



City of Ottawa  
Community Development Department  
Permit Application

101 S. Hickory  
P.O. Box 60  
Ottawa, KS 66067  
Inspection Phone: (785)-229-3624  
Phone: (785)-229-3620  
E-mail [communitydevelopment@ottawaks.gov](mailto:communitydevelopment@ottawaks.gov)  
Web Site [www.ottawaks.gov](http://www.ottawaks.gov)

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

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

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

Type of Work: NEW ☐ REMODEL ☐ ADDITION ☐ OTHER ☐

Finish Basement Y ☐ N ☐ Covered/Uncovered Deck Y ☐ N ☐ SEWER ☐ ALLEY ☐

Select Building Type: RESIDENTIAL ☐ COMMERCIAL ☐ Driveway: NEW ☐ MODIFICATION ☐

Applicant is: PROPERTY OWNER ☐ TENANT ☐ CONTRACTOR ☐

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

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

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

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

Contractor Contact Information (Email 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 Signature

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

**OFFICE USE**

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

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