



www.coffeyville.com  
Information@coffeyville.com

City of Coffeyville  
P.O. Box 1629  
Coffeyville, Kansas 67337

Building Official  
P (620) 252-6128  
F (620) 252-6175

PROJECT NO. \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

DATE ISSUED. \_\_\_\_\_

### MULTIPLE FAMILY DWELLING BUILDING PERMIT APPLICATION AND SUBMITTAL CHECKLIST

2018 INTERNATIONAL BUILDING CODE, CITY ORDINANCE G-21-01  
2018 INTERNATIONAL MECHANICAL CODE, CITY ORDINANCE G-21-01  
2018 INTERNATIONAL PLUMBING CODE, CITY ORDINANCE G-21-01  
2017 NATIONAL ELECTRICAL CODE, CITY ORDINANCE G-21-01 2018  
INTERNATIONAL FIRE CODE, CITY ORDINANCE G-21-02

REV 08/17

1. **Application Date:** \_\_\_\_\_ 2. **Name:** \_\_\_\_\_  
(print)

\_\_\_\_\_  
**Signature**

3. **Site Address:** \_\_\_\_\_  
or  
**Legal Description:** \_\_\_\_\_

Lot (s) \_\_\_\_\_ block \_\_\_\_\_

4. **Project Owner Information** \_\_\_\_\_  
Subdivision

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

#### 5. Project Construction Information

Construction Type:  New Multiple Family/ Apartment  New Dormitory/ Fraternity  Accessory Building  
 Addition  Remodeling  Repairs  
 Detached Garage / Carport  Other: \_\_\_\_\_

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.: \_\_\_\_\_

\_\_\_\_\_

11. **Multiple Family Dwelling Unit Information**

**Unit Type:** \_\_\_\_\_

Finished Area Square Footage:

**Total No. of This Unit Type:** \_\_\_\_\_

**No. of Above A.D.A Compliant:** \_\_\_\_\_

First Floor \_\_\_\_\_

Second Floor \_\_\_\_\_

Third Floor \_\_\_\_\_

Basement \_\_\_\_\_

Unfinished Basement \_\_\_\_\_

Garage \_\_\_\_\_

**Unit Type:** \_\_\_\_\_

Finished Area Square Footage:

**Total No. of This Unit Type:** \_\_\_\_\_

**No. of Above A.D.A Compliant:** \_\_\_\_\_

First Floor \_\_\_\_\_

Second Floor \_\_\_\_\_

Third Floor \_\_\_\_\_

Basement \_\_\_\_\_

Unfinished Basement \_\_\_\_\_

Garage \_\_\_\_\_

**Unit Type:** \_\_\_\_\_

Finished Area Square Footage:

**Total No. of This Unit Type:** \_\_\_\_\_

**No. of Above A.D.A Compliant:** \_\_\_\_\_

First Floor \_\_\_\_\_

Second Floor \_\_\_\_\_

Third Floor \_\_\_\_\_

Basement \_\_\_\_\_

Unfinished Basement \_\_\_\_\_

Garage \_\_\_\_\_

**Unit Type:** \_\_\_\_\_

Finished Area Square Footage:

**Total No. of This Unit Type:** \_\_\_\_\_

**No. of Above A.D.A Compliant:** \_\_\_\_\_

First Floor \_\_\_\_\_

Second Floor \_\_\_\_\_

Third Floor \_\_\_\_\_

Basement \_\_\_\_\_

Unfinished Basement \_\_\_\_\_

Garage \_\_\_\_\_

12. Checklist of Required Submittals and Drawings

DOCUMENTS REQUIRED	NEW	ADDITION	REMODELING INTERIOR	REPAIRS	DETACHED GARAGE	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				
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

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, Grading and Drainage.

**Floor Plan:** Plans shall be drawn to scale or show dimensions, showing walls, doors, windows, Construction Types, and all levels.

**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.

**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.

**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.

**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 panel boards 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.

<i>FOR OFFICE USE</i>																	
DW	FRM	FTG	FBI	FFD	CCI	GL	RIP	SWR	FP	TP	PS	RIE	FE	RIM	FM	SPA	STW
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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**

<b>LOCATION</b>	<b>EXISTING DISTANCE</b>	<b>REQUIRED DISTANCE</b>
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:**

**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: \_\_\_\_\_  
\_\_\_\_\_

**B. Site Stormwater Regulations**

Will The Project Excavation Disturb One (1) Acre Or More Of Soil?

Yes \_\_\_\_\_ No \_\_\_\_\_

Is The Project Part Of A Larger Development That Will Disturb One (1) Acre Or More Of Soil?

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer to either question is "YES" the owner must submit a "Notice Of Intent" (NOI) with a Stormwater Pollution Prevention Plan (SWPPP) to the Kansas Department Of Health And Environment (KDHE). A copy of the "NOI" and the "SWPPP" must be submitted to the City before soil is disturbed.

Has a "NOI" & "SWPPP" Been Submitted to KDHE And A Copy Submitted To the City?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



After final vegetation has been established on the site and approved by the City, a copy of the "Notice Of Termination" (NOT) must be submitted to the City for approval. After approval by the City the "NOT" must be submitted to KDHE.

Has Owner Been Notified That a "NOT" Must Be Approved By The City And Then Submitted To KDHE After Final Vegetation Is Established?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

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: \_\_\_\_\_