



611 Mulberry Road, Suite 300
 Derby, KS 67037
 Phone 316-788-6632 / Fax 316-788-6067
www.derbyks.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*: _____
 (Market value of improvements, excluding land)

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

Bldg.Fee:	\$	_____
Sewer:	\$	1000.00
Manhole Deposit	\$	_____
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.

Lot #: _____ **Block:** _____ **Addition:** _____

OFFICE USE ONLY: Zoning District: _____

Property/Project Owner Name: _____
 (First) (Last)

Address of Project: _____

Name of Contractor: _____

Contractor's Address: _____

 (City) (State) (Zip) (Email)

Phone # Day Time: () _____ **Cell:** () _____ **Fax:** () _____

Electrical Contractor: _____

Plumbing Contractor: _____

Mechanical Contractor: _____

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(may be more than one):Gas Elect. Oil Solar Hot Water Heat Pump Other

Minimum Setbacks Required by Zoning District

Actual Locations Proposed

Front _____
First Side _____
Second Side _____
Rear _____

Front _____
First Side _____
Second Side _____
Rear _____

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 _____% (Lot coverage can't exceed 30%)

Is the property in a FEMA Hazard Area: Yes No

Does the property require a minimum pad elevation? Yes No

Minimum Low Opening Elevation: _____

I understand that sleeping areas in basements must comply with the 2006 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.

Owner/Contractor Signature

Date

PERMISSION IS HEREBY GRANTED TO PROCEED WITH THE WORK UPON RECEIPT OF BUILDING PERMIT.

CITY PLANNER

BUILDING TRADES OFFICIAL or
CITY ENGINEER

Permit Issue Date



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. 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" = \$3,780.00 (\$3,500 + \$280.00 tax)

ADDRESS OF NEW SERVICE _____

NAME _____ COMPANY _____

TAX ID # _____ PHONE # _____

BILLING ADDRESS _____

SIGNATURE _____ DATE _____