



Approved: ____ Yes ____ No ____ Date _____

Code Official Signature _____

Code Enforcement
300 East Maple Street
Columbus, KS 66725
(620)-429-2159
gholt@columbusks.gov

Building Permit Application

This application will be reviewed within fourteen days.

Date: _____ Permit # _____

Project Address: _____

Property Owner: _____

Property Owner Address: _____

Property Owner Phone #: (____) _____ - _____ Email: _____

Contractor: _____

Phone / Address: (____) _____ - _____ / _____

Email: _____ City License # _____

Sub-Contractor Information / License Number: (Must be Licensed in Cherokee County)

General: _____ Mechanical: _____

Electrical: _____ Plumbing: _____

Foundation: _____ Site Utility: _____

Roofing: _____ Fire Sprinkler: _____

A licensed contractor is required to perform work in the trades listed above.

Individuals that own or occupy residential or agricultural property may perform any work on buildings that are owned and used or occupied by them. *See Election to Do Own Work Statement*

A letter or contract signed by each of the licensed contractors listed above, verifying that they are accepting responsibility for the type of work for which they are licensed shall accompany this application. Failure to provide the required verification from the listed contractors may prevent the application from being accepted.

Legal Description of building site, lot, or tract (attach copy of deed)

General Information: Width _____ Depth: _____ Acreage _____

Description of Structure to be constructed:

Residential Structure (New Single Family): _____ Duplex: _____ / # of Bedrooms _____

Commercial Structure: _____ Addition: _____ Garage: _____ Car Port: _____ Other Structures: _____

Estimated cost of new construction: _____

Minimum Design Standards:

Wind Speed: 115 mph Ground Snow Load: 15 lbs. Seismic Design Category: B Frost Line Depth: 32"

Overall size of structure: Width: _____ Length: _____ Height: _____

Square Footage (Fill out each as applicable)

Total Square Footage: _____

First Floor _____

Second Floor _____

Unfinished Basement: _____

Finished Basement: _____

Garage: _____

Projected Date of Completion: _____

FLOOD PLAIN INFORMATION SECTION:

Flood Zone Review Done: _____, 20____

Approval to proceed with construction: _____

Reason if NO: _____

Panel Map # _____ or Copy of map attached: _____

Any special flood plain forms required (yes/no) If yes, they are: _____

Review by the Flood Plain Administrator for City of Columbus must be done before the issuance of a building permit.

Flood Plain Administration Approval: _____ Date: _____

Required Documents

- Site Plan – An outline of your property showing all property lines with dimensions; to provide a building location on property with dimension of building footprint and dimensions from building to property lines.
 - Floor Plans – Label all rooms and include dimensions. Must show window locations, kitchen, and bathroom layouts.
 - Exterior Elevations – Show at minimum, a front and right- side view of structure.
 - Footing and Foundation Plan – Must show footing / foundation of building, including all beam and pier size, and spacing.
 - Wall Sections – Show typical section from footing through roof and label all materials used and spacing.
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The building inspector or his agent or designees, upon proper identification, has the authority to enter any building, structure, or premises at any reasonable hour to conduct the necessary inspections. The City of Columbus will accept third-party inspection reports; such reports shall be written and certified by the responsible inspector.

Beginning work before a permit is issued or without a permit will result in the issuance of a Stop Work Order. Violating a Stop Work Order will incur an administrative fine of up to \$1000.00 USD.

I, _____, hereby certify that the information provided herein is true and correct and that all Building Regulations shall be complied with. I certify that all contractors listed above are licensed with the City of Columbus, Kansas. I further understand that any permit based upon false or incorrect statements of a material fact necessary to the issuance of the permit, shall be void. The permit shall be valid for one (1) year and shall be null and invalid if the authorized work is not commenced within six (6) months after issuance of a permit, or if the authorized work is suspended or abandoned for a period of six (6) months after the time of issuing the permit. I certify I have read and fully understand these conditions.

Date: _____

Contractor Signature: _____

Date: _____

Property Owner Signature: _____

Permit Application must be completed in its entirety with all required attachments and must be signed by the applicant or it will not be processed. This Permit Application is not a permit. Permits will be issued after review.

PERMITS MUST BE POSTED ON THE JOB SITE.

Office Use Only

Permit # _____

Attached:

_____ Site Plan

_____ Building Plans

_____ Date Paid

_____ Amount Due

_____ Receipt #

Flood Plain Review: Approved _____ Date _____ Disapproved _____ Date _____

Utilities Review: Approved _____ Date _____ Disapproved _____ Date _____

Building Review: Approved _____ Date _____ Disapproved _____ Date _____

Site Review: Approved _____ Date _____ Disapproved _____ Date _____

Code Official Signature: _____ Date: _____

Utilities Director Signature: _____ Date: _____

Flood Plain Administrator Signature: _____ Date: _____

Assigned Address: _____

Parcel ID Number: _____

Election to Do Own Work Statement

I, _____ hereby request authorization to do my own work on a one or two family dwelling, located at _____ which is existing or in the process of being newly constructed.

It is understood and I agree that this authorization is contingent on the fact that I shall purchase all materials to be used, in this work, and I shall perform all labor in connection therewith. It is further understood and agreed that as Permittee and/or owner, I am personally responsible for all work being done under this permit and the safety of all those that work with or for me under this permit. I agree that will abide by all applicable codes and statues.

I hereby certify that all work, for which this application is submitted, will be done in accordance with the terms of the above agreement and in accordance with the Codes and Laws of the City of Columbus, Kansas.

Signature _____ Date _____

Witness _____ Date _____
