

COMMERCIAL BUILDING PERMIT APPLICATION

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

Required Documents:
Code Footprint
Site Plan
Building Drawings
Sprinkler Plans
Storm Water Management Plans
Landscaping Plan



Application Date: _____

2015 IBC, 2015 IFC
2014 NEC
2009 UMC
2009 UPC
2012 Green Plumbing
& Mechanical Supp
(with amendments)

Property Information

Street Address		Apt/Suite #	Zip
Lot	Block	Addition/Subdivision	
Zoning			

Owner Information

First Name	Last Name	Phone	
Street Address	City	State	Zip

Contractors Information

	Name	Mailing address	Phone Number
Applicant			
Email Address			
General			
Email Address		State Registration Roofing #	
Concrete/Foundation			
Structural			
Email Address			
Roofing			
Email Address		State Registration Roofing #	
Electrical			
Email Address			
Plumbing			
Email Address			
Mechanical			
Email Address			
Architect			
Email Address			

Construction Information

Type of Improvement	Use & Type of Construction	Floor Area (in square feet)	New			
New Construction	Assembly	First floor	New Sign		Sidewalk/Entrance	
Addition	Business	Second floor	Y	N	Y	N
Alteration/Remodel	Educational	Basement (finished)				
Temp Structure	Factory	Basement (unfinished)				
Change of Occupancy	Hazardous	Basement (finished)				
Foundation	Institutional	Total Sq. Ft.				
Other	Mercantile	New Impervious Area Sq.Ft.	Located in Chestnut			
Interior Finish	Residential	Street Frontage in ft	Historical District or a			
	Storage	Parking Stalls (#)	Located in flood		registered Historical	
	Utility	ADA Parking Stalls (#)	zone?		site?	
		Kitchen Hood System	Y	N	Y	N

Commencement Date	Expected Completion Date	Estimated Cost of Project \$
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Project Description - Including special equipment installed

(Remodel - 20% of Cost goes toward Accessibility upgrades)

Electrical

Service Size	Underground	Overhead	Where is concrete encased electrode located (Where applicable)
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Electrical Installation Description

Plumbing

# Requested	Water Meter Size	Y / N	Back water valve required	Y / N	Grease Trap Required
	5/8"				
	3/4"				
	1"				
	1 1/2"				
	2"				

Plumbing Installation Description

(Remodel - 20% of Cost goes toward Accessibility upgrades)

Mechanical

Heat Pump	New Gas Line
Electrical furnace	Extend Existing Gas line
Gas Furnace	
Electric Water Heater	
Gas Water Heater	Y / N
Tank less Water Heater	Are any HVAC ducts to be located in unconditioned spaces?
Gas Fire Place	

Mechanical Installation Description

Neighborhood Revitalization Program

(Must select one of the following)

- My property is not within the Neighborhood Revitalization District Boundry
- My property is within the Neighborhood Revitalization District Boundry but I wish to decline/do not qualify
- My property is within the Neighborhood Revitalization District Boundry and I wish to participate.
(If you are wanting to participate you will have to apply for the program within 60 days from the building permit approval)

Stormwater Drainage Permit

When determined to be applicable, any person proposing to construct buildings, develop land, grade land, make improvement to existing buildings or land, or take any action that causes a change in existing stormwater runoff, shall also consider this application a Drainage Permit application. No land shall be graded, developed, or improvements constructed upon until the acceptance of any required Stormwater Management Plan and/or Stormwater Pollution Prevention Plan; and issuance of a Drainage Permit by the Stormwater Superintendent. When applicable, the Drainage Permit Fee is \$25.

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 _____ Phone Number _____

Responsible person in charge of work, Title _____ Phone Number _____

Email _____