



PERMIT AND INSPECTION SERVICES

APPLICATION NO. _____
PERMIT NO. _____
DATE ISSUED _____

INSPECTIONS OFFICE
ENGINEERING DEPARTMENT ROOM 209
102 WEST SEVENTH STREET P.O. Box 1629
COFFEYVILLE, KANSAS 67337
T 620.252.6149
F 620.252.6175
WWW.COFFEYVILLE.COM

COMMERCIAL BUILDING PERMIT APPLICATION AND SUBMITTAL CHECKLIST

2000 INTERNATIONAL BUILDING CODE, CITY ORDINANCE G-07-06
2000 INTERNATIONAL MECHANICAL CODE, CITY ORDINANCE G-07-12
2000 INTERNATIONAL PLUMBING CODE, CITY ORDINANCE G-07-10
2002 NATIONAL ELECTRICAL CODE, CITY ORDINANCE G-07-09
2000 INTERNATIONAL FIRE CODE, CITY ORDINANCE G-07-07
ADAAG, K.S.A. 58-1304

REV 12/12

1. APPLICATION DATE: _____ 2. NAME: _____
(PRINT)

SIGNATURE

3A. SITE ADDRESS: _____
OR
LEGAL DESCRIPTION: _____

LOT NUMBER(S) _____ BLOCK _____
SUBDIVISION _____

3B. IS SITE LARGER THAN ONE (1.0) ACRES? Yes _____ No _____

**IF YES, ATTACH STORM WATER PREVENTION PLAN CERTIFICATE FROM KDHE, BUREAU OF WATER,
INDUSTRIAL PROGRAMS SECTION, (785) 296-5545 STORMWATER@KDHEKS.GOV**

4. PROJECT OWNER INFORMATION

NAME: _____

ADDRESS: _____

TELEPHONE: _____

CELL PHONE: _____

E-MAIL ADDRESS: _____

5. PROJECT CONSTRUCTION INFORMATION

CONSTRUCTION TYPE: NEW CONSTRUCTION ADDITION ACCESSORY BUILDING
 INTERIOR EXTERIOR
 OCCUPANCY USE CHANGE ONLY OTHER: _____

OCCUPANCY TYPE: A-1 A-2 A-3 A-4 A-5 B E F-1 F-2 H-1 H-2 H-3 H-4
 H-5 I-1 I-2 I-3 I-4 M R-1 R-2 R-3 R-4 S-1 S-2 U

6. **BRIEF DESCRIPTION OF PROJECT:** _____

7. **PROJECT CONSTRUCTION VALUATION:** _____
(MATERIALS AND CONTRACTED LABOR)

8. **PROJECT CONTRACTOR INFORMATION**

GENERAL CONTRACTOR / BUILDER

NAME: _____ COFFEYVILLE
LICENSE No.: _____

COMPANY NAME: _____

ADDRESS: _____

_____ CITY STATE ZIP

TELEPHONE No.: _____ CELL PHONE: _____

E-MAIL ADDRESS: _____

9. **SUB-CONTRACTOR INFORMATION**

CONCRETE NAME _____ COFFEYVILLE
LICENSE No.: _____

_____ TELEPHONE No.: _____

FRAMING NAME _____ COFFEYVILLE
LICENSE No.: _____

_____ TELEPHONE No.: _____

ELECTRICAL NAME _____ COFFEYVILLE
LICENSE No.: _____

_____ TELEPHONE No.: _____

PLUMBING NAME _____ COFFEYVILLE
LICENSE No.: _____

_____ TELEPHONE No.: _____

MECHANICAL NAME _____ COFFEYVILLE
LICENSE No.: _____

_____ TELEPHONE No.: _____

OTHER NAME _____ COFFEYVILLE
LICENSE No.: _____

_____ TELEPHONE No.: _____

10. ARCHITECT / ENGINEER INFORMATION

NAME _____

KANSAS LICENSE No.: _____

TELEPHONE No.: _____

CITY STATE ZIP

11. CONSTRUCTION DETAIL INFORMATION

FINISHED AREA SQUARE FOOTAGE:

