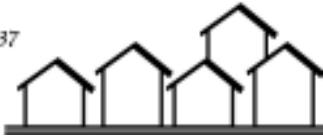


CITY of ROSSVILLE
founded in 1871
"Come Grow With Us!"

City Hall
438 Main • P.O. Box 337
Rossville, KS 66533
785-584-6155
785-584-6667, fax



City of Rossville

Building Permit Packet

This packet should contain;

1. [Building Permit Application](#)
2. [FEMA Elevation Certification](#)
3. [FEMA Flood proofing Certification](#)
4. [Building Information Sheet](#)
5. [Water and/or Sewer Connection Application](#)

The building permit application should be completed in full and returned to City Hall at 438 Main for approval. Please note that building information sheet outlines the steps that must be completed before permit is issued. In addition, building permit fees, inspection deposit and connection fees shall be paid prior to approval.

The permit fees are:

- \$5.00 for construction under 1,000 square feet.
- \$7.50 for construction of 1,000 square feet up to 4,999 square feet.
- \$10.00 for construction of 5,000 square feet up to 9,999 square feet.
- \$15.00 for construction over 10,000 square feet.
- \$25.00 for all commercial construction
- \$5.00 per unit for apartments

Inspection deposit of \$200.00 is required for residential construction.

Connection fees for sewer are \$250.00; apartments are \$250.00 per unit.

Connection fees for water are \$500.00; \$750.00 if installation requires street repair. This fee pays for water meter and installation of meter. Lines to said meter are the responsibility of the applicant.

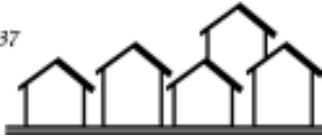
Elevation Certificate must be completed and copy returned to City Hall if applicant's construction is in an "A" "AO" or "A1" flood zone. FIRM maps are posted at City Hall. Elevation Certification can not be completed until construction applied for has been completed, but copy must be returned to City Hall before occupancy permit will be issued. In addition, anyone constructing basements shall complete a flood proofing certificate and shut off valves installed in drain tiles to sump.

The building information sheet outlines the inspections required during construction and must be complied with. A surety bond of \$1,000.00 or in lieu of a bond a certificated of liability insurance covering the work with a \$30,000.00 minimum for bodily damages and \$50,000.00 for property damage must be on file at City Hall for all contractors engaged in business within the City. In addition, if you are building in a subdivision which has approved protective covenants you must comply with said covenants.

We hope that this information assists you in planning the construction you wish to apply for. If you have further questions please contact City Hall.

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BUILDING PERMIT

Permit Number _____

Date _____ Zone District _____

Name of Landowner _____

Address of Job Site _____ or

Legal Description Lot(s) _____ Block _____ Subdivision _____

Name of Applicant _____ Phone # _____

Address of Applicant _____

Residential Commercial Industrial Government Other _____

<input type="checkbox"/>		<input type="checkbox"/>	Pool-In or Above Ground	<input type="checkbox"/>	Re-Roof
<input type="checkbox"/>	Single Family-New	<input type="checkbox"/>	Addition	<input type="checkbox"/>	Plumbing Only
<input type="checkbox"/>	Duplex-New	<input type="checkbox"/>	Deck	<input type="checkbox"/>	Electrical Only
<input type="checkbox"/>	Muti-Family-New	<input type="checkbox"/>	Covered Patio/Porch/Pergola	<input type="checkbox"/>	Mechanical Only
<input type="checkbox"/>	New Commercial	<input type="checkbox"/>	Accessory Structure	<input type="checkbox"/>	Foundation Repair
<input type="checkbox"/>	Fence	<input type="checkbox"/>	Basement Finish	<input type="checkbox"/>	Concrete Slab
<input type="checkbox"/>	Garage	<input type="checkbox"/>	Attic Finish	<input type="checkbox"/>	Solar
<input type="checkbox"/>	Carpport	<input type="checkbox"/>	Interior Remodel	<input type="checkbox"/>	Other _____

Height _____ (to peak of roof) Number of off-street parking spaces _____

Starting Date _____ Estimated Completion Date _____

Cost Estimate of Job _____ Estimated Market Value of Property _____

.....
FLOOD PLAIN CERTIFICATION

Flood Zone _____ Panel number of FIRM _____
 Is Property in Designated Floodway () Yes () No Is Property in Designated Floodplain () Yes () No
 (If yes must attach floodplain development application)

.....
 I hereby acknowledge that the information presented is correct and that all applicable Zoning Regulations and Codes of the City have and will be complied with. It is further understood that compliance with applicable building codes is my responsibility as landowner/applicant.

(Signature of applicant)

This permit is issued with the condition that the first floor (including basement floor) of any new or substantially improved building will be elevated above the base flood elevation.

The City of Rossville hereby issues this building permit on the _____ day of _____, _____.
 Receipt of \$ _____ fee is hereby acknowledged.

