



**BUILDING PERMIT APPLICATION**  
**City of Valley Center**

545 W Clay, PO Box 188, Valley Center, Kansas 67147  
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Date: \_\_\_\_\_ Permit No: \_\_\_\_\_ Permit Fee: \_\_\_\_\_ PIN No. \_\_\_\_\_  
 Address of Building or Project: \_\_\_\_\_  
 Legal Description: Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Subdivision \_\_\_\_\_ Zoned \_\_\_\_\_  
 Setbacks: Front \_\_\_\_\_ Sides \_\_\_\_\_ Rear \_\_\_\_\_  
 Residential     Commercial/Industrial    Is this property used as a rental? \_\_\_\_\_  
 1-family     2-family     Agriculture Building     Detached Garage     Shed  
 Floodplain? \_\_\_\_\_ Flood Elevation \_\_\_\_\_ Lowest Floor Elev. \_\_\_\_\_ Finished Floor Elev. \_\_\_\_\_

**DESCRIPTION OF IMPROVEMENT: Check One**

New Building     Addition     Interior Remodel     Roofing     Siding/Windows  
 Swimming Pool     Decks    Other (For Fences & Carports ONLY fill out a Zoning permit )  
 No. of Buildings: \_\_\_\_\_ No. of Units \_\_\_\_\_

**Required for Roofing Permit:** Sq. Ft. of Entire Building Footprint: \_\_\_\_\_  
**Required For All Projects:** Valuation \$ \_\_\_\_\_  
**Required For All Building Projects:** Site plan that demonstrates where BMPs will be in place.

*Valuation represents the estimated cost of the project (labor and materials) or the total contract amount of project paid by owner/insurance company. Gutters not counted in roofing jobs . City reserves the right to verify contract amount with owner.*

**IDENTIFICATION: Work is being done for...**

<b>OWNER</b> _____ <b>ADDRESS</b> _____ _____ <b>PHONE/CELL:</b> _____ <b>EMAIL:</b> _____	<b>CONTRACTOR</b> _____ <b>LICENSE #</b> _____ <b>RESPONSIBLE PARTY:</b> _____ <b>PHONE/CELL:</b> _____ <b>EMAIL:</b> _____
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DIMENSIONS	Fin. Upstairs (sq.ft.)	STAIRWAYS	PARKING SPACES	# Escalators
Frontage (ft.)	Fin. Basement (sq.ft.)	Basements-1 <sup>st</sup>	Enclosed	# Elevators
Depth (ft.)	Unfin. Basemt.(sq.ft.)	1 <sup>st</sup> to 2 <sup>nd</sup>	Unenclosed	# Bedrooms
No. Stories	Att. Garage (sq.ft.)	2 <sup>nd</sup> to Roof		# Bathrooms
Height	Access Bldg. (sq.ft.)			# Other rooms
Basement	Deck/Porch (sq.ft.)	Demolition(sq.ft)		# Fire Place

BUILDING CHARACTERISTICS	SIZE OF JOISTS (ft)	STRUCTURE
Foundation Wall _____	1 <sup>st</sup> Floor _____	Frame _____
	2 <sup>nd</sup> Floor _____	Roof _____
	Ceiling _____	Floor _____

COVERING	WATER/SEWER	FURNACE/FLUE
Roof _____	Water Supply _____	Furnace Location _____
Exterior Walls _____	# of hot/cold lines _____	Brick Flues No. _____ Size _____
Interior Walls _____	Sewage Disposal _____	Patented Pipe Flues No. _____ Size _____

**MISCELLANEOUS** Sidewalks required \_\_\_\_\_ Historical \_\_\_\_\_

**FUEL**  Natural Gas  Propane  Electric  Other

**PUBLIC WORKS; FOLLOWING PERMITS MAY APPLY:**

Water     Storm water discharge control     Sewer     Use of Right of Way

**OTHER PERMITS REQUIRED: List sub-contractors names and license numbers on separate form**

**SEPARATE PERMITS REQUIRED FOR COMMERCIAL PROJECTS:**

Electrical     Mechanical     Plumbing/Boiler     Other

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 resolutions governing this type of work will be complied with whether specified herein or not. The granting of a permit does most presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or performance of construction. (Once issued, this permit will become void unless work begins within 180 days.)

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_  
 Application approved by: \_\_\_\_\_ Date \_\_\_\_\_

## Subcontractor List

All General Contractors and Subcontractors must have a Sedgwick County and Valley Center Business License

**Please complete the form below for building permits that will include additional subcontractors**

Project Address: \_\_\_\_\_

General Contractor: \_\_\_\_\_

**ELECTRICAL Contractor** (company name **NOT** individual's name): \_\_\_\_\_

City of Valley Center Business license number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
STREET ADDRESS OR PO BOX CITY STATE ZIP CODE

**MECHANICAL Contractor** (company name **NOT** individual's name): \_\_\_\_\_

City of Valley Center Business license number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
STREET ADDRESS OR PO BOX CITY STATE ZIP CODE

**PLUMBING Contractor** (company name **NOT** individual's name): \_\_\_\_\_

City of Valley Center Business license number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
STREET ADDRESS OR PO BOX CITY STATE ZIP CODE

**NOTE:** if the concrete or fireplace work will be completed by a contractor who is not listed above, please list the below.

**FIREPLACE Contractor** (company name **NOT** individual's name): \_\_\_\_\_

City of Valley Center Business license number \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
STREET ADDRESS OR PO BOX CITY STATE ZIP CODE

**FOUNDATION/CONCRETE Contractor** (company name **NOT** individual's name): \_\_\_\_\_

City of Valley Center Business license number \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
STREET ADDRESS OR PO BOX CITY STATE ZIP CODE