumbing Permit Application

	Water Tap	5/8"	3/4"	1"	1 1/2"	2"
Fill in # of services						
Irrigation Tap						
Residential Tap	\$ 449.90	\$ 470.35	\$ 552.15	\$ 1,042.95	\$ 1,830.28	
Residential Meter Only	\$ 106.00	\$ 133.70	\$ 167.41	693.23	761.61	
Commerical Tap	\$473.22	\$494.73	\$580.77	\$1,097.61	\$1,925.15	
Repair/Alteration Description						

Mechanical Permit Application

New	circle which is applicable	Replacement
<input type="checkbox"/> Electrical furnace	<input type="checkbox"/> % Efficient	Existing Unit <input type="checkbox"/>
<input type="checkbox"/> Gas Furnace	<input type="checkbox"/>	Replace with <input type="checkbox"/>
<input type="checkbox"/> Electric Water Heater	<input type="checkbox"/>	Flue Lining Required? <input type="checkbox"/> Y / N
<input type="checkbox"/> Gas Water Heater	<input type="checkbox"/>	Pressure Test Required? <input type="checkbox"/> Y / N
<input type="checkbox"/> Tankless Water Heater	<input type="checkbox"/>	
<input type="checkbox"/> Gas Fire Place	<input type="checkbox"/>	
<input type="checkbox"/> Wood Fire Place	<input type="checkbox"/>	
Are any HVAC ducts to be located in unconditioned spaces? <input type="checkbox"/> Y / N		
Insulation of ducting is required in unconditioned spaces.		

****CONTRACTORS REVIEW****

MISCELLANEOUS	ALL NEW AND ADDITIONS TO COMMERCIAL STRUCTURES ARE REQUIRED TO COMPLY WITH ADA REGULATIONS	
Is structure located within 500' of a registered Historical site? ___ No ___ Yes (note 7)	ALL NEW AND ADDITIONS TO EXISTING STRUCTURES ARE SUBJECT TO PRETREATMENT FOR TERMITES AS PER CITY ORD.# 11-581	
Is fire-resistive construction required because of structure's proximity to property lines? ___ No ___ Yes (note 1)	COMMERCIAL (INCLUDES MULTI-FAMILY STRUCTURES WITH THREE OR MORE DWELLINGS UNITS)	Property located in a flood zone ___ No ___ Yes (Note 4)
	Is project subject to stormwater ordinance requirements? ___ No ___ Yes (note 3)	Has Flood Zone Permit Development been completed? ___ No ___ Yes
Is project subject to landscaping ordinance requirements? ___ No ___ Yes (note 2)		
Are new signs proposed as part of the project? ___ No ___ Yes	Are back-flow or wellhead protection devices required for the project? ___ No ___ Yes (note 5)	
Is the sturcture located in Neighborhood Revitalization boundaries Yes _____ No _____ - If so can apply for tax rebate if meet the criteria		
<p>Note 1: Fire-resistive construction may be required because of proximity to property lines. Check 2006 IBC table 602.</p> <p>Note 2: Project may be subject to landscaping requirements.</p> <p>Note 3: Project may be subject to stormwater management regulations.</p> <p>Note 4: If project is to be located in Flood Zone A, structure is subject to FEMA restrictions.</p> <p>Note 5: Project may be required to be provided with back-flow or wellhead protection devices.</p> <p>Note 6: Water service taps larger than 2" are priced on a "parts & labor" basis. Check with the Service Division 628-7353.</p> <p>Note 7: If project is located within 500' of a Registered Historical Site, plans must be approved by the Kansas State Historic Preservation Officer prior to issuance of a permit (785) 272-8681. K.S.A. 75-2724</p> <p>Is structure within the Neighborhood Revitalization Plan Area - If so they are eligible to apply for tax rebate on their project if they meet the criteria</p>		

DO NOT WRITE BELOW THIS LINE

Any questions please contact the Public Works Department, Inspection Division 628-7310.			
Plan review record - for office use only		Date plans received	
Department	Date reviewed	Review by	Notes
Inspection Department			
Fire Department			