

CITY OF DOUGLASS

BUILDING PERMIT

AND

PROCEDURE INFORMATION SHEETS

For an inspection to occur this permit **MUST BE POSTED** at or near
 The front of the permitted structure or place of construction activity for the
 duration of the construction project.

Protect the permit from direct exposure to bad weather conditions.

24 HOUR NOTICE MUST BE GIVEN PRIOR TO AN INSPECTION

Date _____

Watershed District # _____

BUILDING PERMIT # _____

X Jobsite Location: _____
X Landowner: _____
X Mailing Address: _____ **X Phone** _____
 City _____ State _____ Zip _____ **X Phone** _____
X Contractor _____ **X Phone** _____

Type of Improvement:

New Single-Family	Accessory Building	Manufactured Home
Remodel	Roofing	Manufactured Home w/min (9') basement wall construction
Plumbing	Single-Wide	New Comm./Indus/Res
Mechanical	Double-wide/Modular	Demolition: Comm/Ind
Electrical	Double-wide/Modular w/min (8') basement wall construction	Grading and/or Cut and Fill
Structural Framing	Single-Family Demo.	Other

X Work Description: _____
X Dimensions _____ **Zoning:** _____ **Value of Project:** _____
Permit Fee-Based on Inspections: _____
Payment Type: Cash _____ **or Check #** _____

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

ISSUANCE OF A BUILDING PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER FEDERAL, STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

X Contractor or Landowner _____

Issued By: _____

CONSTRUCTION MUST BEGIN WITHIN 90 DAYS.
 BUILDING PERMIT IS GOOD FOR 12 MONTHS FROM THE DATE OF APPROVAL.

BUTLER COUNTY BUILDING OFFICIAL-

EACH PHASE OF INSPECTION MUST BE DATED AND SIGNED BY A BUTLER COUNTY BUILDING OFFICIAL

	Date of Inspection	1 st Pass or Fail	Building Official
<u>Preliminary Site Visit</u>			
<u>Construction Access</u>			
<u>Footing</u>			
<u>UFER Ground</u>			
<u>Foundation Wall</u>			
<u>Weatherproofing</u>			
<u>Under Slab Plumbing</u>			
<u>Concrete Slab & Under-Floor Inspection</u>			
<u>Grading</u>			
<u>Construction Meter</u>			
<u>Framing</u>			
<u>Roofing</u>			
<u>Meter Loop</u>			
<u>Rough-In Electric</u>			
<u>UG Electrical Conduit</u>			
<u>Rough-In Plumbing</u>			
<u>Drain Waste Vent (5PSI or Water Test)</u>			
<u>Rough-In Gas</u>			
<u>UG for Natural or LP Gas</u>			
<u>Drywall Board Requirements</u>			
<u>Rough-In Mechanical</u>			
<u>Heating and Ventilation</u>			
<u>Roofing</u>			
<u>Fire-Resistant Penetrations</u>			
<u>Energy Efficiency</u>			
<u>Other:</u>			
<u>Comment(s):-Final Inspection:</u>			
<u>Comment(s):-Certificate of Occupancy:</u>			

PROCESS FOR OBTAINING PERMITS

Step 1: Obtain a Zoning Permit from the City office. Building Permits will only be issued after approval of the Zoning Permit.

Step 2: Apply for a Building Permit. Fill out permit application, review and sign the permit checklist form, and present two sets of building plans to the Inspection Department for review, and pay fees. All commercial projects require an architect's set of plans. 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 permit. This 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. Our number 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 first getting a final inspection and a Certificate of Occupancy from Butler County and the City of Douglass.

PROCEDURE FOR OBTAINING ZONING PERMIT AND BUILDING INSPECTION PERMIT

Owner or Builder

- 1. Acquire the building packet at the city building during office hours.**
 - Zoning Permit**
 - Building Inspection Permit**
 - Information and Guidelines**
- 2. Fill out and return Zoning Permit and Site Plan for approval.**
- 3. When zoning is approved, submit building permit with building plans.**
 - Foundation Plan**
 - Electrical Plan**
 - Plumbing Plan**
 - Framing Plan**
 - Mechanical Plan**
- 4. Return to City Hall and pay fees, \$25.00**

Clerk

- 5. Copies to file, Zoning Administrator, and Builder**
 - Copy and all plans to County Inspection**

Owner or Builder

- 6. Notify County Inspection of need for inspection at least 24 hours prior to need. 316-322-4381**

County

- 7. Final Inspection Report to Zoning Administrator – sign Occupancy Permit at City Hall**

Zoning Administrator

- 8. Sign Occupancy Form and send copy to Owner/Builder and to file.**

Notice to ALL Contractors

Inspections are required in the City of Douglass. The city has contracted with Butler County to provide inspections. All contractors must be registered with the Butler County Inspection Department. **It is the responsibility of the persons doing the work to call and request inspections.** Failure to request an inspection can and will result in fines. When calling for an inspection, you must provide the following information:

1. Building Permit number
2. Job address
3. Homeowner name
4. Time requested

Inspection cards must be posted.

Job site address (not a contractor's sign) must be posted and must be readable from the driveway entrance. **Numbers shall be at least 4 inches tall.**

No inspections will be done without the above information.

General inspection reminders:

1. Access approval is required prior to getting permits for everything except additions.
2. All concrete footings shall be engineered and shall have an original Kansas Licensed Engineer or Architect Stamp on all drawings. If a professional is not used, all footings shall be 12" x 24" for occupied buildings and 8" x 16" for garages and accessory buildings.
3. Hurricane clips and tie downs are required on all roof structures as per code.
4. Smoke alarms are required in all sleeping rooms and one on each level of the home as per UBC 1997.
5. Water service to the structure shall be copper from 10 feet outside the structure, have copper piping to the hot water heater and from the hot water heater to the manifold block with plastic water systems, and have a secondary ground to the water service per the 1996 NEC code.
6. Natural gas piping (propane gas is not allowed in the City) shall be: coated black pipe and taped at all fittings, or poly pipe with approved fittings, or protected stainless steel with approved fittings.

All electric shall be buried 3 feet minimum from the meter to the house. Secondary lines to accessory buildings shall be a minimum of 2 feet.

A final inspection is required on ALL structures before they can be occupied or used. This will be enforced by either the removal of electric meters or fines or by both.