

Permit # _____
(Assigned by City of Abilene)



All permits are subject to a 3-14 business day review period.

Please submit this form to:

Community Development
419 N Broadway
Abilene, KS 67410
785-263-2355

kolson@abilenecityhall.com

Application for Commercial Building Permit: New Builds, Additions, and Alterations

All permits are subject to a 3-14 business day review period. Work shall not commence until an approved permit has been issued.

Building permits will not be approved if any code violations are present on the property.

Work to commence within (30) days of the approval date and be completed within one (1) year. Ref. Code: 2-204

Class of Work: <input type="checkbox"/> New Build <input type="checkbox"/> Addition <input type="checkbox"/> Alterations	Permits to include: <i>(Check all that apply)</i> <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Roofing <input type="checkbox"/> Sidewalk <input type="checkbox"/> Driveway/Curb Cut	District Type: <i>(Check all that apply)</i> <input type="checkbox"/> Historic District <input type="checkbox"/> Floodplain
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Project Site Address: _____

Property Owner: _____

Property Owner Phone/E-mail: _____

General Contractor/Engineer: _____

General Contract Phone/E-mail: _____

Describe Work: _____

Value of Work: \$ _____

Call 1-800-DIG-SAFE (Required before digging begins)

Site Plan attached: Required

See the 'Site and Building Plan Requirements' guide for requirements.

Building Plans Attached: Required

See the 'Site and Building Plan Requirements' guide for requirements.

Builder Declaration: (List Contractors)

Electrical, Plumbing, Mechanical, and Roofing Contractors must be licensed in the City of Abilene

Electrical: _____

Plumbing: _____

Mechanical: _____

Roofing: _____

Driveway/Curb Cut/Sidewalk: _____

Measurements: (As applicable to the project)

Living Area: _____ Garage Sq. Ft.: _____

Addition Sq. Ft.: _____ Total Sq. Ft.: _____

Stories/Height: _____ Land Area: _____

Coverage %: _____

Occupant Class: _____ Occupant Load: _____

ICC Building Type: _____ Use of Building: _____

Work Sheet
(to be completed by staff)

Building

Base Fee \$25

Each Additional \$1,000 x \$3.50 = \$ _____

Additional Inspections \$25

Electrical

Base Fee \$25

Mechanical

Base Fee \$25

Plumbing

Base Fee \$25

Sewer \$10

Septic \$20

Roofing

Base Fee \$25

Driveway/ Curb Cut

Base Fee \$25

Sidewalk

N/A – Cost Share may be available.

Total Permit Fee: \$ _____

*Payments are due at the time of application submission.
Payments made by credit or debit card are subject to a \$3.95 processing fee.
All payments are non-refundable.*

I certify that I have read this application and state that the above information is correct. As owner or builder, I agree to comply with all city-adopted building codes relating to construction. I acknowledge that the City is not responsible for covenants, easements, or right-of-way related to this application. I understand that questions regarding property lines or easements should be directed to a licensed surveyor.

I acknowledge receipt of the 'Site/Building Plan requirements' and 'Required Inspections' handouts and understand that additional state and federal permits may be required prior to site work. I agree to comply with all inspection requirements outlined. City Code may be reviewed at www.abileneks.citycode.net or the Community Development Department.

Name Printed: _____

Signature: _____

Date: _____

Builder/Contractor Agent for Contractor Owner Agent for Owner

Applicant Copy

Site/Building Plan Requirements

(As Applicable to Your Project)

Commercial Building Permit: New Builds, Additions, or Alterations

All applications for new residential construction must include complete site and building plans. Any structure located within 500 feet of Mud Creek Levee requires approval from the U.S. Army Corps of Engineers. The following outlines the required elements to ensure compliance with city codes and to facilitate the approval process.

All required inspections must be completed before work can proceed to the next phase or prior to occupancy. Please consult the Community Development Department for any questions or special circumstances related to your project.

► **Site Plan Requirements**

The site plan should clearly show the layout of the property and proposed structures. You may obtain an aerial image from the Community Development Department or access one from the Dickinson County Parcel Map at <https://www.dkcoks.gov/gis>.

