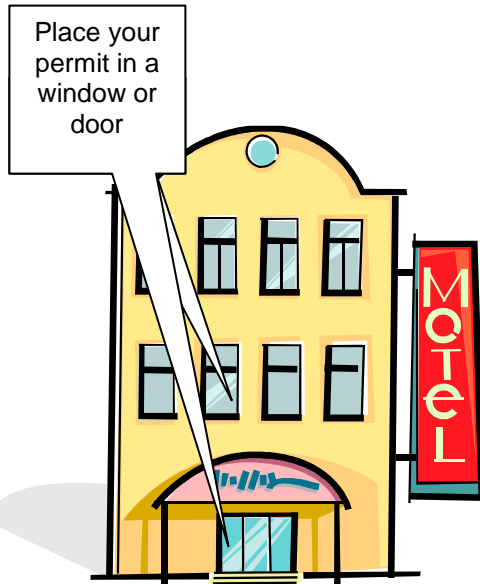


Permit is to be posted on job site.



City Hall
101 S. Hickory – 2nd Floor
Ottawa, KS 66067
Phone (785) 229-3620
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www.ottawaks.gov

REQUIREMENTS TO OBTAIN A COMMERCIAL BUILDING PERMIT



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



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 some additions are required to have a survey. On the survey, please indicate the size and location of the new building 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. Architectural sealed drawings of the building plans including site plan and materials used for construction.
 - b. Engineer sealed plans for the structural, electrical, plumbing and mechanical systems.
 - c. Code footprint page: Contact the Community Development Department at 785-229-3620 for example of code footprint.
 - d. All plans shall be drawn in compliance with the codes adopted by the City of Ottawa.
6. Interior remodels: Unless otherwise approved by the Community Development Department, 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. Site inspection is approved.
 4. 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.