 Code Enforcement Administrator

CITY OF ROSSVILLE BUILDING PERMIT

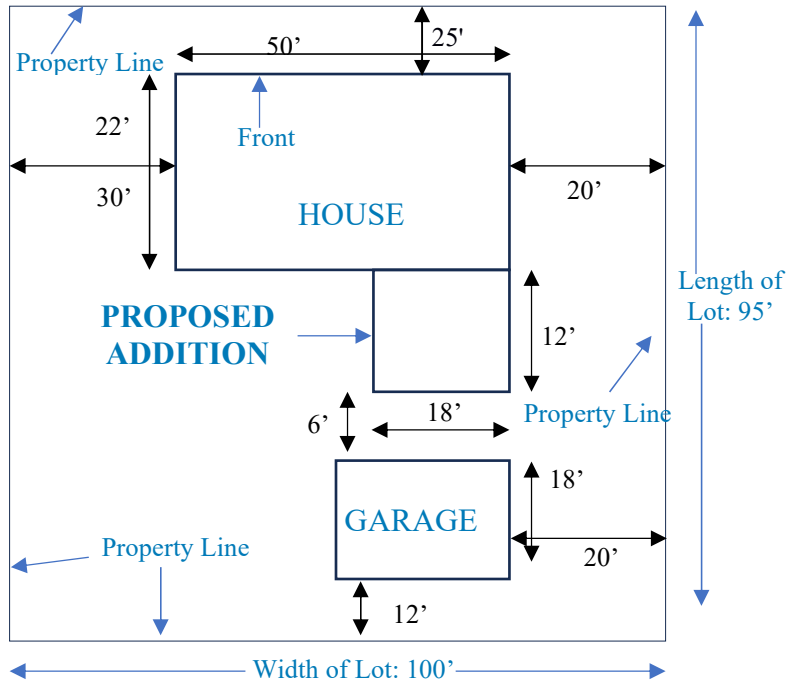
PLOT PLAN

REQUIRED DATA

1. All dimensions of Lot
2. All measurements of Existing and Proposed Buildings (Include all floors and basement)
3. Designate Existing Buildings
4. Indicate Street(s) and Alleys- Both Streets if Corner Lot
5. Indicate Front of Building
6. Size of Lot
7. Submit set of Construction Plans with first floor elevation and basement floor elevation can be no more than 5' below base flood elevation

Size of Lot: 95' X 100'

West Adrian Street



The Undersigned Hereby Certifies

1. That the Structure covered by this application will be placed no closer to the lot lines than the dimensions as indicated on the attached plot plan and that the undersigned has full knowledge of the set-back requirements.
2. It is further certified that the undersigned has examined the recorded plats and other records of the land upon which this building is to be located and that it will not encroach upon any easement or be built over any public sewer or utility. The undersigned further understands that it is his/her responsibility to determine the location of the boundary lines of the property referred to herein, and may be required by the City of Rossville to have the property lines determined by a licensed Surveyor.
3. The undersigned also certifies that he is knowledgeable of the building and housing codes of the City of Rossville and that the work included on this application will conform with the provisions hereof.
4. The city requires that the installation of any electrical, plumbing or mechanical work be performed by qualified persons bonded or insured as per City of Rossville requirements.
5. Inspections of work must be completed. Failure to request inspections of work can result in the denial or withholding of the Certificate of Occupancy. Failure to obtain a Certificate of Occupancy can result in the City denial of any or all utility connections or Services until compliance is accepted and approved.

Size of Lot: _____



APPLICANT

Name of Applicant _____ Phone # _____

Address of Inspection Site _____

Type of Development Minor Improvement _____ Substantial Improvement _____ New Construction _____

#1. Applications for Building Permits are obtained from the Rossville City Clerk. The following steps must be completed prior to building permit being issued.

Submit to Code Administrative Officer a set of construction plans and site layout. (a) Plans must include elevation certificate with First floor elevation. (b) Site with location stakes established...including site/street address sign.

Building permit will be issued upon completion of this approved preliminary inspection and signed copies on file at City Hall.

Inspection sequences of "Kit" or "Prefabricated" and/or "Modular homes" shall be determined in agreement between the Code Administrative Officer and the Contractor.

All applicable inspections shall be complied with during NEW and REMODEL construction activity.

#2. Construction Inspections-

\$ _____ Inspection shall be made of the basement opening **prior** to pouring concrete footing.

\$ _____ Inspection shall be made of basement/foundation with forms and steel **prior** to concrete pouring and shall also include (a) under floor plumbing (b) backflow preventor (c) water supply line (from meter to dwelling) **prior** to backfill of trench (d) sewer line **prior** to backfill (e) underground electrical installation **prior** to backfill

\$ _____ Inspection shall be made of framing construction **prior** to boxing and shall also include (a) inspection of electrical, heating/AC and plumbing (ruff-in) **prior** to insulation installation (b) duct work (c) interior and exterior gas lines (d) sprinkler/alarm ruff-in (e) smoke/carbon monoxide detectors ruff-in (f) electric service (g) mechanical systems (h) roof ice barrier

\$ _____ Final inspection made at construction completion. Inspection shall include (a) smoke/carbon monoxide detectors (b) fireplace (c) floodproofing (d) sprinkler/alarm (e) electrical, heating/AC, plumbing (d) water heater pressure relief

Code Administrative Officer shall be notified when inspection is required. Inspection will be made within 24 hours of notification during regular business hours. **General contractor is responsible for all inspection notifications.**

Code Administrative Officer Jeffrey D. Overmyer- Phone (785) 969-1858 or Rossville City Hall – Phone (785) 584-6155

Occupancy permit issued by Code Administrative Officer. Elevation and flood proofing certificate must be completed and on file with the City Clerk prior to the issuing of occupancy permit. (Note elevation certificate issued by a licensed architect, engineer or surveyor qualified to do so must be initiated prior to construction).

I have read and understand these compliance regulations.

Signed-Contractor or Owner Date _____

Permit Fees				Inspections			
Residential		Commercial		Residential	\$50.00 each		
Under 1,000 sq. ft.	\$5.00	\$25.00		Commercial	\$75.00 each		
1,000 sq. ft up to 4,999 sq. ft.	\$7.50	Apartments		Outside of hours			
5,000 sq. ft. up to 9,999 sq. ft.	\$10.00	\$5.00 per unit		Residential	\$75.00 each		
Over 10,000 sq. ft.	\$15.00			Commercial	\$112.50 each		

Receipt of \$ _____ in payment of is hereby acknowledged. Date _____ Signed _____