



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

**Building Permit
Application**

Page 1 of 2

Applicant

Application Date

Name:

Address:

Phone #:

Parcel

Address:

Zoning:

Section:

Township:

Range:

Addition:

Block:

Lot(s):

Owners

Contractors

Description

Structure Use:

Start Date:

Purpose:

End Date:

Construction Value:

Floor Areas

Impervious Surfaces

Living Space:

House:

Basement/Storage:

Garage:

Garage:

Driveways:

Decks:

Porch/Walk:

Porches:

Other:

Other:

Total:

Total Area:

Structure Area:

Site Area:

Percentage of Site:

Other Fields:

Use & Occupancy Classification:

Type of Construction:

Number of bedrooms:

Flood Zone

Dig Safe #:

Covenants?

Deed Restrictions?

Project Description:

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

This is an application only. Submission of this application does not constitute approval of the proposed project. The application and all required documents will be reviewed by the Planning & Zoning Department. Permits will be issued or denied within 10 working days of receipt of all required documentation.

Seward County Planning & Zoning

515 N Washington, Suite 207, Liberal, KS 67901

Application Requirements for Residential Building Permit

House or accessory structures

The homeowner (if no contractors will be used) or licensed contractor may apply for a building permit. Homeowners will be required to sign an affidavit indicating that they will be completing the work themselves.

Required Documents:

- Completed Building Permit Application
- Site plan drawn to scale (dimensions shall be shown) showing location or proposed location of entrance, water well, septic system, electric lines, home and any accessory structures (existing and proposed), lot lines, adjacent or adjoining roads, and any existing easements or rights-of-way
- ***Current*** valid contractor's license (*including current insurance*) for Seward County must be on file (or you must meet the requirements for a homeowner – see Contractor Licensing Code)
- Construction Documents (3-copies)
 - * Shall be of sufficient clarity to indicate the location, nature and extent of work proposed
 - * Shall show in detail that the project will conform to the provisions of the currently adopted edition of the International Residential Code and all relevant laws, ordinances, rules and regulations
 - * Shall identify all braced wall lines and all pertinent information including, but not limited to, bracing methods, location and length of braced wall panels, foundation requirements of braced wall panels at top and bottom shall be provided.
 - * Shall show type of flooring and roof material proposed.
 - * Shall indicate crawl space and attic ventilation.
 - * Shall include documentation on any engineered products (joists, trusses, etc.)
 - * If other than typical construction, plans must be prepared by a registered design professional.
- Electrical, Plumbing and Mechanical Plans (**separate permits required**)
- Kansas One-Call ticket number (Dig Safe) 1-800-344-7233
- 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.**
- **Only one residential structure is allowed on a parcel or lot.**
- **Lot splits and subdivisions must be in compliance with currently adopted Zoning and Subdivision Regulations for permits to be issued.**

Zoning Regulations, Subdivision Regulations, and Sanitation Code are available at www.sewardcountyks.org.

Applications will be approved or denied within 10 working days after receipt of all required items.