

Trade Permit Application *Commercial, Residential*

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

A. Project Information

Project Address:		Lot/Unit:
Estimated Cost:\$	Current Use:	Zone:

B. Owner Information

Name:	
Address:	
Phone:	Cell:

C. Contractor Information License #:

Name:	Company:	
Address:		
Phone:	Cell:	Fax:

D. Project Description

Residential Commercial
 Plumbing Mechanical Electrical

Describe Project:

E. Applicant Signature

By signing below or by submitting this application, 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 the said permit will comply with all City of Iola Codes, Zoning ordinances, 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 a permit is issued and will call to schedule all required inspections.

Signature

Date

Office Use Only

Date Received:	Permit #:
Date Approved:	Building Official:

Instructions to apply for a Trade Permit

A permit for Electrical, HVAC/Mechanical, and Plumbing work is required anytime there are alterations, additions or major repairs to the system. It is also required to obtain a permit for new construction. Only licensed contractors may connect any part of the systems to the city's utility services.

Fill out the application completely. Provide as much information to describe the project as best you can. The more information the code services office has prior to a project the less likely there will be conflicts in the future. If you need more room than is given on the form to describe the project use the back of the application or submit addition project description information on a separate sheet of paper. Must provide a value for the work to be performed.

When installing an appliance or other utilization equipment to manufacturers instructions provide the code services office with a copy of these instructions at time of application if possible. If the instructions are not available at time of application, provide a copy of the instructions at the time of inspection.

Applications for permit may be obtained from our office or the contractor may keep copies on file or printed from the City of Iola website. Applications may be sent to the code services office by mail, fax, and email or by stopping by our office.

Trade Permit Fees

Trade Permits

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

Contractors are generally billed for permit fees or you may submit payment at the time of application.

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

One or more rough-in inspections and a final will be required. Service lines will need to be inspected before they are covered.