

CITY OF MERIDEN
103 E MAIN, PO BOX 262
MERIDEN, KS 66512

PHONE 785-484-3450

FAX 785-484-3707

BUILDING PERMIT APPLICATION

Please complete **ALL THREE PAGES** of this application for **ALL PERMITS**, including the **OCCUPANCY AGREEMENT**. Please refer to the building permit process sheet for the other materials required as part of this application. (Gray areas on the application/agreement to be filled out by staff)

CAMA#: _____ Zoning: _____ PERMIT#: _____	
Owner Name: _____ Mailing Address: _____ <hr/> <div style="display: flex; justify-content: space-between;"> City State Zip Code </div> Phone: () _____ - _____ Email: _____	Contractor: _____ <small>(NOT REQUIRED)</small> Address: _____ <hr/> <div style="display: flex; justify-content: space-between;"> City State Zip Code </div> Phone: () _____ - _____ Email: _____
Mail Permit to: _____ Owner _____ Contractor _____ Both	
PROPERTY INFORMATION (staff will fill out): Legal Description of Land: _____ Section: _____ Township: _____ Range: _____ CASE No. (if applicable): _____ WW No.: _____ Physical Address of Property (if different than mailing address): _____	
TYPE OF IMPROVEMENT: <input type="checkbox"/> New Dwelling <input type="checkbox"/> Replacement Dwelling: <input type="checkbox"/> Still Existing <input type="checkbox"/> Already Removed <input type="checkbox"/> Barn <input type="checkbox"/> Garage: Attached or Detached (Circle One) <input type="checkbox"/> Shop <input type="checkbox"/> Change of Use from Accessory to Residential <input type="checkbox"/> Shed <input type="checkbox"/> Change of Use from Residential to Accessory <input type="checkbox"/> Carport <input type="checkbox"/> Storage Building <input type="checkbox"/> Deck <input type="checkbox"/> Solar Panels <input type="checkbox"/> Porch: Open or Enclosed (Circle One) <input type="checkbox"/> Resid Addition <input type="checkbox"/> Accessory Addition <input type="checkbox"/> Commercial <input type="checkbox"/> Commercial Addition <input type="checkbox"/> Accessory (Other) _____	IMPROVEMENT ESTIMATES: Cost of Improvement: \$ _____ (PLEASE BE ACCURATE -This is for our office ONLY and is not used for tax purposes) Total Structure Dimensions: _____ Total Sq Ft of Living Area: _____ Dimensions of Attached Garage: _____ <small>(if applicable)</small> Basement: Finished or Unfinished (Circle one) <small>(if applicable)</small> Number of Stories: _____
PROPOSED USE OF STRUCTURE: _____ _____ _____	
Floodplain: YES or NO (IF YES, what zone and will they be building in it?) _____ TAXES PD? _____	

<p>DWELLING TYPE (if applicable)</p> <p><input type="checkbox"/> Site Built Dwelling</p> <p><input type="checkbox"/> Modular Home</p> <p><input type="checkbox"/> Residential Design Manufactured Home <small>Initial here if you have read & understand the Factory Built Home Requirements brochure</small></p> <p><input type="checkbox"/> Singlewide Manufactured Home – special permitting required</p> <p><input type="checkbox"/> Temporary Dwelling – special permitting Required Type: _____</p>	<p>CONSTRUCTION DETAILS:</p> <p>FOUNDATION TYPE:</p> <p><input type="checkbox"/> Slab on Grade <input type="checkbox"/> Walk Out _____ Other</p> <p><input type="checkbox"/> Full Basement <input type="checkbox"/> Crawl Space</p> <p>FRAME TYPE:</p> <p><input type="checkbox"/> Wood <input type="checkbox"/> Reinforced Concrete _____ Other</p> <p><input type="checkbox"/> Pole <input type="checkbox"/> Structural Steel</p> <p>ENTRANCE DETAILS:</p> <p>DRIVEWAY:</p> <p><input type="checkbox"/> New* <input type="checkbox"/> Existing: (Same Use or Conversion)</p> <p><small>*A new Driveway on a County Road requires a Road & Bridge consultation; along a State Highway requires a KDOT consultation</small></p> <p>Additional Notes (if needed) _____ _____ _____ _____</p>
<p>DWELLING UNIT INFORMATION:</p> <p><input type="checkbox"/> No. of Bedrooms</p> <p><input type="checkbox"/> No. of Bathrooms</p> <p><input type="checkbox"/> No. of Half Bathrooms</p> <p>IF BUILDING AN ADDITION, WHAT WILL THE ADDITION BE USED FOR? _____ _____ _____ _____</p>	

OWNER/AGENT CERTIFICATIONS – Initial next to the following statements. (If not applicable, write N/A)

By signing this permit application, I certify that:

(initial here) The placement/construction of the above-indicated structure will occur within the setbacks of this property's wastewater system and adhere to the Jefferson County Sanitary Code.
*We recommend you visit with the Jefferson County Health Dept. regarding your sanitary sewer system prior to construction.

