

BUILDING PERMIT REQUIREMENTS

CITY OF MINNEAPOLIS, KS

READ CAREFULLY BEFORE COMPLETING APPLICATION

1. Complete the Application For Building Permit form by filling in every blank. If it does not apply, put NA in the blank space.
2. Present a line drawing showing length and width of property. The sketch must show the location of the structure in relation to property lines.
3. Explain in **detail** the proposed use of the structure being built.
4. Construction site must be **staked** at the corners of the proposed structure before approval of building permit application.
5. Set-back is from the property line to the **outer most part of the proposed structure, including any over-hang**. Set-backs are as follows:

	<u>FRONT YARD</u>	<u>SIDE YARD</u>	<u>REAR YARD</u>
R-1	30 feet	6 feet	5 feet
R-2	30 "	6 "	5 "
R-3	25 "	6 "	5 "
R-4 and R-5	25 "	6 "	5 "
Sunrise 2 Add	30 "	7 ½ feet	5 "
Country Club Add	30 "	10 "	5 "

6. If you will be connecting to the public sewer, City Code calls for ¼" drop per foot of service. A city inspector must be contacted and have inspected the sewer before covering it up.
7. A permit must be issued prior to beginning construction.
8. Any building permit application for an accessory building with a door opening of more than eight (8) feet high and/or a sidewall height of more than ten (10) feet requires approval by the City Council.
9. A project must begin within 90 days after issuance of the permit or, the permit becomes void. If construction on a project ceases for a period of 90 days, the permit becomes null and void and a new permit must be applied for.
10. Pay the appropriate fee for the specific type of structure being constructed.

NOTE: We will refund a permit fee if we deny the permit.

Call Before You Dig – It's the law
1-800 344-7233

BUILDING PERMIT APPLICATION

City of Minneapolis, Kansas

1. _____
 Address of where work is to be completed

2. Lot No. _____ Block No. _____ Addition _____
 Legal Description

3. _____

Owner of Record of the Property	Mailing Address	Zip Code	Phone #
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4. _____

General Contractor	Mailing Address	Zip Code	Phone #
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5. Class of Work: New Addition Alteration Repair Demolition Other

6. Description of Work:

Total Sq. Ft.	Length	Width	Sidewall Height	Overall Height	Depth of Footings
Type of Material	Type Roof	Setback Front	Setback Side Yard	Setback Rear Yard	Use Zone

7. Intended Use of Structure:

8. \$ Value of Completed Project:

9. _____

Applicants Name (Please Print)	Phone #
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IMPORTANT: I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provision of any other state or local law regulating construction or the performance of construction. **Any changes to the above specifications without prior approval will cause the building permit to become null and void.**

10. _____

Applicant Represents (Name or Company or Employer)	Signature of Applicant	Date
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(Official Use Only) (Initial)

Zoning Administrator _____
 Building Inspector _____
 Mayor _____

Permit Denied Because _____

Application Approved: _____

City Clerk Signature	Date
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PROPERTY LINE CERTIFICATION

Date: _____

Property Owner and Location: _____
(Name of property owner)

(Address)

Article 4-114 of the Minneapolis Code states; "Any building permit application requesting the construction of any structure within 10 feet of the property line shall have with it either a survey from a licensed surveyor showing the exact location of the property line or an agreement between adjacent landowners establishing where the property line is located. In both situations the property line shall be located and pinned." **The pins must be driven and marked before a building permit application can be approved.**

Adjacent property owner(s) must sign below, stating name and address, certifying that they are in agreement with the location of the pins indicating the property line between their property and the property shown above.

Name Address

Name Address

Name Address

Name Address

I, _____, do hereby certify that the property owner whose signature(s) appears above, has agreed fully with the location of the pins establishing the line separating our properties. In lieu of an agreement with adjacent property owner establishing the property line(s) in question, I have attached a survey from a licensed surveyor showing the exact location of the property.

Signature

BUILDING PERMIT APPLICATION CHECKLIST

The purpose of this checklist is to inform you of what you can do to speed up the permit process when applying for a building permit. The primary reason for permits and inspections is to provide for the safety of the individuals and to protect the investment of each home or building owner in the city. Certain information is needed before a permit can be issued to determine if these objectives will be met. The more complete this information is the less time it takes to issue a permit.

The following is a list of what you need to submit when applying for a building permit. Depending upon the project, additional items may be requested.

New Construction

- * Completed Application Form
- * Property Line Certification - If construction is within 10' of property line.
- * Site Plan - A drawing showing footage of the lot and where new building will be in relationship to other buildings and property line.
- * Complete Floor Plans - Should include the location of the following items:

Electrical - electrical outlets, switches, light fixtures, smoke detectors, range outlets, exhaust fans and electrical panels (indicate electrical panel size in amperage.)

Plumbing - Lavatories, sinks, bathtubs, showers, water closets, dish washers, laundry drains, water heater (indicate gas or elect.) Floor drains, sump pump, and sewer check valve if necessary.

Mechanical - Heating and air-conditioning system, fireplace or wood stove, (indicate type and size in BTU for heating system and or tonnage for AC.)

Additions

- * The same as new construction.

Remodeling

- * The same as additions except a Property Line Certification and Site Plans are not required.

Building and remodeling regulations within Fire Limits - Check city code.

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