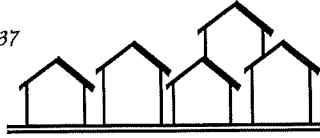


# CITY of ROSSVILLE

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.

Visit us at [rossvillekansas.us](http://rossvillekansas.us)

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**BUILDING PERMIT**

Date \_\_\_\_\_ Zone District \_\_\_\_\_ Number \_\_\_\_\_

Name of Landowner \_\_\_\_\_

Address of Job Site \_\_\_\_\_ or

Legal Description Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Phone # \_\_\_\_\_

Address of Applicant \_\_\_\_\_

For  New construction  Addition  Alteration  Relocation of a/or/to:

**RESIDENTIAL**

- Single Family
- Duplex
- Multi Family
- Other \_\_\_\_\_

**ACCESSORY USES**

- Garage
- Carport
- Shed
- Concrete Slab
- Fence
- Swimming Pool
- Other \_\_\_\_\_

**OTHER STRUCTURES**

- Commercial Structure
- Industrial Structure
- Government Structure
- Farm Structure
- 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

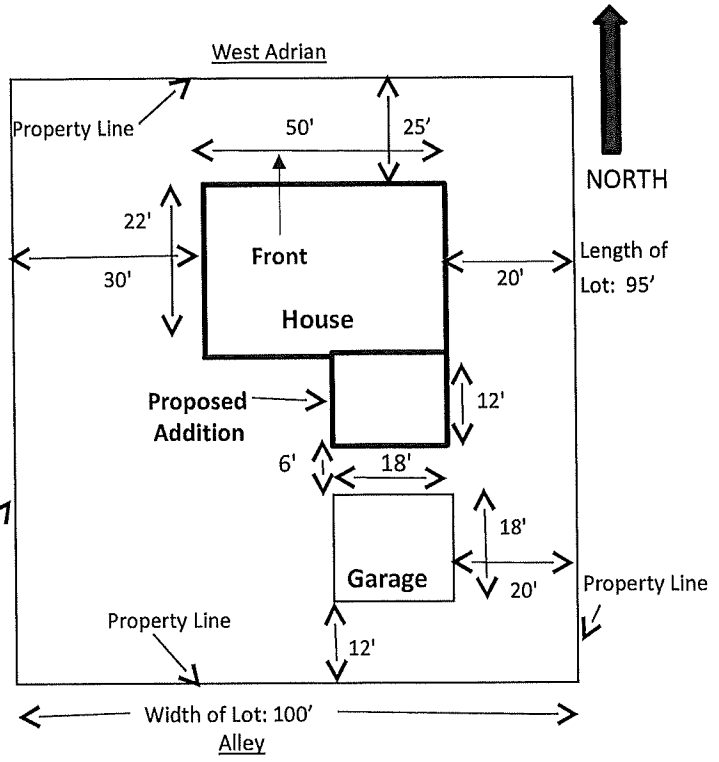
CITY OF ROSSVILLE BUILDING PERMIT

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

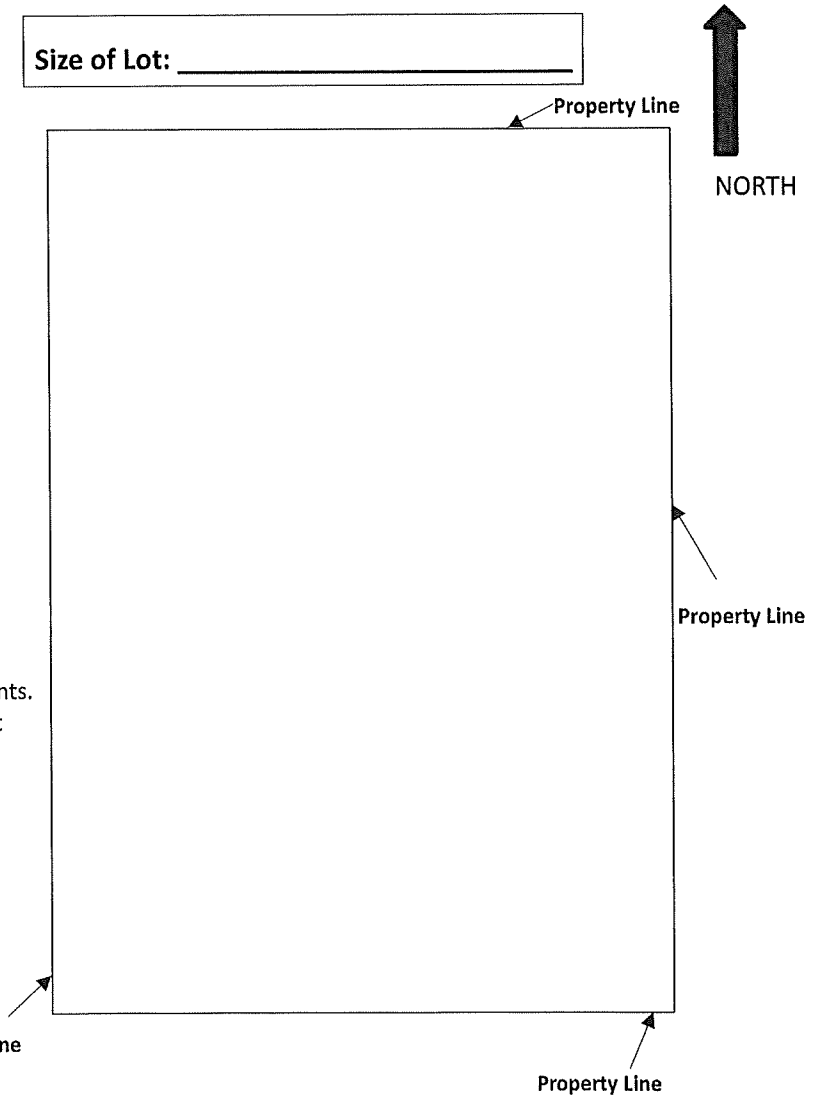
Size of Lot: 95' X 100'



The Undersigned Hereby Certifies

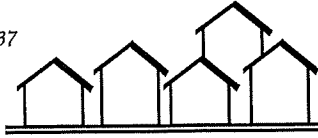
1. That the Structure covered by this application will be placed no closer to the lot lines than the dimensions as indicated on the attached plot plan and that the undersigned has full knowledge of the set-back requirements.
2. It is further certified that the undersigned has examined the recorded plats 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 preformed 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

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



Building Permit Application

and

Construction Compliance Procedures

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

