



Seward County
515 N. Washington, Suite 207
Liberal, KS 67901
(620) 626-3394

**Building Permit (non-residential)
Application**

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Applicant

Name:
Address:

Application Date

Phone #:

Parcel

Address:

Zoning:

Section:

Township:

Range:

Addition:

Block:

Lot(s):

Owners

Contractors

Description

Construction Value: \$

Start Date:

Structure Use:

End Date:

Purpose:

Floor Areas (sq ft)

Impervious Surfaces

Main floor finished area:

Primary Structure:

Basement finished area:

Garage:

Storage (unfinished):

Driveways:

Additional floors:

Parking areas:

Garage:

Porch/Walk:

Decks:

Other:

Porches:

Other:

Total:

Total Floor Area:

Structure Area:

Site Area:

Percentage of Site:

Other Fields:

Dig Safe #

Project Description / scope:

FOR OFFICE USE ONLY

Flood Zone:

Covenants/Deed Restrictions:

Comments:

Separate permits are required for Electrical, Plumbing, Mechanical, Septic System Installation and Water Wells. Approved permits become null and void if work or construction authorized is not commenced within 90 days, or within one (1) year from date of issuance regardless of the state of completion of the construction authorized by the permit.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law 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 provisions of any other state or local law regarding construction or the performance of construction.

A final inspection will be conducted prior to occupancy of this structure.

Applicant Signature

Contractor Owner Agent

Date

Seward County Planning & Zoning

515 N Washington, Suite 207, Liberal, KS 67901

Application Requirements for Non-Residential Building Permit

Permits will only be issued to contractors with a current Seward County Contractor License.

Required Documents:

- Completed Building Permit Application
- Site plan drawn to scale showing locations or proposed locations of primary structure, entrance, driveways, parking lots and parking spaces, sidewalks, storm drainage, public or private utilities, water well, septic system, any accessory structures (existing or proposed), lot lines, adjacent or adjoining roads, and any existing or proposed easements or rights-of-way
- **Current** valid contractor's license (*including current insurance*) for Seward County must be on file
- Technical Submissions stamped by a Kansas Licensed Professional
- Electrical, Plumbing and Mechanical Plans (**separate permits required**)
- Kansas One-Call ticket number (Dig Safe 1-800-344-7233 or 811)
- Estimated Time of Completion
- Appropriate fees (as determined at time of application)

Please be aware:

- **Separate permits are required for Electrical, Plumbing, Mechanical, Septic System and Waterwell Installation.**
- **A floodplain development permit may also be required.**
- **Lot splits and subdivisions must be in compliance with currently adopted Zoning and Subdivision Regulations for permits to be issued.**
- **Some construction may require a Conditional Use Permit prior to building permit issuance.**
- **Larger projects may require additional review time.**

Applications will be approved or denied within 10 working days after receipt of all required items, when feasible. Larger projects may require additional review time.