(initial here) The use of the structure is as indicated and that any information regarding a change of use of the proposed structure will be brought to the Planning & Zoning Department's attention.

(initial here) I am either the property owner of record or an authorized agent of said owner. (Signed and notarized Affidavit required for contractors or other agents to sign on behalf of the record owner of property.)

(initial here) I am attesting that the information I have provided in this application and on the attached site plan is accurate in all respects.

Signature of Owner/Agent: _____ **Application Date:** _____

Owner/Agent printed name: _____

FOR OFFICE USE ONLY

This application and all corresponding documents were received at the office of the Zoning Administrator on this _____ day of _____, _____. It has been examined and found to be complete and accompanied by the required documents.

Permit Type: _____ Fee: \$ _____ Payment Method: _____

PAGE 3 OF 3 - CERTIFICATE OF OCCUPANCY AGREEMENT

Jefferson County Zoning Regulations, Article 28, §28-109, Certificate of Occupancy: No new or existing building or structure shall be occupied or used, and no change in the character or use of land or of a building shall occur, until a certificate of occupancy has been issued by the Zoning Administrator, or appointed representative, certifying that such building or use complies with all requirements of these Regulations and other applicable Jefferson County rules and regulations. (Gray areas on agreement to be filled out by staff)

SITUS ADDRESS OF LOCATION OF STRUCTURE: _____

PROPOSED USE OF STRUCTURE: _____

OWNER/AGENT CERTIFICATIONS – Initial next to the following statements. (If not applicable, write N/A)

By signing this agreement, I certify that:

_____ I agree that the Planning & Zoning Office may come onto the above-described property to
(initial here) review the uses as applied for.

_____ I agree not to occupy or use said structure until the wastewater system (if any) has been
(initial here) approved for use by the Jefferson County Health Department.

_____ I agree not to occupy or use said structure until the Certificate of Occupancy has been issued
(initial here) by the Jefferson County Planning & Zoning Dept.

Signature of Owner/Agent: _____ Agreement Date: _____

Owner/Agent printed name: _____

CERTIFICATE OF OCCUPANCY

This is to certify that these premises, reviewed on the below-referenced date, were found to comply with the Zoning Regulations of Jefferson County. The use of the premises was determined to conform with the use proposed on the Building Permit. Jefferson County assumes no liability for the construction of this structure and has performed no survey. This certificate should be kept with the permanent records for the structure. No change in the type of occupancy or use shall be made in this structure or on these premises that is not consistent with this certificate. You must notify the Jefferson County Planning & Zoning Department in writing of any proposed changes in the use of this structure and/or change in land use. This certificate does not allow occupancy of structures with a wastewater system until said wastewater system has received a final inspection certificate issued by the Jefferson County Health Department. This certificate does not replace the Final Wastewater Inspection Certificate issued by the Jefferson County Health Department.

Post-Construction Review

Zoning Official

Date Issued

CITY OF MERIDEN

BUILDRE'S NOTICE

1. The fee for building permits is in accordance with City policy.
2. Non-portable buildings and structures are not allowed on easements. It is the applicant's responsibility to know where easements are located.
3. The City of Meriden is zoned. There are restrictions on lot size, building area, building height, parking area, set backs ect. It is the applicant's responsibility to comply with these requirements.
4. This permit will be issued on the condition that the undersigned property owner certifies that no connections currently exist or will be made to the Public Sanitary Sewer System directly or indirectly, of roof drainage water, ground or storm water, foundation drains, garage or areaway drains. Violation of the City regulations, prohibiting the above mentioned connections shall be a misdemeanor and punishable by a fine.
5. This permit is issued in the condition that a Sewer Backflow Prevention Device is installed inline prior to sewer hookup.
6. This permit becomes null and void if work or construction is not completed in a timely manner. Work/Construction must commence within 60 days of the issuance of this permit. "Work/Construction must be completed within 180 days of the issuance of this permit, unless this permit specifically has extended the completion date."
7. This permit issued on the further condition that the undersigned authorizes the Building Inspector for Meriden, Kansas, his/her authorized representative to enter the construction premises for purpose of inspecting the permitted conduct for compliance with all applicable ordinances, statutes, rules, regulations, codes, ect.
8. Prior to occupation/use of the new structure, the Building Inspector shall inspect and approve the structure's electrical, plumbing, and other mechanical systems. The Building Inspector shall also have authority to require such other inspections as may be necessary for determining the safety of such structure and it's compliance with applicable code.
9. Sewer billing will commence after final inspection of sewer hook up and/or confirmation of water meter installation.

