



Return completed permit applications to City Hall. After hours applications may be dropped through the slot in the front door or emailed to codesclerk@linnvalleyks.com

Sec R 104.7 of the IBC Code Supervisor (Building & Codes Enforcement Officer) shall keep all official records of applications received, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued, such records shall be retained in the official records of City Hall for the period required for the retention of public records.

Incomplete permit applications will not be accepted.

Please use this checklist to ensure your permit application is complete and ready to be sent in for approval.

_____ Owner or General Contractor picks up application.

_____ Fill out permit application in full.

_____ The lot corner pins must be staked by a licensed survey company and string lined before clearing or ground breaking. A copy of the survey of the property must be included.

_____ All General Contractors and Subcontractors must be **registered with the City of Linn Valley**. A property owner working on their own property is not required to be registered as a contractor. However, all contractors, subcontractors or other skilled construction workers hired by the property owner must be registered with the city.

_____ Completed Site plan drawn with dimensions. Remember to observe all required set backs: **25' front pins, and 10' from back and side pins**. When the **permit is paid** and **staking is approved** by the Building Codes Officer, work may begin.

_____ Attach supporting documents (pictures, plans, etc.)

_____ Property owner's deed must be on file at the county OR a copy provided with application.

_____ Return completed application to the Codes Office with a \$35 application fee (to be used towards the total of your permit fee.) Either the General Contractor or property owner must sign and date application.

The Building Inspector reviews the applications. Permits for approved applications will be issued on the 2nd & 4th Wednesday of the month. Upon approval, the fee will be determined and issue a placard. Permits can be picked up at the codes office.

No construction will be started until all permit fees are paid, corner pins are marked, proper staking is done. The permit placard must be at the site until the Building Codes Officer gives final inspection.

It is the responsibility of the homeowner or contractor to contact the Building & Codes office for inspections. Inspections will be done in a timely manner but not promised before 24 hours.

Certificate of final inspection will be given and/or a certificate of temporary or permanent occupancy. No occupancy will be allowed until temporary or permanent occupancy certification is granted.

Permits expire in 12 months. In 6 months, the exterior of any structure must be completed. If the project is not finished according to procedure, additional charges up to the full amount of the original permit may be charged and must be paid before the permit can be extended.

Utility locates are required by Kansas Law. Please call before digging. 1-800-344-7233 or 811 (DigSafe)



Permit, Construction and Inspection Procedures

Please keep this section to use as your reference. The City uses the 2006 International Building Codes.

1. Contractor or homeowner contacts the Building Inspector for inspection at appropriate phases of the project.
2. The Building Inspector must be notified of any modifications planned that differ from the original permit application. Modification of plans may require resubmission for review and approval.
3. Footings for residences shall be a minimum of 36" deep x 16" wide and shall contain rebar. Footings for accessory buildings shall be a minimum of 36" deep x 8" wide. **Footings must be inspected before they are poured.** Minimum of 1-1/2 chairs support rebar in bottom of footing is required. All rebar shall be a minimum of 12" over splice. Piers need to be 36" deep x 12" square or round with 4-#4 rebar vertical.
4. A culvert (if applicable) must be installed, with a gravel drive before clearing or construction begins.
5. Builder or owner is responsible for controlling water and silt run-off from property during construction. This can be done with appropriate grading and/or barriers such as silt fences.
6. No dirt piles or storage of dirt is allowed on site after completion of the foundation. Site condition is important and shall be maintained in an orderly and clean manner.
7. All lots with buildings or improvements must have a 911 sign posted. Signs are available at City Hall for \$15.

For information on requirements and forms, contact City Hall or the Codes Department.

Typical Inspection Procedures

The purpose of this document is to help clarify the typical sequence of building inspections required for: new dwellings, additions, remodels, projects, etc. The basic rule here is: **do not cover any portion of the work without the approval of your inspector.** If you are unsure what work requires inspections, please contact your inspector who will be happy to assist you.

Procedure: A building permit is valid for one year from the date of issuance per City Code and is extended six months thereafter for each approved progress inspection. This is not accumulative. After you have been approved for a progress inspection your permit will be extended for six months past that date. Extension fees will be half of original permit fee.

Progress Inspection: An inspection of a portion of work that demonstrates that the project is progressing towards a final inspection. It is up to the Building Inspector to determine that progress.

Foundation Inspection: To be made after all forms, reinforcement steel, hold-down bolts and anchor bolts are in place. the inspector will check the setbacks (distance from new form boards to the property lines). The property lines must be confirmed by a survey or existing survey hubs at the property corners. The inspector will also confirm the depth and size of the excavations. All applicable soil memos required will be collected at this time. (Note: all bolts passing through or in contact with pressure treated wood shall be galvanized and be every 6' on center and 12" from end of plate, 1/2" in diameter.

Concrete Slab or Under Floor Inspection: To be made after in-slab plumbing and ducting (if applicable) are in place prior to pouring concrete, or plumbing, ducting, gas line (with pressure test) and wood framing are complete prior to installing under floor insulation and floor sheathing, including subfloor.

