



City of Ottawa

Community Development Department

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Ottawa, KS 66067
Phone: (785) 229-3620
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E-mail communitydevelopment@ottawaks.gov
Web Site www.ottawaks.gov

Commercial Building Permit Application

Inspections: Please call for inspection 24 Hours in advance.

Required Attachments: Must be submitted with application.

1. Site Plan.
2. Three (3) Copies of Kansas Licensed stamped Architect and/or Engineer Building Plans.
3. Compliance with ADA Form.
4. Pictures for submittal for historical review. **(Historic District and environs)**
5. SWP3 Plan. (Storm Water Pollution Prevention Plan).

Delayed Submittals:

1. Kansas Licensed stamped Sprinkler Plans.
2. Kansas Licensed stamped Alarm System Plans.

Driveways:

Driveway approach permits are required. Call 229-3630 for details.

Project Address: _____ Date: _____

Owners Information:

Name: _____

Address: _____
Address City State Zip Code

Phone No. _____ Cell Phone No. _____

E-Mail Address: _____

Contractors Information Contractor License Type: A B

Name: _____

Address: _____
Address City State Zip Code

Phone No. _____ Cell Phone No. _____

E-Mail Address: _____

Design Professional (Architect / Engineer):

Name: _____

Address: _____
Address City State Zip Code

Phone No. _____ Cell Phone No. _____

E-Mail Address: _____

Project Information:

Project Type: New Construction Addition Remodel Multi-Family

Brief Description of Project: _____

Subcontractors:

Company Name

Phone Number

Framing	_____	_____
Concrete	_____	_____
Electrical	_____	_____
Plumbing	_____	_____
HVAC	_____	_____
Roofing	_____	_____

The contractor certifies that the proposed work is authorized by the owner and the contractor is authorized by the owner to make this application as his agent.

Signature of Owner or Contractor: _____

Please Print Name: _____

For Office Use Only

Historical District approval needed: Yes No Historical Approval Received: _____

Flood Plain: Yes No (If yes, Flood Development Permit Required) Permit Received: _____

NOI required: Yes No. NOI Permit Received: _____

Approvals

Initial's

Date

Notes

Zoning	_____	_____	_____
Public Utilities	_____	_____	_____
Other	_____	_____	_____

Permit Fee: _____

Valuation: _____

Approved by: _____

Date: _____