The site plan should include:

- **Property Boundaries**
 - Clearly marked property lines with dimensions.
 - Adjacent streets, alleys, or easements.
- **Proposed Structures:**
 - Location of the house and any other structures (e.g., garages, decks, sheds).
 - Distance between the house and property lines (setbacks)
 - Driveways, sidewalks, and patios.
 - Any existing structures that will remain or be demolished.
- **Utilities:**
 - Location of utility connections (water, sewer, gas, electric, etc)
 - Any proposed wells or septic systems, if applicable.
- **Grading/Drainage:**
 - Existing and proposed grades to demonstrate proper drainage away from the foundation.
 - Erosion control measures, if required.
- **Lot Coverage:**
 - Calculation of the total lot area and the percentage of lot coverage by structures (including all buildings, driveways, and patios).

► **Building Plan Requirements**

The building plans must be detailed and to scale. They should include the following:

- **Foundation Plan:**
 - Layout of foundation walls, footings, piers, and columns.
 - Vapor Barrier
 - Dimensions and structural details (e.g., slab thickness, rebar, etc.)
 - Location of crawl spaces or basements, if applicable.
- **Floor Plans:**
 - Layout for each floor of the house, including:
 - Room dimensions and usage (bedrooms, bathrooms, kitchen, etc).
 - Location of doors, windows, stairs, and structural walls.
 - Square footage of each floor.
- **Elevation Drawings:**
 - Front, rear, and side elevations showing the exterior appearance of the house.
 - Indicate roof slopes, window placements, and exterior finishes (materials, colors).
- **Roof Plan:**
 - Shape and dimensions of the roof, showing slopes, ridges, valleys, and eaves.
 - Location of vents, chimneys, and any roof-mounted equipment.
- **Sections and Details:**
 - Cross-sections showing construction details (e.g., wall assemblies, roof structure, insulation).
 - Structural components, including framing details (stud size, spacing, etc).
- **Electrical, Plumbing, and Mechanical Plans (if required):**
 - Layouts for major systems, including electrical outlets, lighting, switches, HVAC equipment, and plumbing fixtures.

► **Additional Requirements:**

- **Architect/Engineer Seals:**

- For commercial projects, all plans must be stamped and certified by a licensed architect or engineer to ensure compliance with structural and safety standards. This includes structural, mechanical, electrical, plumbing, and any other relevant components.

- **State Stormwater Permit (KDHE):**

- Projects disturbing one (1) acre or more of land, or part of a larger common plan of development totally one (1) acre or more, may require coverage under the KDHE Construction Stormwater General Permit (Notice of Intent – NOI).

If applicable, a copy of an NOI will be required prior to commencement of site work.

Information is available online at <https://www.kdhe.ks.gov/757/Construction-Stormwater>.

- **Floodplain (if applicable)**

- If the property is in a designated flood zone, include documentation of compliance with floodplain regulations.

- **Mud Creek Levee:**

- Any structure located within 500 feet of Mud Creek Levee requires approval from the U.S. Army Corps of Engineers.

- **Code Violations:**

- Building permits will not be approved if any code violations are present on the property.

- **Historic District Review Requirement**

- If the property is located in the historic district, all projects must undergo review by the Heritage Commission. Many minor projects may qualify for Heritage Commission Administrative Review and can be approved quickly. However, larger projects or those involving significant material changes require approval from the full Heritage Commission board. Permits for properties in the historic district will not be issued until receiving either Heritage Commission Administrative approval or full board approval, as applicable.

- **Drainage Study:**

- A drainage study may be required to assess potential impacts on surrounding areas and to ensure proper water management. If required, this study must be completed and approved before proceeding with site work.

- **Development Review Team (DRT) Meetings:**

- Some projects may require review by the Development Review Team (DRT) to address specific design, zoning, or infrastructure considerations. The Community Development Department will inform applicants if a DRT meeting is necessary before permits are issued.

- **Changes after Permit Approval:**

- Any changes made after permit approval must be submitted for re-approval before construction continues.

City code may be reviewed at www.abileneks.citycode.net or at the Community Development Department.

