

**Building Permit Application**

City of Ellis, Kansas  
 815 Jefferson  
 Ellis, Kansas 67637  
 (785)726-4741 office  
 (785)726-1741 cell

Building Permit # \_\_\_\_\_

Property Owner \_\_\_\_\_

Application Date \_\_\_\_\_

Beginning Date \_\_\_\_\_

Completion Date \_\_\_\_\_

Estimated Value of Construction \_\_\_\_\_

Does this project qualify for Neighborhood Revitalization Plan (NRP)?  YES  NO***PLEASE CONTACT THE BUILDING INSPECTOR PRIOR TO PERFORMING ANY WORK*****LOCATION OF BUILDING**

At (LOCATION) \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

Between \_\_\_\_\_ and \_\_\_\_\_  
 (cross street) (cross street)

ADDITION \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT SIZE \_\_\_\_\_

**TYPE AND USE OF BUILDING***TYPE OF IMPROVEMENT*

\_\_\_ NEW BUILDING  
 \_\_\_ ADDITION  
 \_\_\_ ALTERATION  
 \_\_\_ REPAIR  
 \_\_\_ DEMOLITION  
 \_\_\_ MOVING  
 \_\_\_ FENCE  
 \_\_\_ ROOF  
 \_\_\_ OTHER

*PROPOSED USE (CLASSIFICATION)*

\_\_\_ ASSEMBLY \_\_\_ MERCANTILE  
 \_\_\_ BUSINESS \_\_\_ RESIDENTIAL  
 \_\_\_ EDUCATION \_\_\_ STORAGE  
 \_\_\_ FACTORY \_\_\_ UTILITY  
 \_\_\_ HAZARDOUS \_\_\_ OTHER  
 \_\_\_ INDUSTRIAL

*CONSTRUCTION TYPE*

\_\_\_ TYPE I FR \_\_\_ TYPE III N  
 \_\_\_ TYPE II FR \_\_\_ TYPE IV HT  
 \_\_\_ TYPE II 1 HR \_\_\_ TYPE V 1 HR  
 \_\_\_ TYPE II N \_\_\_ TYPE V N  
 \_\_\_ TYPE III 1 HR \_\_\_ OTHER  
 \_\_\_ CHAINLINK \_\_\_ PREFAB  
 \_\_\_ WOOD \_\_\_ DECORATIVE

**BUILDING & SITE CHARACTERISTICS***PRINCIPAL TYPE OF FRAME*

\_\_\_ MASONRY  
 \_\_\_ WOOD  
 \_\_\_ STEEL  
 \_\_\_ REINFORCED CONCRETE  
 \_\_\_ OTHER

*PLUMBING AND MECHANICAL*

TYPE OF SEWAGE DISPOSAL  
 \_\_\_ PUBLIC  
 \_\_\_ PRIVATE  
 TYPE OF WATER SUPPLY  
 \_\_\_ PRIVATE (WATER WELL)  
 \_\_\_ PUBLIC  
 ACCT# \_\_\_\_\_  
 BACKFLOW DEVICES IF REQUIRED  
 \_\_\_ REQUIRED  
 \_\_\_ NOT REQUIRED

## TYPE OF MECHANICAL

\_\_\_ FORCED AIR  
 \_\_\_ BOILER

## TYPE OF FUEL

\_\_\_ ELECTRIC  
 \_\_\_ GAS

*FLOOR AREA*

\_\_\_ 1<sup>st</sup>  
 \_\_\_ 2<sup>nd</sup>  
 \_\_\_ 3<sup>rd</sup>  
 \_\_\_ BSMT  
 \_\_\_ GAR  
 \_\_\_ TOTAL

**MISCELLANEOUS**

## ROOMS (RESIDENTIAL)

Indicate number

\_\_\_ BEDROOMS (MAIN LVG)  
 \_\_\_ BEDROOMS (BSMT)  
 \_\_\_ BATHS  
 \_\_\_ DINING  
 \_\_\_ KITCHEN  
 \_\_\_ LIVING  
 \_\_\_ GARAGE  
 \_\_\_ BASEMENT (FINISHED)  
 \_\_\_ BASEMENT (UNFINISHED)

