

**CITY OF OSWEGO
BUILDING CONSTRUCTION PERMIT**

Property Owner's Name _____

Date Submitted to City Office _____

Approved on _____ day of _____, 20_____.

Denied on _____ day of _____, 20_____.

Have the following permit applications been attached and fees paid? (If applicable)

- Private Sewer Permit _____ (septic systems)
- Sanitary Sewer Permit _____ (New homes, businesses or new service line)

ZONING DISTRICT TYPE _____

Is this project permitted, or will it be a conditional use for this district? _____

Is this project located within a designated floodplain within the city limits? _____

If yes, you will need to fill out the Kansas Flood plain permit.

**PLEASE READ THE INSTRUCTIONS OF THIS APPLICATION IN
THEIR ENTIRETY BEFORE PROCEEDING!!**

ISSUANCE OF BUILDING PERMIT

The City of Oswego has adopted and incorporated by reference, for the purpose of establishing rules and regulations for the construction, alteration, removal, demolition, equipment, use and occupancy, location and maintenance of buildings and structures, the International Building Code, 2000 Edition, as recommended by the International Conference of Building Officials, such code being made as a part of the ordinances and code of the city as if the same had been set out in full herein, all as authorized and in the manner prescribed by K.S.A. 12-3009 through 12-3012 including any amendments thereto. A copy is available at the office of the City Clerk, 703 Fifth Street and is available to the public at all reasonable hours of business. The City of Oswego does not inspect construction work. It is up to the individual applying for a permit or the contractor to ensure these codes are followed.

Determination of the building permit shall be made within ten (10) days of receipt of a fully completed application or within such further period as may be agreed to by the applicant. **No construction shall begin until set-backs have been reviewed by the City Superintendent, or his designated agent, with the property owner or owner's agent.** Set-backs must be marked by the property owner or owner's agent prior to the review.

The property owner or owner's agent must arrange for the City Superintendent to be on site the day footings are to be dug, to ensure set-backs are met and no changes have been made to the submitted plan.

NO BUILDING PERMIT SHALL BE ISSUED UNTIL ALL ZONING REQUIREMENTS OF ORDINANCE NO. 898 AND AMENDMENTS THERETO HAVE BEEN MET.

NEIGHBORHOOD REVITALIZATION PROGRAM – IF YOU ARE DOING NEW CONSTRUCTION OR IMPROVEMENTS ON YOUR HOME, BE SURE TO ASK ABOUT THIS PROGRAM. IT CAN SAVE ON YOUR PROPERTY TAX IF YOU MEET THE REQUIREMENTS! THE FOLLOWING AREA'S ARE NOT ELIGIBLE FOR THE NPR: CORRELL, DOUGHTERY, RIVERVIEW AND WOODCLIFFE. BEFORE YOU BEGIN BUILDING OR MAKING IMPROVEMENTS, PLEASE CHECK WITH THE CITY TO SEE IF YOUR PROPERTY IS ELIGIBLE FOR THE NRP.

Water Conservation Plan adopted on June 14, 2010 requires all new homes or renovations of existing homes to install the toilets that use 1.6 gallons per flush or less and low flow showerheads that use 2.5 gallons per minute or less.

PERMIT APPLICATION

APPLICATION FOR BUILDING PERMIT: Every application for a building permit shall include at least the following:

1. A plat or similar drawing showing the precise location and dimensions of such land as recorded by the County. Prior to construction on the property that has never been platted within the city limits, it may be necessary to plat the property before a building permit can be issued.
2. A plot plan drawn to scale, **showing the exact set-backs from the property boundaries**, showing the location of the property in relation to street names and direction the property lies, the ground area, dimensions of all present and/or proposed structures on the land, drives and parking lots, and such other information as may be required by the Building Inspector for the proper enforcement of these regulations. If this property has not been surveyed and lot lines are unknown a survey of the property may be required in determining setbacks. This would be the responsibility of the property owner. (See Exhibit A)

ALL RESIDENTIAL DESIGN MANUFACTURED HOMES MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS:

1. Minimum of 960 sq. ft. main floor living area, excluding attached garage or porch with longest exterior dimensions not more than 2 ½ times the shortest exterior dimension. Minimum width not less than 24 feet.
2. Roof shall be double pitched with minimum vertical rise of 3” for each 12” of horizontal run, covered with material that is residential appearance (wood, asphalt, composition or fiberglass shingles, but excluding corrugated aluminum, corrugated fiberglass, or corrugated metal roofing material). Roof shall have a minimum eave projection or overhang of 10” on at least 2 sides with may include a 4” gutter.
3. Exterior siding shall be made of non-reflective material customarily used on site-built dwellings, such as wood, composition or simulated wood, clapboards, conventional vinyl or metal lap siding, brick, stucco or similar material, but excluding smooth, ribbed or corrugated metal or plastic panels. Siding material to extend below the top of exterior foundation or curtain wall and joint shall be flashed.

4. Home to be installed in accordance with recommended installation procedures of manufacturer. Running gear, tongue, axles and wheels shall be removed from the unit at time of installation. A continuous, permanent masonry foundation of permanent masonry piers with masonry curtain wall, unpierced except for required ventilation access, shall be installed under the perimeter of the home.
5. Any site built addition to the home or detached accessory building shall comply with all applicable city ordinances.
6. Home must be oriented on the lot so that its long axis is parallel with the street. A perpendicular or diagonal placement may be permitted if there is a building addition or substantial landscaping so that the narrow dimension of the home as so modified and facing the street, is no less than 50 percent of the unit’s long dimension.
7. Home must have been constructed after July 1, 1976
8. Lot must be landscaped to ensure compatibly with surrounding properties.