Applicant Copy

Required Inspections

(As Applicable to Your Project)

Commercial Building Permit: New Builds, Additions, or Alterations

Based on the scope of your project, the following inspections may be required to ensure compliance with city regulations and building codes. Ensure you schedule inspections at the appropriate stages before proceeding with additional work. Please review and plan accordingly.

▶ **Footing/Foundation Inspection** *(as applicable)*

- **When:** After posts or footings are set, but before framing.
- **Includes:** Ensures proper depth and structural support per the approved plan.

▶ **Vapor Barrier Inspection** *(as applicable)*

- **When:** Before concrete slab is poured, once vapor barrier is installed and secured.
- **Includes:** Verification of barrier placement, coverage, and seal to prevent moisture intrusion, as per approved plans and city standards.

▶ **Framing Inspection** *(If structural changes)*

- **When:** After all framing alterations (walls, beams, etc) are complete **but before insulation or covering.**
- **Includes:** Verification of structural integrity for any modifications or repairs.

▶ **Rough-In Inspections** *(as applicable)*

- **When:** After installation but before covering with drywall or finishes:
 - Electrical: For any rewiring or added circuits.
 - Plumbing: For modifications to pipes or new fixtures.
 - Mechanical: For HVAC ductwork or equipment changes.
- **Includes:** Code compliance and safety for all modified or new systems.

▶ **Driveway/ Curb Cut / Sidewalk Inspection** *(as applicable)*

- **When:** Pre-pour inspection – after forms are set, **but before concrete is poured.**
- **Includes:** Proper form placement, slope, and thickness according to city standards included in this handout.

▶ **Final Inspections**

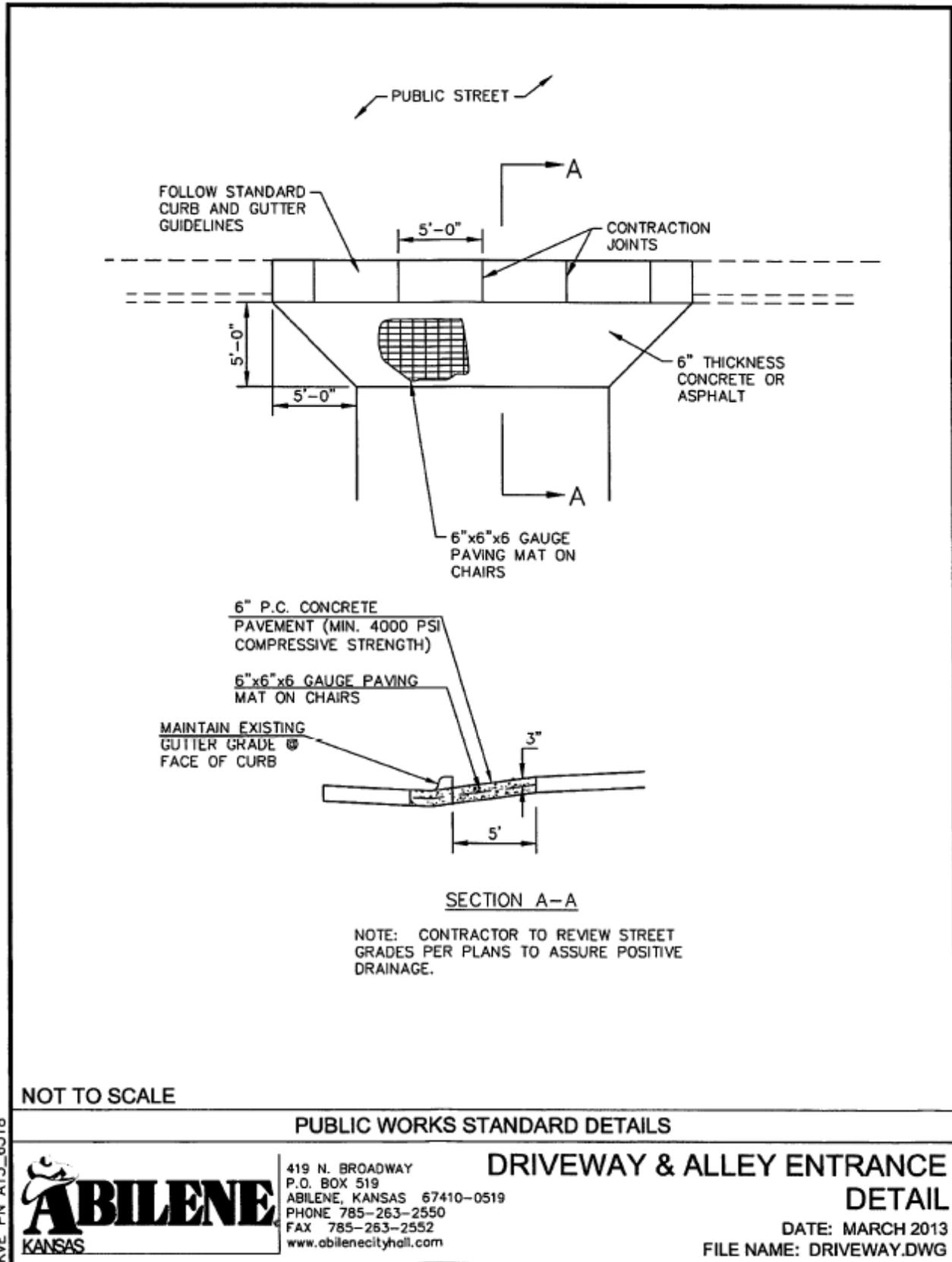
- **When:** Upon completion of the project
- **Includes:**
 - **Electrical Final:** For any added or modified outlets, switches, or fixtures.
 - **Plumbing Final:** For newly installed or relocated fixtures.
 - **Mechanical Final:** For HVAC equipment changes or modifications.
 - **Roofing Final:** Verification of overall work quality and safety features.
 - **Driveway/Curb Cut/Sidewalk Final:** Ensures proper slope, finish quality, and compliance with city standards.
 - **Building Final:** Verification of overall work quality and safety features.