PLEASE RETAIN THIS INFORMATION FOR YOUR RECORDS

COMMERCIAL & RESIDENTIAL INSPECTIONS

- | | |
|-------------------------------|-------------------------|
| 1. Set Back Dimensions | 10. Rough Electrical |
| 2. Temporary Electrical | 11. Rough Heating |
| 3. Ground Work Plumbing | 12. Finished Plumbi |
| 4. Foundations & Flooring | 13. Finished Electrical |
| 5. Basement or Stem Walls | 14. Finished Heating |
| 6. Basement Floors & Drives | 15. Back Flow |
| 7. Waterproofing & Foundation | 16. Fire Sprinkler |
| 8. Rough Framing | 17. Final |
| 9. Rough Plumbing | |

Number of Inspections will vary per project

BUILDING PERMIT FEES:

Single Family Dwelling- \$150.00

Commercial- \$250.00

Residential Additions- \$100.00

Commercial Additions- \$150.00

Misc. Permit (fence, deck, ect.) \$100.00

Demolition- \$50.00

Gas/Electric Hookup- \$75.00

Sewer Connection fee is \$750.00 for all new construction. This includes inspection fee.

BUILDER RESPONSIBILITIES

It is the responsibility of all **CONTRACTORS & SUB-CONTRACTORS** and **OWNERS** to know the Uniform Building Codes and Acceptable Materials. If you are not familiar with them, copies are available for review at City Hall or call the respective inspector.

A copy of your plans and specifications must be left with the City Clerk's office before your permit can be issued. It may take up to 14 working days from the time your completed application is submitted until a building permit is issued.

The Inspection Sheet must be posted on the job site at the time construction begins. The card must remain on the job site until all inspections are completed. **Please call Paul Crawford to arrange inspections at: 785-409-9829**, or City Hall for any questions.

It is not the inspector's responsibility to police the job. Any work requiring an inspection that is covered up prior to inspection will be uncovered to fully expose said work. Let's work together to make everyone's job easier. Any doubt or question, please check it out.

The Subs, General Contractor, or the Owner is required to give the City Inspector 48 hour notice when an inspection is needed. Alternate times can be arranged but additional cost may be incurred.

Note if approved, your permit is based on the information provided by the applicant. Incorrect information may result in legal action by the City and denial of future permits applications

NO OCUPANCY PERMIT SHALL BE ISSUED UNTIL ALL INSPECTION FEES ARE PAID IN FULL. A COMPLETED INSPECTION SHEET & A SIGNED CONTRACT FOR UTILITY SERVICES IS ON FILE AT CITY HALL.

Please retain all information for your records

The City of Meriden is a
member of the Uniform
Building Code Compliance
and has adopted by Ordinance

Helpful Numbers:

City Building Inspector:

Paul Crawford

785-409-9829

prc68@hotmail.com

City Engineer:

Mark Bachamp, PE

Olsson Associates

301 S 4th St

Suite 110

Manhattan, KS 66503

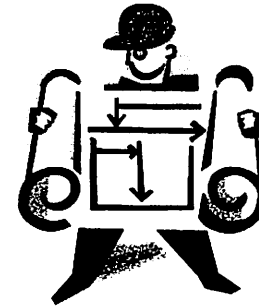
mbachamp@olssonassociates.com

CALL BEFORE YOU DIG

1-316-687-2470 OR

1-800-DIG-SAFE

BUILDING PERMIT INFORMATION



CITY OF MERIDEN

103 E. Main St.
P.O. Box 262
Meriden, KS 66512
Phone (785) 484-3450
Fax (785) 484-3707
Official Website:
meridenks.com