FIRST FLOOR _____

SECOND FLOOR _____

THIRD FLOOR _____

BASEMENT _____

UNFINISHED
BASEMENT _____

ACCESSORY
BUILDING _____

12. CHECKLIST OF REQUIRED SUBMITTALS AND DRAWINGS

DOCUMENTS REQUIRED	NEW	ADDITION	REMODELING INTERIOR	REMODELING EXTERIOR	REPAIRS	ACCESSORY BUILDING
APPLICATION FORM	X	X	X	X	X	X
FIRECODE FOOTPRINT	X	X	X	X	X	X
FLOOR PLAN	X	X	X	X	X	
SITE PLAN WITH UTILITIES	X	X		X		X
ELEVATION DRAWING	X	X		X		
ELECTRICAL PLAN	X	X	X			
PLUMBING PLAN	X	X	X			
HVAC PLAN	X	X	X			
STRUCTURAL PLAN	X	X	X			
CONSTRUCTION DETAILS	X	X	X	X		X

KANSAS STATE LAW REQUIRES A LICENSED ARCHITECT OR ENGINEER TO DESIGN PROJECTS AND SYSTEMS MEETING CERTAIN CRITERIA. THE SERVICES OF A KANSAS LICENSED ARCHITECT ARE REQUIRED IN THE DESIGN OF NEW BUILDINGS OTHER THAN SINGLE FAMILY DWELLINGS OR FARM BUILDINGS. AN ARCHITECT SHALL ALSO BE REQUIRED FOR DESIGNING CHANGES TO EXISTING BUILDINGS WHICH AFFECT STRUCTURAL COMPONENTS, FIRE RESISTIVE QUALITIES OF THE STRUCTURE, FIRE DETECTION OR SUPPRESSION SYSTEMS, CHANGES IN BUILDING USE, EXITING PATTERNS, OR NEW PARTITION CONFIGURATIONS. K.S.A. 74-7001, 7003, 7038.

STAMPED DRAWINGS ARE REQUIRED FOR NEW CONSTRUCTION, ADDITIONS AND INTERIOR REMODELING PERMITS.

MINIMUM INFORMATION TO BE INCLUDED ON DRAWINGS:

FIRECODE FOOTPRINT: A DRAWING INDICATING THE OWNER’S COMPLIANCE WITH STATE LAW TO PROTECT OCCUPANTS FROM DANGERS OF FIRE AND EXPLOSION; AND THE ARCHITECT’S WRITTEN AND GRAPHIC DESCRIPTION OF THE INTENDED LIFE SAFETY FEATURES IN A BUILDING USED BY THE PUBLIC. THIS INFORMATION IS AS LISTED ON THE ATTACHED KANSAS STATE FIRE MARSHAL “*FIREFACT 061*”

SITE PLAN: INDICATE THE PROPERTY LINE, PROPERTY SIZE (TO SCALE OR DIMENSIONS SHOWN), NORTH ARROW, ADJACENT STREET(S), LOCATION OF EXISTING IMPROVEMENTS, PROPOSED CONSTRUCTION, SETBACK DIMENSIONS FROM PROPERTY LINES, WATER SERVICE, SEWER LINE, ELECTRIC LINE, ANY EASEMENTS, PAVING, CURB CUTS, GRADING AND DRAINAGE.

FLOOR PLAN: PLANS SHALL BE DRAWN TO SCALE OR SHOW DIMENSIONS, SHOWING WALLS, DOORS, WINDOWS, CONSTRUCTION TYPES, AND ALL FLOOR LEVELS. INDICATE METHOD AND PATH OF STORM WATER DRAINAGE. NOTE FIRE RATING OF DOOR ASSEMBLIES, PANIC DEVICE LOCATIONS, SAFETY WINDOW GLAZING LOCATIONS, STAIRWAY HANDRAIL, TREAD AND RISER DETAILS.

