

PROCESS FOR OBTAINING ZONING AND BUILDING INSPECTION PERMITS

Step 1: Obtain a Zoning Permit and a Building permit from the city office and pay all fees. Building permit will only be issued after the approval of the zoning permit.

Step 2: Fill out permit applications, review and sign the permit checklist form, and present building plans to the Inspection Department for review. The review process might take up to 72 hours, depending on the size and scope of your project.

Step 3: Receive permit: Once your project has been reviewed, you will receive a copy of your permits. The Building Permit must be posted at the construction site along with a temporary sign so the inspectors can locate your project. It is your responsibility, or someone you designate, to call for inspections at least 24 hours before it is needed so that they may be scheduled. The number to call for inspections is **316-322-4381**. Inspections include, but are not limited to, footings, foundation walls, framing, electrical and plumbing rough-ins and finals, finish work, and final inspections.

You may not occupy any dwellings without getting a final inspection and a Certificate of Occupancy.

ITEMS TO SUBMIT WITH PERMITS

Plot Plan
Foundation Plan
Electrical Plan
Plumbing Plan
Framing Plan
Mechanical Plan

FEES

Zoning Permit: \$25
Building Permit: \$200

If you have questions, contact the city office 316-778-1625