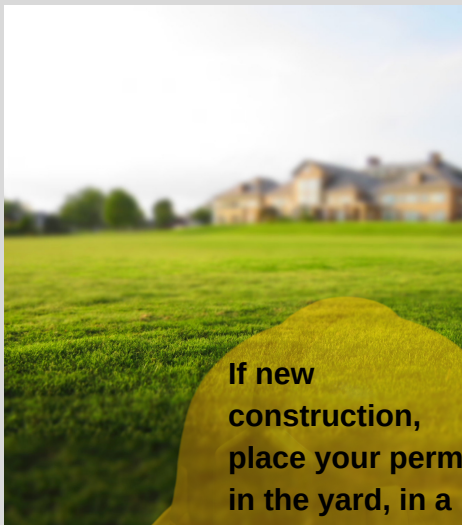


Permit is to be posted
on job site.



Place your
permit in a
window



If new
construction,
place your permit
in the yard, in a
plastic bag, and
on a stake.



Community Development
City Hall

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Ottawa, KS 66067

Phone (785) 229-3620

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REQUIREMENTS TO OBTAIN A COMMERCIAL BUILDING PERMIT

New, Addition or Remodel

1. First, contact the Community Development Department at 785-229-3620:

- a. To make sure the site is zoned for use proposed.
- b. To find out whether a site plan or a plat is required, if so obtain requirements.

2. The site plan, plats and building plans shall be drawn and sealed by a Kansas licensed professional (architect, land surveyor or engineer as required).

3. All new buildings and additions are required to have a survey. On the survey, indicate the size and location of the new building dimensions to scale, any existing structure, distances from lot lines, established street grades, proposed finished grade, and all easements of record.

4. Historic Review by Kansas Historic Preservation Office is required for exterior remodels, additions, or new buildings within the historic environs or any remodel or additions to registered historic buildings or contributing buildings. Please check with the Community Development Department to see if the property is within the historic environs or considered a contributing building.

5. All building plans shall include the minimum following information: (3 copies of the plans are needed).

- a. Site plan from a Kansas Engineer or Land Surveyor.
- b. Architectural sealed drawings of the building plans and materials used for construction. Identify the design analysis for the project.
- c. Engineer sealed plans for the structural, electrical, plumbing and mechanical systems. Structural design calculations are required for structural design construction.
- d. All plans shall be drawn in compliance with the codes adopted by the City of Ottawa.

6. Interior remodels: Plans must be drawn by and sealed by a Kansas licensed architect or engineer.

7. Before obtaining a building permit the following items are required:

1. Site plans and/or plats are approved by the Planning Commission and/or staff.
2. Building plans are approved by the Community Development Department and Fire Department.
3. Permit fee paid, along with any impact fees, electric extension fees plus tax, or water meter fee plus tax.



8. During construction call for all required inspections 24 hours before inspection is needed. When the project is completed, be sure to call for a **FINAL INSPECTION – BEFORE OCCUPANCY.**

9. For any additional information call the Community Development Department at 785-229-3620.