ELEVATION DRAWINGS: ILLUSTRATE THE BUILDING FRONT, SIDES AND REAR VIEWS.

ELECTRICAL PLAN: INDICATE THE LOCATION AND SIZE OF NEW ELECTRICAL SERVICE AND DESCRIBE NEW PANELBOARD. INDICATE LIGHTING ARRANGEMENT AND DISTRIBUTION OF POWER. INDICATE EMERGENCY LIGHTING, EXIT LIGHTING AND LOCATION OF GFCI OUTLETS. INDICATE REQUIRED FIRE ALARM SYSTEM DESIGN AND LAYOUT.

PLUMBING PLAN: INDICATE THE SANITARY SEWER LOCATION EXITING THE CONSTRUCTION AND THE TIE TO EXISTING SYSTEM (IF APPLICABLE), WITH CLEANOUT LOCATIONS. INDICATE THE WATER SERVICE LINE LOCATION, SIZE AND THE TIE TO EXISTING SYSTEM (IF APPLICABLE). LOCATE AND SIZE PIPING INSIDE THE BUILDING AND LOCATION OF FIXTURES. INDICATE FIRE SUPPRESSION AND FIRE DEPARTMENT CONNECTION AS REQUIRED. NOTE BACKFLOW PREVENTION DEVICE LOCATIONS AND ANY REQUIRED GREASE AND/OR OIL INTERCEPTOR.

HVAC PLAN: INDICATE THE BUILDING’S ENVIRONMENTAL CONTROL SYSTEM AND LAYOUT, NOTING THE SIZES, TYPES, AND FUEL USED. INDICATE VENTING AND EXHAUSTING TO MEET REQUIREMENTS.

STRUCTURAL PLAN: INDICATE THE FOOTING, FOUNDATION, ROOF FRAMING, COLUMN AND LOAD BEARING SYSTEMS AND LOCATIONS, NOTING SIZES AND STRENGTHS OF MATERIALS USED. NOTE DESIGN CRITERIA, INCLUDING LOADS AND EXPOSURE.

CONSTRUCTION DETAILS: ILLUSTRATE THE CONSTRUCTION MATERIALS AND METHODS NECESSARY TO CONVEY TO THE BUILDING OFFICIAL, THE COMPLIANCE WITH APPLICABLE PROVISIONS OF THE CURRENT CODES AND STANDARDS.

13. REQUIRED INSPECTIONS

THE FOLLOWING INSPECTIONS ARE REQUIRED FOR COMMERCIAL CONSTRUCTION PROJECTS WITHIN THE CITY OF COFFEYVILLE. WHEN YOUR PROJECT IS READY FOR AN INSPECTION, YOU MAY CALL (620) 252-6149, BEFORE 4:00 P.M., THE DAY PRIOR TO THAT REQUESTED FOR THE INSPECTION.

GENERAL CONSTRUCTION

- DW (DRIVEWAY)** AN INSPECTION PERFORMED TO VERIFY THAT DRIVEWAYS, SIDEWALKS AND CURB CUTS ARE CONSTRUCTED IN CONFORMANCE WITH CITY CODE AND ORDINANCE.
- FRM (FRAMING)** AN INSPECTION OF STRUCTURAL COMPONENTS AND CONNECTIONS, LUMBER SIZE AND LOAD BEARING, AND EGRESS WINDOW SIZES, PRIOR TO SHEETROCK INSTALLATION.
- FTG (FOOTINGS)** FOOTING INSPECTIONS CHECK THE TYPE AND BEARING OF FOUNDATIONS, REINFORCEMENT, CLEARANCES AND LOCATION ON THE PROPERTY

FBI (FINAL BUILDING INSPECTION) A FINAL INSPECTION TO VERIFY ALL COMPONENTS ARE

IN PLACE AND OPERATING AS INTENDED.