Under Floor Insulation Inspection: To be made prior to the installation of floor sheathing.

Roof Shear Inspection: To be made after all roof sheathing is nailed off as well as any strapping or drag nailing that may apply. The Inspector will check the roof framing to confirm it is consistent with the approved plans. Any deferred submittal for truss calculations must be plan checked and issued as part of the "Job Copy" at this time.

Rough Frame, Rough Plumbing, Rough Electrical, Rough Mechanical, and Gas Line with Pressure Test Inspection: To be made after the building is made "water-tight" including installation of the roof, windows and doors, and siding or stucco lath **before the Rough Frame Inspection is scheduled.** The following items should be complete for this inspection:

1. All framing, fire blocking, draft stopping, roof ventilaion and bracing.
2. All drainage and vent piping, all water supply piping, and all gas piping should be complete and under test.
Nail protector plates installed where applicable.
3. All ducting installed and sealed, all appliance venting installed to the exterior, all condensate wastes installed if applicable, and all exhaust fans installed and vented to the exterior.
4. All wiring installed and stapled. All electrical boxes "rough made up". All grounding and bonding completed. All electrical panels installed and "rough made up". All lighting can fixtures installed per plan. Nail protector plates installed where applicable.

Wall and Ceiling Insulation Inspection: To be made after rough frame sign off and all wall and ceiling insulation is installed.

Drywall Inspection: To be made after insulation signoff, all drywall and tile backer is installed and fastened. May be included in final inspection.

Final Inspection: To be made after finish grading and the building is completed and ready for occupancy. All agency holds shall be cleared and the final building inspection shall be completed prior to the permit reaching "final status" and utility releases for gas and electric are issued.

Please make sure you have a valid building permit
City of Linn Valley Building Inspector - Don Hastings 620-757-8673



Acquiring Sewer Service in Linn Valley, Kansas

1. Engineering Review

All property owners applying for connection to the low-pressure sewer system on property outside the sewer district must first have the application reviewed and approved by the City Engineer. The city engineer's review will include the system location, lines, and connections.

2. Building Permit Application

Submit a building permit application & the engineering report, if applicable, to the city.

3. Easement

The City will provide an easement document which must be signed and notarized by the property owner(s). Signature(s) on the easement MUST match names as they appear on the property deed.

4. Hardware

The City will supply the required grinder pump and proprietary hardware for the system and will perform the tap to the mainline. The cost for pump, parts, and tap reflects the cost to the city. This cost may change depending on costs charged by the suppliers. **The owners are responsible for the costs to be paid prior to obtaining the approved building permit.**

5. Installation

The installation must be done according to the city's specifications and by a city-approved installer. The property owner is required to contract with an approved installer. Prior to obtaining the permit, a copy of the contract must be on file with the City. The installer will be responsible for warranting his labor and parts for one year.

6. Final Inspection

The startup and final inspection of the sewer installation will be done by the city. Occupation of property is contingent on passing this inspection. System startup by the City Operator is required prior to occupying structure.

7. Completed Construction

Once construction is completed and approved, the city will assume responsibility for the electric between the panel and the pump, as well as maintenance of the pump and line between the City's transmission line and the pump. **The property owner will be responsible for maintenance of the system from the pump to the house and within the house.**

For information on requirements and forms, contact City Hall or the Codes Department.



Building Permit Application

APPLICATION DATE: _____ PERMIT #: _____
(Office Use Only)

Lot#: _____ 911 STREET ADDRESS: _____

LOT DIMENSIONS: _____ LOT TYPE: BUILDING MULTIPURPOSE CAMPING

PROPERTY OWNER: _____

OWNER'S MAILING ADDRESS: _____

OWNER'S PHONE NUMBER: _____ EMAIL ADDRESS: _____

Contractor & Subcontractor Information

	REGISTRATION#	NAME	PHONE
Architect/Designer/Engineer	_____	_____	_____
General/ Builder	_____	_____	_____
Electrical	_____	_____	_____
Plumbing	_____	_____	_____
Other	_____	_____	_____

Contractor's Registration/liability insurance certificate must remain current and on file at Linn Valley City Hall for the duration of the project. "Self" contractors must sign attached release.

House

Wood Frame
Structural steel Frame
Masonry (Wall Bearing
Reinforced Concrete
Modular
Manufactured (Single Wide/Double Wide)
Manufacture Year: _____
Other _____



Foundation –

Refer to the Cold Weather Concrete Policy available on the city website: www.linnvalleyks.com

Basement Finished Unfinished
Crawl Space
Slab on Grade
Piers and Pier Pads

Garage

Attached Detached Dimensions: _____

Carport Wood Frame Metal Frame, Dimensions: _____

Accessory Buildings Dimensions: _____

Workshop Gazebo Wood Frame Metal

Other _____

Skid Sheds, metal buildings, pole barns, garages, or any other accessory buildings are not constructed to the same building code standards as dwellings and are neither suitable nor safe as living quarters.

