



CITY OF BALDWIN CITY – CODES DEPARTMENT

Planning & Development/1015 Orange Street/POB 86
Baldwin City, KS 66006 (785) 594-6907/ (785) 594-6522

Submit Permits, Questions On-Line: codesdepartment@baldwincity.gov

Right(s)–Of–Way Crossing(s)

PERMIT APPLICATION (Fill out all applicable information)

All Construction shall conform to the 2003 International Codes/2002 National Electrical Code

PRIOR to digging contractor is responsible for calling Kansas One Call for utility locates by dialing 811

Applicant Information:

Business Name: _____

Contact Person: _____ Cell # _____

Business Address: _____ City: _____ St: _____ Zip: _____

Phone #: _____ Email: _____

Joint Application Information:

Business Name: _____

Contact Person: _____ Cell # _____

Business Address: _____ City: _____ St: _____ Zip: _____

Phone #: _____ Email: _____

Location Information:

Address: _____ City: _____ St: _____ Zip: _____

Scope of Work: (Shall include proposed building plans to scale, including proposed depth, materials, installation methods, engineering requirements, and any other important facts related to the construction process. Use separate sheets of paper if necessary)

Application Completed By:

Print Name: _____ Signature: _____ Date: _____

*****OFFICE USE ONLY*****

Application Received By: _____ Date Received: _____

Reviewed by: Codes _____ Electric _____ Pwrks _____

Permit # _____ - _____ Permit Fee \$ _____ Permit Received By: _____

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Notice to Contractors

1. Petitioner shall submit one (1) set of comprehensive plans or detailed drawings in electronic pdf version only.
2. Plans for utility installation must include description of the size, type and method of installation and adequate detailed drawings indicating the location of the proposed installation with respect to the City's Rights-of-Way.
3. All work shall conform to the City of Baldwin City's Manual of Construction Standards and Specifications
4. **An accurate "As Built" construction plan shall be provided for deviation from the approved plan.**
5. Copy of permit to be on site during the proposed work.
6. Petitioner is responsible for restoring the right-of-way to a condition equal to or better than existed prior to approval of the work described.
7. All sod, shrubs, or trees removed or destroyed shall be replaced by the petitioner.
8. Petitioner shall maintain all applicable insurance(s) for the duration of the work performed. Not limited to: worker's comp, liability. A copy must be provided to the City prior to commencement of work.