FFD (FINAL FIRE DEPARTMENT) A FINAL INSPECTION BY THE FIRE DEPARTMENT TO VERIFY LOCAL AND STATE REQUIREMENTS FOR FIRE SAFETY, DETECTORS, HAZARDOUS MATERIALS, ALARM SYSTEMS, FIRE ESCAPES, MEANS OF EGRESS AND MAINTENANCE OF FIRE PROTECTION DEVICES.

PLUMBING CONSTRUCTION

CCI (CROSS CONNECTION INSPECTION) AN INSPECTION TO VERIFY CORRECT INSTALLATION OF THE BACKFLOW PREVENTION DEVICES USED ON THE POTABLE WATER SYSTEM.

GL (GAS LINE) A VISUAL INSPECTION OF THE GAS LINE AND CONNECTION TO THE METER. THIS INSPECTION IS DONE BY THE GAS UTILITY AND COORDINATED BY THE PLUMBING SUB-CONTRACTOR.

RIP (ROUGH-IN PLUMBING) THIS IS AN INSPECTION OF THE UNDERGROUND DWV (DRAIN, WASTE AND VENT) AND WATER SUPPLY, WITHIN A BUILDING. THIS IS USUALLY DONE AT THE "STACK OUT" AND IS A PRESSURE TEST OF 50#PSI ON THE WATER SUPPLY, 5#PSI AIR OR 10 FOOT HEAD ON DWV SYSTEM.

SWR (SEWER) THIS INSPECTION IS A VISUAL INSPECTION OF THE SEWER LINE IN PLACE FROM THE CLEANOUT TO THE TAP AT THE CITY MAIN.

FP (FINAL PLUMBING) A FINAL INSPECTION AFTER ALL FIXTURES ARE INSTALLED AND CONNECTED.

ELECTRICAL CONSTRUCTION

TP (TEMPORARY POWER) THIS INSPECTION IS FOR TEMPORARY POWER POLES INSTALLED AT JOB SITES AND/OR JOB TRAILERS FOR CONSTRUCTION AND IS TO ASSURE POLE IS STRONG ENOUGH TO WITHSTAND WIND OR WEATHER, AND GFCI PROTECTED.

PS (PERMANENT SERVICE) A VISUAL INSPECTION OF THE INSTALLATION OR UPGRADE OF THE ELECTRICAL SUPPLY SYSTEM TO A RESIDENCE, TYPICALLY AT THE SERVICE ENTRANCE.

RIE (ROUGH-IN ELECTRICAL) AN INSPECTION OF THE INSTALLATION OF BOXES, CONDUIT, CABLE, CONDUCTORS, ETC. PRIOR TO THE COVERING BY WALLBOARD, CONCRETE, MASONRY OR EARTH. THIS MUST BE DONE FOR ANYTHING THAT WILL NOT BE VISIBLE UPON COMPLETION OF THE PROJECT.

FE (FINAL ELECTRICAL) AN INSPECTION THAT INSURES ALL FIXTURES, DEVICES, EQUIPMENT AND PANELBOARDS ARE INSTALLED AND OPERATING CORRECTLY.

MECHANICAL CONSTRUCTION

RIM (ROUGH-IN MECHANICAL) AN INSPECTION OF THE DUCTWORK, PANNING, FLUES, COMBUSTION AIR, AND ALL ITEMS THAT WILL BE COVERED BY DRYWALL OR CEILINGS.

FM (FINAL MECHANICAL) A FINAL INSPECTION AFTER ALL FINAL CONNECTIONS ARE MADE AND GRILLES ARE IN PLACE. THE SYSTEM SHALL BE OPERATIONAL

SITE CONSTRUCTION

SPA (SITE PLAN APPROVAL) INSPECTION INCLUDES LOCATION OF CONSTRUCTION ON PROPERTY, IDENTIFICATION OF EASEMENTS, SETBACKS, LANDSCAPING, SIDEWALKS, PAVEMENT, AND GRADING.

