



Homeowner common questions

- Detached Garages, Sheds, Patio Covers
- Finishing an unfinished basement
- Landscaping & Sprinkler Systems
- Fences
- Sidewalks
- Swimming Pools
- What requires a permit?



What requires a permit?

- Water Heaters & HVAC replacements
- Remodels, Additions & Basement Finishes
- Sidewalk Replacement
- Detached Accessory Structures over 120 sf
- Decks, Patio Covers & Sprinkler Systems
- Egress Windows & Foundation Repair
- Permanent & Temporary Swimming Pools

More info on what does and does not require a permit can be found at www.haysusa.com or by calling 785-628-7310.

City of Hays Public Works Department
Planning, Inspection & Enforcement
Division

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1002 Vine St.

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785-628-7310

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www.haysusa.com



Homeowner Guide

Answers To Common Questions Homeowners Have Regarding Building And Permit Requirements





Detached Garages, Sheds, Patio Covers etc.

- Detached accessory structures include pergolas, patio covers, sheds, garages etc.
- Structures larger than 120 sq. ft. require a permit.
 - Structures 120 sq. ft. or less do not require a permit.
- All structures have a minimum setback of 5' from the side yard, rear yard & from any other structure. Platted easements may be more restrictive.
- Max height is 18' or as tall as the primary structure. Structures 120 sq. ft. or less have a max height of 12'.



Unfinished Basements

- Finishing an unfinished or partially unfinished basement requires a permit.
- A basement layout will be required.
- Please call 785-628-7310 for more details.



Landscaping

- In-ground irrigation systems require a permit. Final inspections are required once the system is operational.
- Sprinkler heads shall have a precipitation rate of not more than 1" per hour and overhead irrigation is not allowed within 5' of driveways, sidewalks or other hard surfaces.
 - Landscape designers and homeowners are encouraged to utilize xeriscaping to take advantage of its water saving principles.
- No trees shall be planted within 10 lateral feet of any overhead utility lines or within 5 lateral feet of any underground water, sewer or any other utility line or utility easement.
- Outdoor watering is prohibited from Noon to 7PM from June 1st to September 30th.
 - Washing down of hard surfaces (driveways, sidewalks etc.) is prohibited year-round.
- The City of Hays Water Resources Department offers various landscape rebates. Please visit www.haysusa.com for a full list of water conservation rebates.



Fences

- Fences do not require a permit.
- Maximum height is 6' tall.
- Fences have no setback requirement for the rear and side yards. Certain front yard limitations apply.
 - A sight triangle review may be required if constructed on a corner lot. Please call 785-628-7310 if you are unsure if you need a sight triangle review.



Sidewalks

- Repair of broken or damaged sidewalk is the homeowners responsibly.
- Replacing sidewalks requires a permit.
- The City of Hays does offer a Sidewalk Rebate Program to help aid in some of the cost of sidewalk replacement.
 - The sidewalk must be inspected by a City of Hays Inspector prior to sidewalk removal and it must be deemed eligible for the program. Please call 785-628-7310 to schedule an inspection or for more information on the Sidewalk Rebate Program.



Swimming Pools

- Both permanent and temporary pools require a permit.
 - Temporary pools only require a permit when the pool is designed to hold more than 2 feet of water.
- A fence is required for any pool.
- Please call 785-628-7310 for more information.