## SITE

\_\_\_ FLOOD PLAIN ZONE  
 \_\_\_ FLOOD PLAIN ELEVATION  
 \_\_\_ PROPOSED FINISHED FLOOR  
 FIRM# \_\_\_\_\_

## SETBACKS

SIDE YARD \_\_\_\_\_  
 FRONT YARD \_\_\_\_\_  
 REAR YARD \_\_\_\_\_

NUMBER OF OFF STREET  
 PARKING SPACES  
 REQUIRED \_\_\_\_\_

## OCCUPANT LOAD

OTHER \_\_\_\_\_

**IDENTIFICATION – To be completed by all applicants**

	Name	Mailing Address	Zip	Tele No
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 authorized agent and we agree to conform to all applicable laws for this jurisdiction. \*Must be insured and hold current City of Ellis license(s).*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Application Date*

**STAKING OF LOTS/RE-INSPECTIONS**

On all new construction (including additions), the City requires the developer to have the parcel of land staked prior to beginning work to aid in the inspection process. Re-inspection fees may be applicable if contractor/owner requests inspection and work is not ready for inspection. If it is determined that re-inspection fees are necessary they will be borne by the contractor/owner.

**FLOODPLAIN REGULATIONS (if applicable)**

If property is located in *Flood Boundary District*, then a *Flood Plain Development Permit Application* must be completed at the time application for building permit is made. NO CONSTRUCTION can begin until City can be assured that Flood Plain Regulations have been complied with. If the area is located within the *Floodway Hazard Area*, NO CONSTRUCTION can be permitted without engineer’s certificate that it will have no affect on the flood elevations. Proof of cost of improvement may be required when requesting permit to construct within the flood boundary district.

**DISCLAIMER**

City Staff is only authorized by the City to assist in issuance of building permits, and are not licensed engineers or surveyors. The City of Ellis disclaims any responsibility for any errors or omissions concerning the survey of you property or adjoining property. It is recommended that you contact a licensed engineer or surveyor if you wish to have your property surveyed.

**VALIDITY**

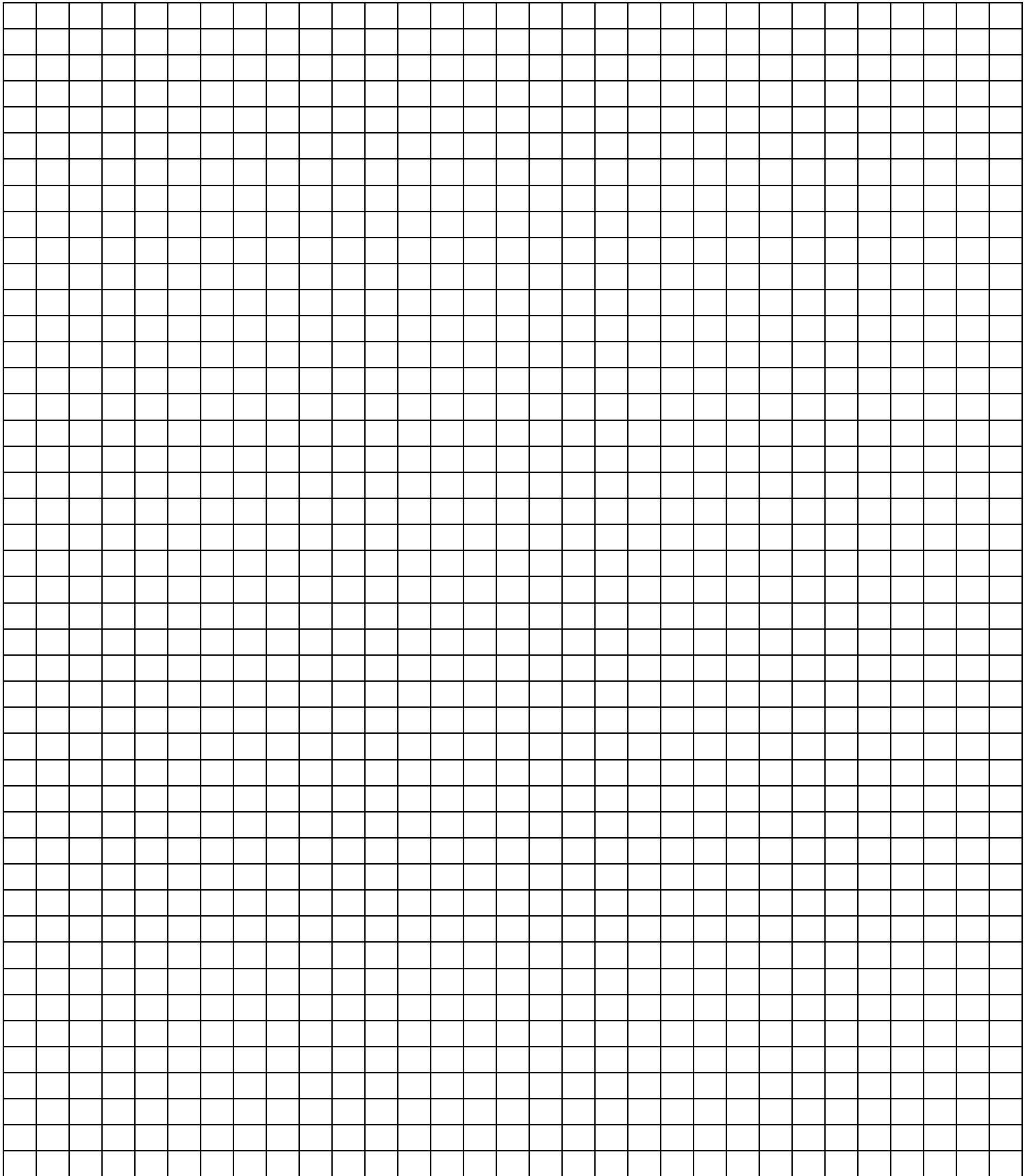
The issuance or granting of a permit or approval of plans and specifications shall not be construed to permit for, or an approval of any violation of any of the provisions of the International Building Code or any ordinance of the City. No permit presuming to give the authority to violate or cancel the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

