



# City of Ottawa Community Development Department

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## Permit Application

Project Address: \_\_\_\_\_ Project Valuation (to include all trade costs): \_\_\_\_\_

Project Name: \_\_\_\_\_ Project Total Square Feet: \_\_\_\_\_

Project Scope of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Work: NEW  REMODEL  ADDITION  OTHER

Finish Basement YES  NO  Covered/Uncovered Deck YES  NO  SEWER  ALLEY

Select Building Type: RESIDENTIAL  COMMERCIAL  Driveway: NEW  MODICIATION

Applicant is: PROPERTY OWNER  TENANT  CONTRACTOR

Tenant if applicable: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

General Contractor: \_\_\_\_\_

Contractor Contact Information (Email and/or Phone): \_\_\_\_\_

Concrete Contractor for Driveway: \_\_\_\_\_

Roofing Contractor State of Kansas License Number: \_\_\_\_\_

### SUBCONTRACTORS

Electrical: \_\_\_\_\_ Plumbing: \_\_\_\_\_

Mechanical: \_\_\_\_\_ Other (Fire Sprinkler/Alarm/Etc.): \_\_\_\_\_

**PLEASE SUBMIT PLANS AND SPECIFICATIONS AS REQUIRED**

**APPLICANT IS RESPONSIBLE FOR THE ACCURATE DESCRIPTION OF PROPERTY BOUNDARIES.**

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

\_\_\_\_\_  
Date of Submittal

### OFFICE USE

PLANNING/ZONING NOTES: \_\_\_\_\_

\_\_\_\_\_  
Planning Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

BUILDING NOTES: \_\_\_\_\_

\_\_\_\_\_  
Building Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Permit Fee: \_\_\_\_\_