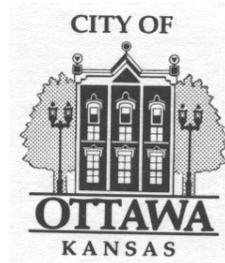


Permit is to be posted on job site.



City Hall  
101 S. Hickory – 2<sup>nd</sup> Floor  
Ottawa, KS 66067  
Phone (785) 229-3620  
Fax (785) 229-3625  
[www.ottawaks.gov](http://www.ottawaks.gov)

# REQUIREMENTS TO OBTAIN A RESIDENTIAL BUILDING PERMIT



**New Residential Home Construction including Manufacture and Mobile Homes:**

1. First, the property shall be surveyed. The property corners and the house shall be staked out showing 20' setback from front and rear property lines and a five (5) feet side yard setback. Setbacks are measured from property line to wall line. Check with staff for any possible variations on required setbacks. All recorded easements shall be indicated.
2. Have plans marked by or have plumbing, electrical and mechanical subcontractors submit letter stating what they will install with respect to size and material of water and sewer lines, size of water heater, gas or electric, size and location of electric service, size of furnace and air conditioning. If the contractor is listed on the permit, no additional fee is required. If not, the contractor will have to obtain his/her own permit with a fee.
3. Please obtain a material list from the lumberyard or contractor or create one yourself showing the size of windows in bedrooms, size of floor, wall, ceiling, roof and partition material. In addition, list siding, roof sheathing thickness and type of roof covering. The city will need engineering documents for beam, truss and floor systems including framing plans.
4. House plans should include, floor plans, framing plans, insulation, footing and foundation specs, and any engineered

design systems, (trusses, I-joists, laminated beams, etc.)

5. Bring two (2) sets of house plans, survey, site plan and material list to the Community Development Department at 101 S. Hickory, 2<sup>nd</sup> floor and fill out the permit application.
6. Once all the above has been submitted, you must request a site inspection to verify stake out with respect to setbacks. You will be notified when permit is ready to be issued and what the permit fee will be, which is usually within 7 days if all items needed are submitted with the permit.
7. At the time the building permit is issued, any permit fees, tap fees, impact fees, extension fees or meter cost will be collected.
8. During construction call for all required inspections at least 24 hours before inspection is needed. When the project is complete, be sure to call for a FINAL INSPECTION.

**Remodels:**

1. For interior residential remodeling, bring in a simple layout of the affected remodel area, the square footage of the affected remodel area, plus obtain or create a material list.
2. For exterior remodel including but not limited to additions, porches, decks, storage buildings, detached garages,

workshops, play structures, fences and dog pens, draw a plot plan (no survey required) showing lot lines, recorded easements and where exterior remodel is located. Show all structures (location and size), distance from lot lines and other structures. Check with staff for possible variations on setbacks. Stake out lot lines and corners of new construction. Obtain or create a material list. Bring in plot plan, material list and fill out permit. Request a site inspection.

3. For most remodel jobs your electrician, plumber and HVAC contractor if listed on the permit at the time of issuance will be included. Otherwise all Master electrical, plumbing and mechanical contractors must obtain their own permits for remodels.
4. You will be notified when permit is ready to be issued and what the permit fee will be which is usually within 7 days if all items needed are submitted with the permit.
5. During construction call for all required inspections at least 24 hours before inspection is needed. When the project is complete, be sure to call for a FINAL INSPECTION.