



APPLICATION FOR BUILDING PERMIT

City of Oakley, Kansas
415 West 2nd Street
Oakley, KS 67748
(785) 671-3611

Date _____
Starting Date _____
Completion Date _____
Building Permit # _____

LOCATION OF BUILDING

Name _____
Address _____ Zoning District _____
(Office Use Only)
Lot Size _____

ADDITION NEW CONSTRUCTION PROPOSED USE (CLASSIFICATION)

☐ BUSINESS	☐ STORAGE (The City has an ordinance dealing with shipping units/containers)	☐ GOVERNMENT	☐ RESIDENTIAL
☐ PORCH		☐ EDUCATION	☐ UTILITY
☐ FACTORY	☐ PERGOLA (Shade structures)	☐ HAZARDOUS	☐ MEDICAL
☐ AWNING		☐ OTHER	

FLOOR AREA/SQ FT	SETBACKS (In feet)	PRINCIPAL TYPE OF FRAME	SERVICES EXTENDED
☐ 1 ST	☐ SIDE YARD	☐ WOOD	☐ ELECTRIC
☐ GARAGE	☐ FRONT YARD	☐ MASONRY	☐ WATER
	☐ REAR YARD	☐ REINFORCED CONCRETE	☐ SEWER
☐ TOTAL		☐ OTHER	

FENCE OR DOG PEN (Set-back in feet) _____ SIDE YARD _____ FRONT YARD _____ REAR YARD _____ FENCE HEIGHT (6 feet Max from the ground) _____ TYPE OF FENCE	SIGN _____ SIZE _____ HEIGHT ABOVE GROUND _____ ON BUILDING
--	---

IDENTIFICATION – To be completed by all applicants

TITLE	NAME	ADDRESS	ZIP CODE	PHONE #	CITY LIC #
OWNER					
CONTRACTOR					
ELECTRICIAN					
PLUMBER					
MECHANICAL					
ARCHITECT					

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and we agree to conform to all applicable laws for this jurisdiction.

Construction Materials

It is the responsibility of the property owner and/or contractor to see all the construction debris is hauled to the landfill. The City will not be responsible for picking this up. Landfill charges may apply.

Staking of Lots

On all new construction (including additions) the City will require the developer to have the parcel of land staked prior to beginning work to aid the inspection process. Requests need to be made in advance, at least 72 hours prior.

Disclaimer

It is the responsibility of the property owner to determine and mark property and boundary lines. City Staff are not licensed engineers or surveyors. The City of Oakley disclaims any responsibility for any errors or omissions concerning the survey of your property or adjoining property. It is recommended that you contact a licensed engineer or surveyor if you wish to have your property surveyed.

Validity

The issuance or granting of a permit or approval of plans and specifications shall not be construed to permit for, or an approval of any violation of any of the provisions of the Uniform Building Code or any other Ordinance for the City. No permit presuming to give authority to violate or cancel the provisions of the code shall be valid.

Expiration

Every permit issued by the building official under the provisions of this code shall expire by the limitation and become null and void if the building or work authorized by such permit is not commenced within 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work has commenced for a period of 180 days.

NOTE: YOU WILL BE ISSUED A BUILDING PERMIT IF THIS APPLICATION IS APPROVED AND PAID FOR.

_____ Signature of Applicant	_____ Address	_____ Application Date
_____ Owner of Property	_____ Phone Number	

-- Office Use Only --

Building Official

The City of Oakley Building Official has checked this Application for Building Permit and declared the following:

____ Approved ____ Declined / for the following reason

_____ Anthony Repshire / Zoning Official	_____ Date
---	---------------

Street Name _____

The diagram is a grid-based layout for a building permit application. It features a large rectangular area defined by a solid line, representing the property boundary. The top boundary is labeled "Curb Line". The bottom boundary is labeled "Alley Line / PL↑". The left boundary is labeled "PL→" and the right boundary is labeled "←PL". The interior of the rectangle is labeled "Property Line (PL)". The entire diagram is set against a grid background.

CITY OF OAKLEY, KANSAS
Building Permit Information & Guideline Sheet
THE FOLLOWING CODES ARE ADOPTED BY REFERENCE
BY THE CITY OF OAKLEY, KANSAS

BUILDING:	Uniform Building Code
(Ord. # 867)	Published by the International Conference of Building Officials
ELECTRICAL:	National Electric Code
(Ord. # 972)	Published by the National Fire Protection Association
PLUMBING:	Uniform Plumbing Code
(Ord. # 868)	Published by the International Association of Plumbing and Mechanical Officials

Why are permits required?

Safety is the primary reason for requiring permits. The City's building inspector checks to make sure construction and installations are proper for the protection of your family and property, your neighbors and buyers of your property.

What type of construction would require permits?

In general, all new construction, enlargement or addition which adds to the outside dimension or relocating any building or structure already erected or remodeling of any building or structure with structural alterations requires a building permit. Permit fees are not charged for structures less than 120 square feet in size. Some examples of types of construction requiring permits are:

New Homes	Garages	Additions	Fences
Sheds	Alterations	Commercial Construction	

Some types of projects do Not require permits

Cosmetic changes such as re-shingling, wallpapering, painting, new cabinets, sidewalks and gutter work do not require permits.

How much do permits cost?

