



611 Mulberry Road, Suite 300  
 Derby, KS 67037  
 Phone 316-788-6632  
 Email: [permits@derbyweb.com](mailto:permits@derbyweb.com)  
[www.derbyks.com](http://www.derbyks.com)

**RESIDENTIAL BUILDING PERMIT & CERTIFICATE  
 OF OCCUPANCY APPLICATION**  
 Basement Finish • Remodel • Addition • Garage •  
 Deck (more than 30" above grade) •  
 Retaining Wall • Accessory Structures (Larger than 119 sq. ft.)

**A SITE PLAN DRAWING & FLOOR PLAN MUST BE SUBMITTED WITH THIS APPLICATION  
 A COPY OF THE PERMIT MUST BE KEPT ON SITE AT ALL TIMES.**

**Date:** \_\_\_\_\_ **Valuation:** \_\_\_\_\_ **Building Fee:** \$ \_\_\_\_\_  
 (Market Value of Improvements, Excluding Land) **C/O:** \$ 25.00  
**Issuance:** \$ 25.00  
**Total:** \$ \_\_\_\_\_

The following information **must be** supplied in order to process this application and thereby issue your permit. An incomplete application will delay your project until the information is provided.

**CONTACT INFORMATION**

**Address of Project:** \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_

**Property Owner Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contractor Name/Company:** \_\_\_\_\_ **License #:** \_\_\_\_\_

**Contractor Address:** \_\_\_\_\_

**Contractor Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Electrical Contractor:** \_\_\_\_\_ **License #:** \_\_\_\_\_

**Plumbing Contractor:** \_\_\_\_\_ **License #:** \_\_\_\_\_

**Mechanical Contractor:** \_\_\_\_\_ **License #:** \_\_\_\_\_

**PROJECT INFORMATION**

**Legal Description of Property:** Lot \_\_\_\_\_, Block \_\_\_\_\_, \_\_\_\_\_ **Addition**

**Project Description (check all that apply)\*:**

- Building Addition  Detached Garage
- Accessory Structure (120 sq. ft. or larger)  Deck (more than 30" above grade)
- Retaining Wall (48 in. or greater above grade)  Basement Finish: \_\_\_\_\_ Sq. Ft
- Other: \_\_\_\_\_

**\*Additional permits may be required**

**Type of Work:**  Remodel  Repair  Addition

**Describe Proposed Project:** \_\_\_\_\_

**Structure Height:** \_\_\_\_\_

**Fixtures: Plumbing Addition:**  Full Bath \_\_\_\_\_  Half Bath \_\_\_\_\_  
 Total Fixtures \_\_\_\_\_ (Stools, Showers/Tubs, Sinks, Hot Water Tank)

**Fireplace Addition:**  Masonry  Prefabricated

**SETBACKS** (Minimum Required Distance between Structure(s) and Property Line(s))

Minimum Setbacks Required by Zoning District:

Actual Distances Proposed (Feet):

Front: \_\_\_\_\_  
First Side: \_\_\_\_\_  
Second Side: \_\_\_\_\_  
Rear: \_\_\_\_\_

Front: \_\_\_\_\_  
First Side: \_\_\_\_\_  
Second Side: \_\_\_\_\_  
Rear: \_\_\_\_\_

Detached Buildings must be a minimum of 10 ft. away from Primary Building.

**LOT COVERAGE** (Maximum Area of a Property That Can Be Developed with Structures)

Use the Following to Determine Lot Coverage on the Property:

Proposed Addition \_\_\_\_\_ sq. ft.  
Existing House \_\_\_\_\_ sq. ft.  
Existing Garage \_\_\_\_\_ sq. ft.  
Existing Deck \_\_\_\_\_ sq. ft.  
Existing Accessory Building(s) \_\_\_\_\_ sq. ft.  
Total \_\_\_\_\_ divided by lot size \_\_\_\_\_ sq. ft.

Total Lot Coverage Equals \_\_\_\_\_% (New and Existing Structures Cannot Exceed 30% Coverage)

**FLOODPLAIN & PAD ELEVATION**

Is the property in a FEMA Hazard Area:  Yes  No (If Yes, a Floodplain Development Permit may be required)

Does the property require a minimum pad elevation?  Yes  No Min. Pad Elevation Required: \_\_\_\_\_

**CERTIFICATION**

- I understand that sleeping areas in basements must comply with the 2018 International Residential Code. I further understand that I am responsible for the structure passing a final inspection, assuring that any manholes on the subject property are not covered during building construction and assuring that the building will not be occupied prior to the issuance of a certificate of occupancy. I also agree to install appropriate erosion control measures in order to avoid dirt, sand and other material from accumulating within public street right-of-way (12.36 and 15.32).
- I hereby certify that the information given herein is correct and that I will comply with the zoning regulations and requirements of this application. I understand that a permit issued based on false statements, which are material to the issuance of this permit, shall make any issued permit null and void. Issued permits and/or certifications do not nullify any deed restrictions or restrictive covenants filed of record.
- I acknowledge that if this permit is denied, the City will retain the \$25.00 issuance fee for administrative purposes.
- The applicant must call for inspections. Contact (316) 788-6632 Option 2 to schedule the required inspections.

I acknowledge that if this permit is denied, the City will retain the \$25.00 issuance fee for administrative purposes.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**OFFICIAL USE ONLY**

Required Documents:  Fee  Plot Plan w/ Dimensions  Elevation Drawings (if applicable)  
 Floodplain Development Permit Application (if applicable)

Permit Status: APPROVED  DENIED  Attach Laminated Notice

Permit Number: \_\_\_\_\_

Reviewed By:

\_\_\_\_\_  
City Planner or Authorized Agent

\_\_\_\_\_  
Building Trades Official or City Engineer

\_\_\_\_\_  
Permit Issue Date

Notes/Conditions: \_\_\_\_\_

Permit Return Method:  Email Permit  Mail (USPS)  Pick-Up (Call Applicant)