- (1) Submit to Code Administrative Officer a set of construction plans and site layout.
  - (a) Plans must include First floor elevation.
  - (b) Site with location stakes established..including site/street address sign.
- (2) Code Administrative Officer notified. Inspection will be made within 24 hours of notification.
- (3) Building permit will be issued upon completion of this approved preliminary inspection and signed copies on file at City Hall.

#2- Construction inspection procedures:

- (1) Inspection shall be made of the basement opening prior to pouring concrete footings.
- (2) Inspection made of basement/foundation with forms prior to concrete pouring.
- (3) Inspection made prior to basement floor pouring.
  - (a) Under floor plumbing
  - (b) Backflow preventor (if required)
- (4) Inspection made of framing construction prior to boxing.
- (5) Inspection of electrical, heating/AC, plumbing (ruff-in) prior to insulation installation.
  - (a) Water supply line (from meter to dwelling) inspected prior to backfill of trench.
  - (b) Sewer line inspected prior to backfill of trench
  - (c) Underground electrical installation inspected prior to backfill.
- (6) Final inspection made at construction completion.
- (7) Elevation and flood proofing certificate shall be completed and on file with City Clerk.
- (8) Occupancy permit issued by Code Administrative Officer.

#3- All applicable inspections shall be complied with during REMODEL construction activity.

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

#5- GENERAL CONTRACTOR IS RESPONSIBLE FOR ALL INSPECTION NOTIFICATIONS.

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

I have read and understand these Compliance Regulations.

Date \_\_\_\_\_

\_\_\_\_\_  
Signed-Contractor or Owner