Fences – There is a \$5.00 charge for a fence permit. A permit is required to ensure that City setback and height requirements are met.

Ordinance No. 1198. The fee for a permit to erect, construct, enlarge, alter, repair, move, improve, or convert a building or structure in the City of Oakley shall be determined as follows.

SQUARE FEET OF STRUCTURE OR BUILDING	PERMIT FEE
120 to 400	\$ 20.00
401 to 800	\$ 50.00
801 to 1600	\$ 100.00
1601 to 2400	\$ 150.00
2401 and over	\$ 200.00

The fee to remove or demolish a building or structure shall be \$ 20.00

Ordinance No. 1200. The fee for a permit to construct, enlarge, erect or replace a Plumbing system in the City of Oakley shall be determined as follows:

SQUARE FEET OF STRUCTURE OR BUILDING	PERMIT FEE
120 to 400	\$ 20.00
401 to 800	\$ 25.00
801 to 1600	\$ 30.00
1601 to 2400	\$ 40.00
2401 and over	\$ 50.00

The fee for the installation of an underground sprinkler system will be: \$ 20.00

Ordinance No. 1199. The fee for a permit to install electronic conductors and equipment within or on a newly constructed or remodeled public and private buildings or other structures and for the installation of optical fiber cable in the City of Oakley shall be determined as follows:

SQUARE FEET OF STRUCTURE OR BUILDING	PERMIT FEE
120 to 400	\$ 20.00
401 to 800	\$ 25.00
801 to 1600	\$ 30.00
1601 to 2400	\$ 40.00
2401 and over	\$ 50.00

Preparation for obtaining permits

When an application for a building permit is made it will be a minimum of 24 hours before and actual permit is approved. Commercial plan review depends upon the complexity of the plans. Once the permit is approved, all applicable permits and inspection fees must be paid prior to issuance of the permits. Separate permits are required for electrical and plumbing with separate fees. It is the owner's responsibility to accurately place building on lots as shown!

SINGLE FAMILY

New structures, houses and garages:

Submit one copy of plans. The plans should include the following.

- Plot plans, which have the dimensions of the structure, distance to the property line, location of the utilities and dimensions of the lot.
- The floor plans should be scaled, should show the location and size of the windows, the location of the furnace/hot water tank, what rooms will be used for sleeping and the size and spans of floor joists and ceiling joist rafters.

Additions or finished basements:

- Plans need to be submitted similar to new houses for additions or finished basements. Plot plans are required.

COMMERCIAL AND MULTI-FAMILY

Additions will require plans.

Remodels will require plans if there is a change to the outside dimensions of a structure.

The detail required will depend upon the particular circumstances. Non-Residential—

New building will require plans.

Steps to Follow Prior to Making an Application for Permit

All plans for construction must be drawn to scale.

1. Find your lot stakes.
2. Locate the proposed work site from the lot (property) lines and from existing buildings.
3. Make a drawing of existing buildings, proposed construction, lot lines and measurements.
4. Bring all this information to the City Clerk's Office to make application for applicable permits.
5. Check for underground utilities prior to excavating, (electrical, water, sewer, gas, telephone etc.) This can be done by calling 811 for line locates.

Additions and general remodeling such as new rooms or finished attics and basements.

1. Draw a site plan.
2. Make a drawing of the addition, noting window, door and room measurements, the location of electrical switches, outlets and fixtures and plumbing fixtures as well as noting room uses (i.e. bedroom, den, etc.)
3. Make drawing of the exterior of the building.
4. Bring all information to City Hall.

Finishing basements

Basements in dwelling units shall have at least one operable window or door approved for emergency escape or rescue. These openings are required to open directly to a public street, public alley, yard or court. Sleeping rooms require an exterior door or window for emergency escape or rescue that opens directly from the room.

Setback Requirements

All construction is subject to setback requirements as outlined in City Zoning Ordinance No. 956. Please note, outdoor construction of separate structures such as garages or carports, sheds, deck covers, in-ground pools are subject to setback requirements. Check with the City Building Inspector for building setback requirements.

Termite Treatment

Pre-treatment for termites on new construction is recommended and a copy of the certificate is requested.

Validity of permit

The issuance or granting of a permit or approval of plans and specifications shall not be construed to be a permit for, or an approval of any violation of any of the provisions of the Uniform Building Code or of any other Ordinance of the City. No permit presuming to give the authority to violate or cancel the provisions of this code shall be valid.

Expiration of permit

Permit will remain valid for a period not to exceed 180 days from the date issuance.

Zoning Requirements

The City has adopted a Zoning Ordinance which does specify the types of building allowed in designated zones. Check with the Building Inspector for these requirements.

What type of inspections are required?

- Stakeout & Footing-forms & reinforcing steel should be in place.
- Foundation-forms, steel and window blowouts in place.
- Underground-any under slab plumbing in place.
- Rough building-after electrical, rough plumbing, framing and roofing is installed, prior to installation and sheetrock. The building should be weather tight.
- Sewers (City), Gas lines (Midwest Energy), inside & outside buildings.
- Electrical service, temporary and permanent.
- Final inspection, after construction is completed, prior to occupying the structure.
- Special inspections might be required, given the nature of the project. (i.e. fire walls)

All inspections will be coordinated by the City Building Inspector and a copy of the documentation for each project shall be kept on file in the City Clerk's Office.

Street Name _____