Schedule Inspections:

Call 785-263-2355 or 785-200-0541

Driveway Inspection Requirements:

- **When:** Pre-pour inspection – after forms are set, **but before concrete is poured.**
- **Includes:** Proper form placement, slope, and thickness according to city standards included in this handout.



Curb Inspection Requirements:

- **When:** Pre-pour inspection – after forms are set, **but before concrete is poured.**
- **Includes:** Proper form placement, slope, and thickness according to city standards included in this handout.

ROLLED BACK CURB

* ONLY WHEN ABUTTING
CONCRETE PAVEMENT

FULL HEIGHT CURB

* ONLY WHEN ABUTTING
CONCRETE PAVEMENT

DUMP CURB

* ONLY WHEN ABUTTING
CONCRETE PAVEMENT

ENTRANCE CURB

(FOR FULL HEIGHT CURB)

* ONLY WHEN ABUTTING
CONCRETE PAVEMENT

NOTE:

1. ALL REPLACEMENT CURB & GUTTER SHALL HAVE TWO #4 BARS EXTENDED THE LENGTH OF THE REPLACEMENT AT 9 INCHES FROM EACH EDGE.
2. MINIMUM 4000 PSI COMPRESSIVE STRENGTH CONCRETE.

NOT TO SCALE

REV.	DATE	BY	DESCRIPTION
1			

REVISED PER CITY REQUEST

PUBLIC WORKS STANDARD DETAILS

ABILENE
KANSAS

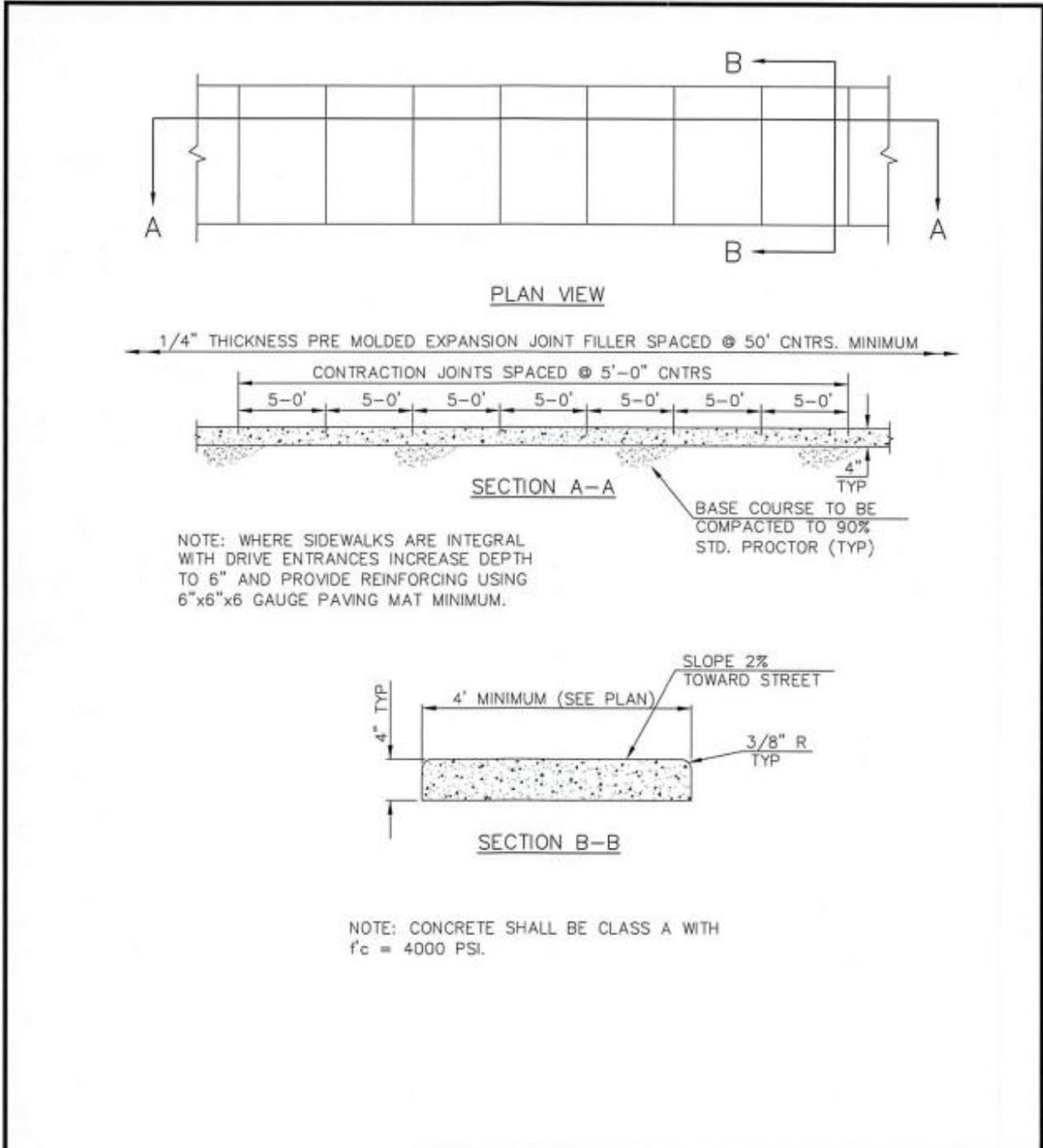
419 N. BROADWAY
P.O. BOX 519
ABILENE, KANSAS 67410-0519
PHONE: 785-263-2550
FAX: 785-263-2552
www.abilenecityhall.com

CURB DETAILS

DATE: MARCH 2013
FILE NAME: CURB.DWG

Sidewalk Inspection Requirements:

- **When:** Pre-pour inspection – after forms are set, **but before concrete is poured.**
- **Includes:** Verification of form alignment, slope, ADA compliance (if applicable), and thickness according to city standards outlined in this handout.



NOT TO SCALE

1	7/15/15	JT	REVISED PER CITY REQUEST
REV. #	REV. DATE	REV. BY	REVISION DESCRIPTION

PUBLIC WORKS STANDARD DETAILS

KVE PN A13_6318



419 N. BROADWAY
 P.O. BOX 519
 ABILENE, KANSAS 67410-0519
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CONCRETE SIDEWALK

DATE: MARCH 2013
 FILE NAME: CONC SIDEWALK.DWG