By signing this permit application and corresponding attached affidavit, the property owner acknowledges and understands that such buildings do not conform to adopted building codes and will not be constructed or used for human occupancy or sleeping areas. The property owner understands that they may be held liable for personal injuries or structural damage.

Room Additions Dimensions: _____

Decks/Porches Dimensions: _____ Materials: _____

Holding Tanks (Precast Concrete, 1500 Gallons Minimum)

Water Tank Tank Size _____

Sewer Tank Tank Size _____

Property owners have the responsibility to place water and sewer holding tanks in a location adjacent to the driveway that is within or less than 20 feet of where the truck must be parked.

Rural Water

POA Water

Yard Sprinkler System

Sewer System

Applicants for construction of a residence within the sewer system district are required to have an easement (provided by the City) signed and notarized, and a copy of a contract with an approved installer prior to receiving final permit. Contact the Building Codes department for additional information.



Electrical Service

100 amps – Campers only

200 amps

Other Specify _____

Upgrade Service

200 amp

400 amp

Other Specify _____

Adding or Altering Existing Electrical Circuits Inside or Outside

Propane Tank (Must be located 20 feet away from house)

Structural Concrete Engineered for Loads

All Flatwork will have support posts attached

Boat Ramp and/or abutment

Dock abutment

Other: Specify _____ Dimensions _____

Retaining Wall

Sea Wall

Riprap Materials: _____

Fence Height _____ Material _____

Dock

Main Lake

7 Acre Lake

10 Acre Lake

Dock Materials: _____ Dimensions: _____

Swimming Pool

Hot Tub



Adding Fireplace to Existing Structure

Manufactured Metal

Masonry

Remodeling or repair inside or outside when original foundation, structure, electrical, and/or plumbing is altered. Explain: _____

Exterior Finish

Paint/Stain

Vinyl Siding/Metal Siding

Masonry

Other (Specify) _____

Other Project not Listed : _____

Additional Information, if applicable: _____

The Contractor understands this permit is issued for work described herein and is in compliance with requirements of the City of Linn Valley as stated in the Zoning Ordinance and in the 2006 International Residential Code and 2006 International Building Code. The Contractor is responsible to give notice to the Building Codes Officer if canceling this permit or if work is not completed. The Contractor is subject to expenses required to keep the area of construction safe. The Contractor will acquire prior written permission to crossover adjoining properties used during construction. All adjoining properties will be returned to original condition.

Estimated Beginning Date:

Estimated Completion Date:

Estimated Cost of Project:

General Contractor Signature:

Date:

How to Draw a Site Plan

A site plan is a detailed drawing which depicts the current and proposed structures and uses of a lot. Site plans must be drawn to scale.

Drawing your own site plan is easier than you might expect. A site plan need not be professionally prepared and can be hand drawn. To draw an acceptable site plan, include all information required on this guideline document. However, depending on the size, scope, and complexity of the project, you may need to obtain professional expertise. You may also submit multiple drawings at different scales.

A Site Plan must include the following information: (See the Key Numbers on the attached Example Site Plan.)

- 1** Scale at which site plan is drawn. 1 inch = 25 feet (1 square = 5 feet)
- 2** Must show North Arrow on site plan
- 3** Show all property lines and their dimensions
- 4** Identify existing structures on property (i.e. house, garage, shop, carport, skid shed, accessory buildings, sewer holding tanks and cistern holding tanks, etc.) Locate the structure on the property from the property line and indicate the size of the structure
- 5** Identify proposed new structures and additions. Locate all proposed structures on the property.
- 6** Setback distances of all proposed structures and/or additions are 10' from side and rear property lines and 25' from front property line. Accessory buildings, skid sheds, decks, propane tanks and privacy fences cannot be placed in front of a structure in the front 25' of the property.
Skid sheds under 240 sq. ft. and not permanent may be placed 5' from the rear and side property lines and cannot be in front of the residence.
- 7** Identify existing or proposed driveways and culverts as required.
- 8** Site plan should include the name(s) of adjacent roads and the required address of the property.
- 9** Sewer holding tanks and cistern tanks shall be setback 10' from side and rear of property lines and can be located within the back 10' of the front 25' setback or 15' setback from the front property line. Sewer holding tanks and cistern tanks must be separated by 5' and be located 5' from any structure. Sewer holding tank location must be within 20' access for pump truck.

Additional information may be required beyond the items listed above.

A site plan stamped by a Kansas professional engineer will be required for a new residence or accessory building.

Site Plan Example for Permit Application

See attached Information

1 inch = 25 feet
1 square = 5 feet

8

Road Name

2



7

Driveway

6

25'

5

Proposed House,
RV / Structure

6

10'

6

6

60'

6

10'

9

Septic

4

Shed
(20' x 20')

3

120'

80'

1 inch = 25 feet
1 square = 5 feet

Site Plan for Permit Application

Applicant's Name (please print): _____

Date _____