



## RESIDENTIAL/COMMERCIAL BUILDING PERMIT APPLICATION

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

Date \_\_\_\_\_ ☐ RESIDENTIAL ☐ COMMERCIAL

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 \_\_\_\_\_

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

**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:**

<b>1<sup>st</sup> Floor sq. ftg:</b>	<b>Height:</b>	<b>UTILITY METER (check one)</b>
<b>2<sup>nd</sup> Floor sq. ftg:</b>	<b>Stories:</b>	<input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> None
<b>Finished sq.ftg-basement:</b>	<b># of bedrooms:</b>	<b>SEWER (check one)</b>
<b>Unfinished sq. ftg- basement:</b>	<b># of bathrooms:</b>	<input type="checkbox"/> *City Sewer <input type="checkbox"/> Septic <input type="checkbox"/> Lagoon
<b>Attached garage sq. ftg:</b>	<b>Fireplace(s):</b>	<input type="checkbox"/> Advanced Wastewater System
<b>Porch sq. ftg:</b>	<b>Roof covering:</b>	<b>*WYE location determined by Public Works Department</b>
<b>Deck sq. ftg:</b>	<b>Furnace Location:</b>	<b>WATER (check one)</b>
<b>Covered patio sq. ftg:</b>	<b>Fuel Type:</b> <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane <input type="checkbox"/> Electric	<input type="checkbox"/> *City Water <input type="checkbox"/> Private Well
<b>Zero – Clearance (#):</b>		<input type="checkbox"/> Rural Water District
<b>Masonry (#):</b>		<b>*Meter Can location to be determined by Public Works Department</b>

Please list all sub-contractors below. **All sub-contractors must have a City of 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 (all done by a Kansas-licensed professional) 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](mailto:permits@valleycenterks.org) or fax to 316-755-7324.