

234 Main  
P.O. Box 70  
Carbondale, KS 66414  
Phone: 785.836.7108

**CITY OF CARBONDALE, KANSAS**  
**COMMERCIAL & MULTI-FAMILY**  
**BUILDING PERMIT APPLICATION**

Fee: \_\_\_\_\_

NOTICE: There is a mandatory 10-day waiting period from the date of approval.  
Do not begin any construction or installing of any structure until that time.

Presented by: \_\_\_\_\_  
Name (type or print) Address Phone

Address of proposed structure: \_\_\_\_\_ Zoned as \_\_\_\_\_

Located in \_\_\_\_\_ Addition. \_\_\_\_\_ Lots are \_\_\_\_\_ ft wide.

LEGAL DESCRIPTION OF PROPERTY. This information is on your abstract, your tax statement,  
or available at the Osage County Register of Deeds Office located in the courthouse.

Owner of Record: \_\_\_\_\_  
Name (type or print) Address Phone

General Contractor: \_\_\_\_\_  
Name (type or print) Address Phone

Architect or Designer: \_\_\_\_\_  
Name (type or print) Address Phone

**CLASS OF WORK**

\_\_\_\_\_ New \_\_\_\_\_ Repair \_\_\_\_\_ Addition \_\_\_\_\_ Alteration/Remodel  
\_\_\_\_\_ Other \_\_\_\_\_

Describe Work

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: Property owner or applicant is responsible for submitting accurate information. The City does **NOT certify boundary lines**. Applications are approved based on measurements provided.

Value of Project \_\_\_\_\_ Square Footage \_\_\_\_\_

Will there be electrical or plumbing work? Electrical \_\_\_\_\_ Plumbing \_\_\_\_\_

Please indicate Contractor \_\_\_\_\_  
Name (type or print) Address Phone

Is property located in a floodplain area? \_\_\_\_\_ Yes \_\_\_\_\_ No  
**IF YES**, please obtain and complete the Floodplain Development Permit/Application

Will a new water tap be required? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will a new sewer tap be required? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will installation of utility lines require crossing a street or alley to reach the nearest point to hook on? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, complete required forms and pay fees. Forms are at City Hall.

**SETBACKS:** Is location on a corner lot? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If yes, the front property line setback is required on both streets)

\_\_\_\_\_ feet from the front property line (25 feet from property line)  
\_\_\_\_\_ feet from side yard property line (See Article 5)  
\_\_\_\_\_ feet from side yard property line (See Article 5)  
\_\_\_\_\_ feet from back property line (10 feet from property line)

Estimated starting date: \_\_\_\_\_ Completion date: \_\_\_\_\_

**IMPORTANT:** Attach a separate sheet showing structure dimensions and location on the lot. Indicate all setbacks, public or private easements, height of structure, and parking (if applicable). The property owner or agent is responsible for the accuracy and verification of all dimensions given, as well as any legal surveying if needed.

A stamped site plan, permits and spec book are required. See attached checklist.  
Site Plan Attached \_\_\_\_\_ Yes \_\_\_\_\_ No

**Applicant Please Read**

I hereby certify that I have read and examined this application and know the same to be true and correct. I hereby certify that I have been authorized by the owner to act as his/her agent in applying for and obtaining this permit prior to work being initiated. All provisions of laws 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 other state or local law regulating construction or the performance of construction.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

NOTE: This application (if approved) expires one year after date of issuance unless the project is started within six months of approval.

IF APPLICATION IS NOT APPROVED:

- . You have the right to file a request for a hearing before the Board of Zoning Appeals.
- . See Article 12, or contact the City Clerk's Office for procedure.
- . Request must be made within thirty (30) days of being disapproved.

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~ BELOW SECTION FOR CITY USE ONLY ~

Zoning\_\_\_\_\_ Occupancy\_\_\_\_\_ Floodplain \_\_\_\_\_ ADA\_\_\_\_\_

Type of Construction \_\_\_\_\_ Sprinklers Required \_\_\_\_\_

\_\_\_\_\_Approved \_\_\_\_\_Denied

Comments of Zoning Administrator:

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Date:\_\_\_\_\_ Signed: \_\_\_\_\_

Zoning Administrator

COMMERCIAL/RESIDENTIAL BUILDING PERMIT DRAWING CHECKLIST

Submission Requirements: The site plan shall include the following data and details which are found relevant to the proposal the applicant shall make notations explaining the reasons for any omissions.

	Yes	No
A. Name of project, address, date, north arrow, and scale of plan.	___	___
B. All existing lot lines, easements, and rights of way.	___	___
C. The location and use of all existing and proposed structures within the property. Include all dimensions of floor area, and show all exterior entrances, and all anticipated future additions or alterations.	___	___
D. The location of all present and proposed public and private ways, parking areas, driveways, sidewalks, curbs, and fences.	___	___
E. The location of all present and proposed utility systems:		
1. Sewage system;	___	___
2. Water supply system.	___	___