

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:
 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 Sign
_____ New Construction	_____ Assembly	_____ First floor	_____ Y _____ N
_____ Addition	_____ Business	_____ Second floor	
_____ Alteration/Remodel	_____ Educational	_____ Basement (finished)	New
_____ Temp Structure	_____ Factory	_____ Basement (unfinished)	Sidewalk/Entrance
_____ Change of Occupancy	_____ Hazardous	_____ Basement (finished)	_____ Y _____ N
_____ Foundation	_____ Institutional	_____ Total Sq. Ft.	
_____ Other	_____ Mercantile		Located in flood
_____ Interior Finish	_____ Residential	_____ Street Frontage in ft	zone?
	_____ Storage	_____ Parking Stalls (#)	_____ Y _____ N
	_____ Utility	_____ ADA Parking Stalls (#)	
		_____ Y _____ N Kitchen Hood System	Located in
			Chestnut Historical
			District or a
			registered
			Historical site?
			_____ 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)
_____	_____	_____	_____
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 Are any HVAC ducts to be located in unconditioned spaces?
_____ Tank less Water Heater	
_____ 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)

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