STW (STORM WATER) AN INSPECTION TO VERIFY COMPLIANCE WITH STORM WATER REGULATIONS AND CONTROL OF EXCESS STORM WATER DRAINAGE, RETENTION AND DISPERSAL.

FOR OFFICE USE

DW	FRM	FTG	FBI	FFD	CCI	GL	RIP	SWR	FP	TP	PS	RIE	FE	RIM	FM	SPA	STW
<input type="checkbox"/>																	
INSPECTION DATE																	
INITIALS																	

THIS SECTION FOR CITY REVIEW AND COMPLETION

1. PLANNING AND ZONING:

A. ZONING CLASSIFICATION

PROPOSED USE OF PROPERTY: _____

PRESENT ZONING CLASSIFICATION _____ REQUIRED ZONING CLASSIFICATION: _____
COMMENTS: _____

IS A CONDITIONAL USE PERMIT REQUIRED? YES _____ NO _____
COMMENTS: _____

IS A SPECIAL EXCEPTION PERMIT REQUIRED? YES _____ NO _____
COMMENTS: _____

IS THE PROPERTY WITHIN 500 FEET OF ANY STRUCTURE LISTED ON THE NATIONAL REGISTER OF
HISTORIC SITES? YES _____ NO _____
COMMENTS: _____

B. SET BACK AND DENSITY REQUIREMENTS

LOCATION	PROPOSED/EXISTING DISTANCE	REQUIRED DISTANCE
FRONT YARD	_____	_____
REAR YARD	_____	_____
INTERNAL SIDE YARD	_____	_____
EXTERNAL SIDE YARD (IF APPLICABLE)	_____	_____
MINIMUM LOT AREA	_____	_____
MINIMUM LOT WIDTH	_____	_____
MINIMUM LOT DEPTH	_____	_____
MAXIMUM LOT COVERAGE	_____	_____
MAXIMUM HEIGHT	_____	_____

IS A VARIANCE PERMIT REQUIRED? YES _____ NO _____

COMMENTS: _____

C. OFF-STREET PARKING AND LANDSCAPING REQUIREMENTS

COMMENTS: _____

2. ENGINEERING:

A. SITE

IS THE PROPERTY IN A FLOOD HAZARD ZONE? YES _____ NO _____

COMMENTS: _____

ARE CURB CUTS COMPLIANT? YES _____ NO _____

COMMENTS: _____

IS DRIVEWAY COMPLIANT? YES _____ NO _____

COMMENTS: _____

DOES THE SITE GRADING ADEQUATELY ADDRESS STORM WATER DRAINAGE, RETAINAGE OR CONTAINMENT? YES _____ NO _____

COMMENTS: _____

3. WATER/WASTEWATER:

IS ADEQUATE WATER SERVICE AVAILABLE TO THE SITE?

YES _____ NO _____

COMMENTS: _____

IS ADEQUATE SANITARY SEWER SERVICE AVAILABLE TO THE SITE? IF NO, HAS AN APPROVAL BEEN

GIVEN BY MONTGOMERY COUNTY HEALTH DEPARTMENT FOR A SEPTIC SYSTEM?

YES _____ NO _____

COMMENTS: _____

IS GAS SERVICE REQUIRED TO THE SITE?

YES _____ No _____

COMMENTS: _____

IS ADEQUATE INFORMATION SUBMITTED TO ISSUE A PERMIT?

YES _____ No _____

COMMENTS: _____

4. ELECTRICAL:

IS ADEQUATE ELECTRICAL SERVICE AVAILABLE TO THE SITE?

YES _____ No _____

COMMENTS: _____

IS ADEQUATE INFORMATION SUBMITTED TO ISSUE A PERMIT?

YES _____ No _____

COMMENTS: _____

5. APPROVAL:

INSPECTIONS: _____ DATE: _____

ENGINEERING: _____ DATE _____

PLANNING: _____ DATE: _____

WATER/WASTEWATER: _____ DATE _____

ELECTRICAL: _____ DATE _____