

Building Permit and Occupancy Requirements

1. No building permits for any new structure or development shall be issued within any district within which site plan approval is required until said site plan and a final plat have been approved by the Planning Commission and/or City Commission and all required plan sets, legal documents, and fees have been provided.
2. A minimum of adequate water service (fire hydrant within 250 feet) and hard surface streets must be in place to serve a building site in order to obtain a building permit for that site. In the case of developments which require the installation of public improvements, (water, sewer and streets), no building permits shall be issued until all public improvements have been completed and accepted by the City Engineer.
3. Prior to receiving a building permit for a tenant finish or remodel or change of occupancy, a Certificate of Zoning Compliance application (for certain zoning districts) shall be completed by the applicant and approved by the Planning Department.
4. An erosion control plan must accompany the building permit plans. A copy of the approved NPDES permit shall be required prior to issuance of a building permit for any project involving soil disturbing activities on more than one acre requiring such a permit from the Kansas Department of Health and Environment.
5. For any construction within a flood plain, the applicant must submit a Flood Plain Development Permit application to the Planning Department for approval prior to the issuance of a Building Permit.

The applicant must submit an Elevation Certificate to the Building Official prior to the issuance of a Certificate of Occupancy. This certificate must be certified by a Registered Land Surveyor.

6. Certificate of Occupancy shall be granted upon completion of new construction or completion of alterations or additions to existing structures. A Certificate of Occupancy will not be issued until all site work and building improvements have been completed or until signed compliance agreements with approved financial assurances are submitted. The approval to occupy with a compliance agreement is granted by the Building Official.
7. Any outstanding fees (engineering, legal, or other professional services) shall be paid in full prior to the issuance of any Certificate of Occupancy.
8. A Temporary Certificate of Occupancy may be issued prior to completion of the project if the Building Official feels that the remaining items could not be completed due to circumstances beyond the applicant's control (i.e., weather) and the issuance of a Temporary Certificate of Occupancy will not inhibit the completion of the total project nor will issuance have an adverse effect on persons in the immediate area or nearby properties.

The applicant will be required to sign a Compliance Agreement with the Building Services Department and submit an approved form of financial security in an amount equal to 125% of the estimated cost of the remaining items to be completed.