

Permit is to be posted on job site.



Community Development
City Hall
101 S. Hickory - 2nd Floor
Ottawa, KS 66067
Phone (785) 229-3620
www.ottawaks.gov
communitydevelopment@ottawaks.gov



REQUIREMENTS TO OBTAIN A RESIDENTIAL BUILDING PERMIT

**New Construction,
Additions & Remodels**

New Residential Home Construction including Manufactured and Mobile Homes:

1. First, the property shall be surveyed. The property corners and the house shall be staked out. Setbacks are measured from property line to nearest projection or 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. All contractors should be listed on the permit for the project. Any additions/alterations to a project will require a permit review and the possibility of an additional permit.
3. Please obtain a material list from the lumberyard or contractor or create one yourself showing the size of windows in bedrooms (for emergency egress requirements), 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 identify square footage including floor plans, framing plans, insulation, footing and foundation specs, exterior brace wall compliance/design and any engineered design systems, (trusses, I-joists, laminated beams, etc.) plus design lay-out.
5. Bring two (2) sets of house plans, survey, site plan and material list to the Community Development Department at 101 S. Hickory, 2nd floor and fill out the permit application.
6. Submit all required items along with the completed permit application, allow 10 days for the review. You will be notified when the permit is available for issuance and the reg. fee(s).
7. At the time the building permit is issued, any permit fees, impact fees, park fees, and electric extension fees will be collected. Water and sewer tap, and extension fees will be collected by the utilities department.
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 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. Obtain or create a material list. Bring in plot plan, material list and fill out permit.
3. For remodel jobs your electrician, plumber and HVAC contractor must be listed on the permit at the time of issuance.
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.