Please have a representative of the company you purchase your residential design manufactured home sign ensuring the home will meet all applicable standards as set out above.

_____ Company Representative

PERIOD OF VALIDITY: A building permit shall become null and void six months after the date on which it is issued unless within such six-month period grading, construction, building, moving, remodeling or reconstruction of a structure is commenced or a use is commenced and construction is completed within a reasonable time frame.

Items 1 through 10 MUST be completed before a permit will be issued, and item 11 if it is applicable.

Service Address _____

1. Legal Description (may be obtained from tax statement or obtain from Lab. Co. Register of Deeds) _____

2. Owner Name, Address and phone _____

3. Contractor Name and Address (if applicable) _____

4. Building to be used for (explain in detail) _____

5. Type of Work New _____ Addition _____ Repair _____ Remove _____
6. Removal – Have all utilities been disconnected by the utility company? _____
7. Has the utility company signed off on the disconnection? _____
Water _____ Sewer _____ Gas _____ Electric _____ Telephone _____ Cable _____
8. Description of work in completed detail _____

9. Valuation of Work \$ _____
10. Expected Date work will commence _____
11. Expected Date of completion _____
12. Please note any of the following, which may be applicable to your application and provide the required information as stated.
 - a. Will this structure be located within a fire zone? If so, what materials will be used for walls, floors, ceilings, roofs and foundations?

 - b. Will a culvert or cement driveway be installed? If so, please provide detailed information of the work to be done on the attached sketch.

 - c. Are water and sewer service currently available? If not, have the appropriate applications been approved?

 - d. Will any home occupations be conducted at this address?

 - e. Will any signs be erected at this address?

- f. Will any off-street parking and loading be required?
- g. Will a fence be erected? (Fence regulations are available, please ask)
- h. Will there be a basement constructed as part of this project? If so, a check valve is required on any sewer connections from the basement.

13. Moving of Structures

(Refer to Chapter 4, Article 5 of City Code)

- a. Date and Time structure will be moved
- b. Route to be taken
- c. Have the necessary utility companies been contacted about lowering any lines?
- d. What utility lines will be involved?
- e. What date will lines be moved?

I hereby certify that I have read, examined and completed all applicable information of 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 here in 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 regulations construction often performance of construction. I understand that any violation of the zoning regulations of the City of Oswego may result in fines for each offense committed.

Signature of contractor or authorized agent (Date)

Signature of Owner (if owner is builder) (Date)

NO WORK SHALL COMMENCE WITHOUT FIRST RECEIVING A BUILDING PERMIT.

CHECKLIST

Be sure all information is included as part of this application.

Is detailed map with the following info attached?

- Dimensions of proposed structure_____
- Setbacks from proposed structure to property lines on all sides_____
- Is plot drawn to scale_____
- Location is noted on drawing_____
- Size of lot is shown on drawing_____
- Drives, parking lots, fences, sidewalks, and culverts are shown_____

- Complete legal description_____
- Utilities needed and approximate date needed_____
- Soil report (for private sanitary sewer, if applicable)_____
- Permits for utilities, if applicable_____
- Is permit signed_____

To be filled out by city personnel

SPECIAL REQUESTS	Required	Received	Not Required
Zoning	_____	_____	
Appeal	_____	_____	
Conditional Use Permit	_____	_____	

Minimum yard sizes shall be as stated for each district.

Rural District (R)

Yard Regulations: Front Yard: 25 feet
Side Yard: 8 feet
Rear Yard: 10 feet

Low Density Residential District (RL)

Yard Regulations: Front Yard: 25 feet
Side Yard: 8 feet
Rear Yard: 10 feet

Medium Density Residential District (RM)

Yard Regulations: Front Yard: 25 feet
Side Yard: 8 feet
Rear Yard: 20 feet

General Commercial District (GC)

Yard Regulations: Front Yard: 20 feet
Side Yard: 10 feet
Rear Yard: 10 feet

Industrial District (I)

Yard Regulations: Front Yard: 25 feet
Side Yard: 10 feet
Rear Yard: 25 feet

Non-Retail Commercial District (CO)

Yard Regulations: Front Yard: 25 feet
Side Yard: 8 feet
Rear Yard: 10 feet

REMOVAL OF STRUCTURE

1. Has the building been inspected for asbestos?
(Copy of report is required for approval of removing a structure.)

2. All materials except permitted salvageable materials must be taken to a KDHE approved landfill. What landfill will materials be taken to?

3. All utilities must be totally disconnected from any service line by the utility company serving the structure. Each utility company must sign off on this application that the service has been disconnected to their satisfaction.
 - a. City (water & sewer) _____
Sewer must be capped and approved by city superintendent.
 - b. Electric
 - c. Gas
 - d. Telephone
 - e. Cable

4. Any wells, cisterns, etc. must be capped to the city superintendent's approval. Is there a well or cistern on site?

5. Once removal begins, it should be completed in a timely manner, normally 60 days, however, weather will be considered as a factor. There must be good cause for delays. If removal is not completed in a timely manner, it may result in a dangerous structure removal procedure. What is the expected time frame in which the structure shall be removed?