**EXPIRATION**

An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing. If such application has been pursued in good faith, the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. Each extension shall be requested in writing, with the basis for the request detailed within the request. The extension is subject to additional fees.



NORTH



**PLAN REVIEW RECORD** – For Office Use

Plans Review Required	Check	Reviewed by	Date	Notes
BUILDING				
PLUMBING				
MECHANICAL				
ELECTRICAL				
OTHER				
SPRINKLERS				
HOOD SYSTEMS				

INSPECTIONS	DATE	BY	REINSPECT	INSPECTIONS	DATE	BY	REINSPECT
SITE				ROUGH ELECTRIC			
TEMPORARY ELECTRIC				SEWER TAP			
FOOTINGS (house)				SHEET ROCK			
FOOTINGS (garage)				GAS LINE			
FOUNDATION (House)				ELECTRICAL			
FOUNDATION (Garage)				FINAL PLUMBING			
UNDER-FLOOR PLUMBING				FINAL ELECTRICAL			
ROUGH FRAMING				FINAL BUILDING			
ROUGH PLUMBING				SHEETING (ROOF)			
				REMOVE/REPLACE (ROOF)			

<p><b><u>VALIDATION</u></b></p> <p>PERMIT NUMBER _____</p> <p>DATE ISSUED _____</p> <p>OCCUPANCY CERTIFICATE DATE _____</p> <p>TERMITE CERTIFICATE RECEIVED      YES      NO</p> <p>APPROVED BY: _____</p> <p style="padding-left: 100px;">BUILDING INSPECTOR</p>	<p><b><u>BUILDING PERMIT FEES:</u></b> (Based on cost of improvement)</p> <p>Less than \$5,000              \$10.00              Resolution 418</p> <p>\$5,001 - \$75,000              \$20.00              Resolution 418</p> <p>Over \$75,000                  \$30.00              Resolution 418</p> <p>BUILDING PERMIT FEE: \$ _____</p> <p>INSPECTION FEE: (NO. ____ X ____ ) = \$ _____</p> <p>TOTAL FEES:                      \$ _____</p> <p>PAID _____ RECEIPT # _____</p>
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<b><u>BUILDING PERMIT EXTENSIONS:</u></b> (Fee based on cost of Building Permit)			
<b>Extension # 1:</b>	FEE _____	DATE _____	RECEIPT # _____
REASON _____			
_____			
APPLICANT SIGNATURE _____ DATE _____			
BUILDING OFFICIAL SIGNATURE _____ DATE _____			
<hr style="border: 1px solid black;"/>			
<b>Extension # 2:</b>	FEE _____	DATE _____	RECEIPT # _____
REASON _____			
_____			
APPLICANT SIGNATURE _____ DATE _____			
BUILDING OFFICIAL SIGNATURE _____ DATE _____			