



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

**Application for  
 Residential Building Permit & Certificate of  
 Occupancy  
 (New Single Family & Two-Family Homes)**

**A SITE PLAN DRAWING & FLOOR PLAN MUST BE SUBMITTED WITH THIS APPLICATION**

Date: \_\_\_\_\_ Valuation: \_\_\_\_\_  
 Permit # \_\_\_\_\_ (Market value of improvements, excluding land)

Bldg.Fee: \$ \_\_\_\_\_  
 Sewer: \$ 1000.00  
 Manhole Deposit \$ \_\_\_\_\_  
 C/O: \$ 25.00  
 Issuance: \$ 25.00  
**Total: \$ \_\_\_\_\_**

**A COPY OF THE PERMIT MUST BE KEPT ON SITE AT ALL TIMES.**

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)\*:  Single Family  Two Family

\*Additional permits may be required

**Structure and Lot information**

Lot Size \_\_\_\_\_ Sq. Ft. Width of Lot \_\_\_\_\_ Depth of Lot \_\_\_\_\_  
 1st Floor Area Sq. Ft.: \_\_\_\_\_ 2nd Floor Area Sq. Ft.: \_\_\_\_\_  
 Basement Area Total Sq. Ft.: \_\_\_\_\_ Unfinished Sq. Ft. \_\_\_\_\_; Finished Sq. Ft. \_\_\_\_\_;  
 Foundation Type:  View Out  Walk Out  Non-View Out  Slab on Grade  
 Attached Garage/Carport Sq. Ft.: \_\_\_\_\_  
 Attached Deck/Porch Sq. Ft.: \_\_\_\_\_ (Must be shown on plot plan.)  
 Number of Dwelling Units:  One  Two Number of Stories:  One  Two Building Height \_\_\_\_\_  
 Roof Material:  Asphalt  Wood Shingle  Wood Shake  Concrete Tile  Clay Tile  Fiberglass Tile  
 Plumbing:  Full Bath #\_\_\_  Half Bath #\_\_\_ Total Fixtures\_\_\_ (Stools, Showers/Tubs, Sinks, Hot Water Tank)  
 Fireplaces:  Masonry #\_\_\_  Prefabricated #\_\_\_  
 Total Rooms:  Living #\_\_\_  Dining #\_\_\_  Kitchens #\_\_\_  Bedrooms #\_\_\_

Heating Type(s):  Gas  Elect.  Oil  Solar  Hot Water  Heat Pump  Other

**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:

House \_\_\_\_\_ sq. ft.  
Garage \_\_\_\_\_ sq. ft.  
Deck \_\_\_\_\_ sq. ft.  
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

<b>OFFICIAL USE ONLY</b>		
Required Documents: <input type="checkbox"/> Fee <input type="checkbox"/> Plot Plan w/ Dimensions <input type="checkbox"/> Elevation Drawings (if applicable) <input type="checkbox"/> Floodplain Development Permit Application (if applicable)		
Permit Status: APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> Attach Laminated Notice <input type="checkbox"/>		
Permit Number: _____		
Reviewed By:		
_____ City Planner or Authorized Agent	_____ Building Trades Official or City Engineer	_____ Permit Issue Date
Notes/Conditions: _____		
Permit Return Method: <input type="checkbox"/> Email Permit <input type="checkbox"/> Mail (USPS) <input type="checkbox"/> Pick-Up (Call Applicant)		



City of Derby/El Paso Water  
 Company 611 N. Mulberry Rd  
 Derby, KS 67037  
 (316)788-1424

## NEW WATER SERVICE INSTALLATION ACKNOWLEDGEMENT

The City of Derby/El Paso Water Company will designate the point at which the customer's service line may be connected to the company's main or equipment. The customer is responsible for providing a water service line to the meter location.

- The City designates the location for the water meter box and it will be marked on site with a blue stake and located for installation within 30 days of water meter purchase. If any alterations of the location are required, please call Jason Bradshaw at 788-1151 ext. 4200. (Commercial meter installation scheduling will be coordinated as necessary).
- The proper pipe fitting (1", 2" etc.) shall be left on site to allow connection to the company's equipment.
- The water line shall be placed at a depth of roughly 3 ft. at the location of the meter. If the water line is installed prior to meter installation and the proper fitting is provided, the City will make the connection to the meter. If it is not ready, it is the customer's responsibility to make the connection.
- Water service will be provided by tapping the smallest diameter water line available to the property. If the property is a corner lot and/or has multiple water mains to connect to, the shortest distance may be used.
- If the only available option is to tap a large diameter line (larger than 8"), customer is responsible for tapping the main and installation of a valve to isolate the meter and service the line from the main. An inspection will be required.
  - For each water meter 2" or smaller, a 2" gate valve must be installed.
  - The gate valve can be connected with a fitting or tapping sleeve.
- **Do not remove utility flag and paint locates.** This will delay the installation of the service for a minimum of three working days. Utility locates must be in place prior to water meter installation.
- The staked meter location should be kept clear of debris and any items that may interfere with the installation of the meter. Failure to maintain the staked area from interferences will result in the installation being rescheduled or postponed.

The City will charge for replacement or repairs due to negligent or intentional acts of the customer or the customer's agents, licensees or invitees.

- Upon completion of water service installation, the customer will be responsible for the cost of repair or replacement, if damaged.
- Every effort will be made to avoid conflict between meter location and established sidewalk. Customer is responsible for replacement of sidewalk if the city finds necessary to remove for completion of service installation.

The undersigned requests the City of Derby Utilities/El Paso Water Company to supply metered water and/or sewer service at the address given below. Water meters are the property of the City of Derby. The undersigned agrees to use and pay for the service rendered at this address and agrees to conform to all the rules and regulations governing the service now on file with the utility regulatory body. It is understood the City of Derby/El Paso Water Company may discontinue service for misuse of service or failure of the undersigned to pay for service when due.

\_\_\_\_1" = \$1,836.00 (\$1,700.00 + \$136.00 tax)      \_\_\_\_2" = \$3,996.00 (\$3,700 + \$296.00 tax)

**PROPERTY ADDRESS** \_\_\_\_\_

**BUILDING, UNIT OR SUITE #(S):** \_\_\_\_\_

**PURPOSE OF METER:** \_\_\_RESIDENCE\_\_\_BUSINESS\_\_\_IRRIGATION ONLY\_\_\_OTHER:\_\_\_\_\_

**BILLING NAME/COMPANY** \_\_\_\_\_

**TAX ID #** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**BILLING ADDRESS** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_