



RESIDENTIAL/COMMERCIAL BUILDING PERMIT APPLICATION

545 W CLAY ST., VALLEY CENTER, KS 67147
(316) 755-7310 FAX (316) 755-7324

Date _____ RESIDENTIAL *COMMERCIAL (*require subcontractors to obtain their own permits.)

Please provide a brief description of work being done _____

Job Address _____ Addition _____ Lot(s) _____ Block _____ Zip Code _____

Front Yard Setback _____ Side Yard Setback _____ Rear Yard Setback _____ Number of Buildings _____ Number of Units _____

Owner (s) Name:	Contractor Name:
Address:	City of Valley Center Business License#:
Phone/Cell:	Phone/Cell:
Email:	Contact Name and Email:

Proposed Use: 1-family 2-family Detached garage Agricultural Building Commercial/Industrial Building

Type of Improvement:

New Building Addition Interior Remodel Roofing Siding Windows Swimming Pool Deck
 Demo Solar (require building and electrical permits) Other _____
 (For Fences, Sheds, and Carports under 200 sq. ft. fill out a zoning permit and provide a site plan showing location of fence/shed/carport)

Required for all Projects: **Valuation** _____ **Required** for roofing permit: **Sq. Ft. of Entire Building Footprint** _____

Required New Build Information:

1st Floor sq. ftg:	Height:	UTILITY METER (check one)
2nd Floor sq. ftg:	Stories:	<input type="checkbox"/> ¾" <input type="checkbox"/> 1" <input type="checkbox"/> None
Finished sq.ftg-basement:	# of bedrooms:	SEWER (check one)
Unfinished sq. ftg- basement:	# of bathrooms:	<input type="checkbox"/> *City Sewer <input type="checkbox"/> Septic <input type="checkbox"/> Lagoon
Attached garage sq. ftg:	Fireplace(s):	<input type="checkbox"/> Advanced Wastewater System
Porch sq. ftg:	Roof covering:	*WYE location determined by Public Works Department
Deck sq. ftg:	Furnace Location:	WATER (check one)
Covered patio sq. ftg:	Fuel Type: <input type="checkbox"/> Natural Gas	<input type="checkbox"/> *City Water <input type="checkbox"/> Private Well
Zero – Clearance (#):	<input type="checkbox"/> Propane	<input type="checkbox"/> Rural Water District
Masonry (#):	<input type="checkbox"/> Electric	*Meter Can location to be determined by Public Works Department

Please list all sub-contractors below. **All Contractors must have an active MABCD & Valley Center business license.**

Electrical Contractor _____
 Mechanical Contractor _____
 Plumbing Contractor _____
 Right of Way Contractor _____
 Sewer Contractor _____
 Fireplace Contractor _____

FLOODPLAIN REQUIREMENTS: Yes No BFE: _____ Lowest Floor Elev: _____ Finished Floor Elev: _____

All provisions of laws, resolutions, and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any federal, state, or local law, regulation, construction, or the performance of construction. A computer-drafted, stamped site plan and building plans must accompany this application, along with the location of BMPs that meet the approved City standards.

Additional Terms and Conditions

- By signing below, you agree to comply with **all** applicable sections of the City of Valley Center Municipal Code and/or associated adopted ordinances.
- By signing below, you agree to maintain a clean construction worksite, including removal of all trash/debris and maintaining any vegetation growing on the construction site. Grass may not exceed eight inches in height.
- By signing below, you agree to adhere to the following standards and regulations (where applicable):
 1. All holes shall be properly barricaded. Holes **MUST NOT** be left open overnight without prior authorization from the Public Works Dept.
 2. If a temporary patch is used, it must be replaced with a permanent patch within 30 days.
 3. Sand shall be used for backfill to cover pipes. Fill must be free of debris.
 4. Pavement backfill and surface shall be of comparable materials.
 5. Non-pavement backfill shall be filled and compacted with comparable materials.

Water Connection/Water Accounts for New Construction

The following information you are providing is considered proprietary and confidential:

Account Holder's Name: _____

Driver's License Number/Social Security Number/Federal ID Number: _____

Billing Address: _____

Phone Number: _____

Email Address: _____

Your signature below is authorizing the City of Valley Center to open a new construction utility account in your name, along with your acknowledgment of all of the above listed terms and conditions.

Applicant's Signature

Date

Public Works Dept. Approval

Date

Community Dev. Dept. Approval

Date

Completed applications can be delivered to the Community Development Department, 545 W. Clay Street, Valley Center, KS 67147. Email completed applications to permits@valleycenterks.org or fax to 316-755-7324.