

General Building Permit Application

Commercial, Residential Construction

City of Iola Code Services Office
 2 W Jackson, Iola, KS 66749
 Phone: 620-365-4903 Fax: 620-365-4959

Office Use Only	
Date Received:	Permit #:
Date Approved:	Building Official:

A. Project Description Residential Commercial
 New Construction Addition Repair/Alteration Demolition Other(describe)

Proposed Use:	Current Use:
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Description of work:

B. Project Information

Address of Project:	Lot/Unit:
**Estimated Value \$:	Use:
	Zone:

C. Owner Information Is owner the applicant? Y/N

Name:	
Address:	
Phone:	Cell:

D. Applicant Information If different from owner.

Name:		
Address:		
Phone:	Cell:	Fax:

E. Builder Information License #:		
Name:	Company:	
Address:		
Phone:	Cell:	Fax:
F. Floodplain Management		
Is property located in SFHA? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Floodplain Development Permit Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Certificate Of Elevation attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		
*No Building Permits will be issued in SFHA without a complete and approved Floodplain Development Permit.		
G. Attachments		
Please submit all applicable construction documents with this application.		
<ol style="list-style-type: none"> 1. Construction documents, plans, specifications 2. Engineering documents, statements 3. Manufacturer's installation instructions 4. Site plan 5. Other documents as required by the Code Services Office 		
H. Applicant Signature		
By signing below I attest that the information in this application and the attachments are true and complete to the best of my knowledge. I further understand that by granting a permit the holder of said permit will comply with all City of Iola Codes, Zoning Ordinance and Unified Development Code. The permit can be revoked at any time upon violation of said codes and ordinances. The applicant also agrees to begin no construction until permit is issued and will call to schedule all required inspections.		
_____ Signature		_____ Date

I. Contractors	
General Contractor	
Name:	Phone:
Address:	
License #:	Issuing Authority:
Electrical Contractor	
Name:	Phone:
Address:	
License #:	Issuing Authority:
Plumbing Contractor	
Name:	Phone:
Address:	
License #:	Issuing Authority:
Mechanical Contractor	
Name:	Phone:
Address:	
License #:	Issuing Authority:
Designer, Architect, Engineer	
Name:	Phone:
Address:	
License #:	Issuing Authority:
Designer, Architect, Engineer	
Name:	Phone:
Address:	
License #:	Issuing Authority:

Copies of this permit application may be made and kept on file for future use so long as it is not modified from its original form.

City of Iola, Code Services Office Building Permit Instructions

When is a building permit required?

The City of Iola requires building permits to construct or alter a structure or the systems within or associated with the building. A building permit is required for the following projects.

- New Buildings
- Additions
- Renovations
- Demolitions
- Pre-fabricated Structures
- Mobile Homes
- Electrical Systems
- Plumbing Systems
- HVAC Systems
- Temporary Buildings or Services
- Misc. for Residential (pools, decks, fences, roofing etc.)
- Misc. for Commercial (signs, parking, roofing etc.)
- Other projects that the building inspector deems a permit necessary.

When is a permit not required?

Typical repairs and maintenance such as painting do not require a permit.

The process to obtain a permit

Permits must be applied for prior to work beginning. If work begins prior to a permit being issued, the contractor or owner may be subject to fines, double fees or other penalties. The amount of time needed to issue a permit will vary according to the complexity of the project. Simple projects can be reviewed and permit issued at the time the application is received. More complex projects will take more time, in all cases allow at a minimum 3 – 5 days (longer for larger projects when other agency approvals are needed) for review of your project. Follow these steps to be awarded a permit:

- Discuss the project with the building official for the required documents that must be submitted.
- Obtain and complete the application with accurate information.
- Submit the completed application and all supporting documents along with the appropriate permit fees to the Code Services Office for review and approval.
- The application will then be reviewed for completeness and compliance with zoning laws, UDC, the building code and other applicable laws.
- A decision is made to approve or deny a permit after review of all documentation. The building official may request additional information from the applicant or inform the applicant of any part of the proposed project that is not in compliance with any applicable codes. The applicant will be given the opportunity to submit any additional information or corrections needed.
- When a building permit is granted the building official will notify the applicant of needed inspections.
- The building official or an authorized agent will perform inspections as the work progresses. It is the applicant's responsibility to schedule inspections with the building official.
- When the project is complete and a final inspection is approved the applicant will be given a Certificate of Occupancy.

Supporting documents that may be requested with the application

You may be requested to submit any of several supporting documents with your application for permit. In all cases the applicant shall submit proof of ownership with the application. Other documents may also be required such as, a site plan, engineering documents, drawings or blueprints, specifications, other agency permits or approvals and others as may be requested by the building official. In addition to a site plan the building official may request that the site be staked or marked out in some manner to allow for a site inspection prior to construction beginning.

Schedule of permit fees

The following fees will be paid at time of application and are applicable as of January 1, 2008.

Residential Structures, including apartments, dormitories and their usual accessory buildings, additions, alterations and repairs.

\$1.50 / 100 sq. ft.
Min. \$15.00

Commercial and industrial structures and all other uses including usual accessory uses, additions, alterations and repairs.

\$1.50 / 100 sp. ft.
Min. \$15.00

Sign Permit \$15.00

Fence Permit \$15.00

Roofing: Commercial, Residential, Industrial \$15.00

Other permit fees for projects not specifically listed \$15.00

Trade Permits

HVAC/Mechanical	\$15.00
Electrical.....Residential	\$20.00
Commercial	\$35.00
Plumbing.....Residential	\$20.00
Commercial	\$35.00

Right of Way Permit \$50.00

Moving Permit \$50.00

Right of Entry

The building official or an authorized designee is authorized to enter onto the premises for inspection or to perform duties imposed by code at reasonable times.

Required Inspections

The following inspections are typical to many projects. This is not an all inclusive list of inspections and the building official may require additional inspections.

- Footings and foundations
- Framing or structural
- Electrical, Plumbing and HVAC rough-in
- Service/Yard lines prior to covering
- Insulation
- Roofing
- Finish

- Electrical, Plumbing, HVAC Final
- Other inspections deemed necessary by the building official
- Project Final

Inspections will be scheduled with the building official in such a manner as to allow adequate time for the building official to prepare for inspection and to keep other phases of construction from being delayed. It is acceptable to schedule several inspections such as rough-in inspections at the same time in the interest of saving time and keeping construction on schedule. Our office does not accept calls for inspection after 4:30 pm except in emergency cases.