



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

APPLICATIONS MUST HAVE ALL APPLICABLE INFORMATION FILLED OUT IN ITS ENTIRETY AND BE LEGIBLE, OR WILL NOT BE ACCEPTED BY THE BUILDING AND CODES OFFICE!!

BUILDING PERMIT APPLICATION

☐ RESIDENTIAL ☐ NEW ☐ ADDITION ☐ REMODEL ☐ TENANT FINISH
☐ COMMERCIAL ☐ NEW ☐ ADDITION ☐ REMODEL ☐ TENANT FINISH

Square footage of Structure: _____ Lot Area: _____ SQ FT: _____ Zoned: _____

Property Address: _____ Zip: _____

Business Name: _____

Construction Type: _____ Occupancy Group: _____ Division: _____

Proposed Use: _____ Estimate Construction Costs: \$ _____

Height: _____ Stories: _____ Basement: _____ # of Buildings: _____ Units: _____

Is this building sprinkled? ☐ YES ☐ NO Construction Documents provided (2 sets): ☐ YES ☐ NO

Utilities: Electric: ☐ YES ☐ NO Service Size: _____
Water: ☐ YES ☐ NO Service Size: _____

Property Owner: _____ Contact Person: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone # (____) _____ Fax# (____) _____ Email: _____

Business Owner: _____ Contact Person: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone # (____) _____ Fax# (____) _____ Email: _____

Architectural Firm Name: _____ Contact Person: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone # (____) _____ Fax# (____) _____ Email: _____

GENERAL CONTRACTOR: _____ Contact Person: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone # () _____ Fax# () _____ Email: _____

License # _____ Jurisdiction _____

SUBCONTRACTORS: (To Be Designated by General Contractor, Need prior to issuance of permit)

Electrician:

Name: _____ Contact Person: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone # () _____ Fax# () _____ Email: _____

License # _____ Jurisdiction _____

Plumber:

Name: _____ Contact Person: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone # () _____ Fax# () _____ Email: _____

License # _____ Jurisdiction _____

Mechanical:

Name: _____ Contact Person: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone # () _____ Fax# () _____ Email: _____

License # _____ Jurisdiction _____

**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**

Application Completed By:

Print Name: _____ Signature: _____

Date Signed: _____

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

Application Received By: _____ Date Received: _____

Permit # _____ - _____ **Permit Received by:** _____

Fees:

Building Permit Fee \$ _____

Electrical Inspection \$ _____

Sewer Tap Insp \$ _____

Park Improvement \$ _____

Water System Connection Fee \$ _____

Sewer System Connection Fee \$ _____

Electrical Connection Fee \$ _____

Total Permit Fees \$ _____



BUILDING AND CODES DEPARTMENT

NOTICE

To all Contractors and Subcontractors

It is the responsibility of all contractors to keep Baldwin City streets clean and free of construction materials, dirt and mud, and to prevent damage to streets, sidewalks and curbs.

General contractors shall provide access to building sites via the proposed driveway entrance. Curb and gutter shall be removed and drive entrance shall be rocked to provide an all-weather entrance to the site. This will prevent excessive mud from being tracked into the streets. Silt fences shall be properly installed to prevent erosion. Silt fences shall remain in place until completion of all construction.

Entering a construction site from another property is not acceptable. Jumping curbs to access construction site from another lot is also not acceptable. Any damages to the city infrastructure shall become the responsibility of the contractor to repair. The person who has their name on the building permit will be the responsible party, and also shall be responsible for the subcontractors.

City code 8-204 provides a mechanism to fine and/or assess damages to the property owner and/or contractor. ***Absolutely no inspections will be conducted until erosion control is in place and the all-weather entrance is established.**

The undersigned has read and agreed to uphold and maintain property being permitted and understands that fines and/or damages will be assessed if the site is not maintained.

X _____
Contractor Signature Print Name

Date Phone Number

X _____
Property Owner Signature Print Name

Date Phone Number



BUILDING AND CODES DEPARTMENT

ALL CONSTRUCTION SHALL BE BUILT IN ACCORDANCE WITH STANDARDS SET FORTH IN THE 2003 INTERNATIONAL BUILDING CODE (IBC), THE 2003 INTERNATIONAL RESIDENTIAL CODE (IRC), THE 2003 INTERNATIONAL FUEL GAS CODE (IFGC), THE 2003 INTERNATIONAL MECHANICAL CODE (IMC) THE 2003 INTERNATIONAL PLUMBING CODE (IPC) AND THE 2002 NATIONAL ELECTRICAL CODE (IEC).

THE FOLLOWING REQUIREMENTS MUST BE FURNISHED TO THE BALDWIN CITY CODES & ZONING OFFICE BEFORE A BUILDING PERMIT MAY BE ISSUED FOR A PROJECT TO CONSTRUCT, ENLARGE, ALTER, REPAIR, MOVE, DEMOLISH OR CHANGE A BUILDING OR STRUCTURE, DWELLING OR RESIDENTIAL – DESIGN MANUFACTURED HOME.

1. Site plan of property on paper showing the following information:
 - A. Direction – North Arrow
 - B. Name and Address of Applicant
 - C. Legal description of property
 - D. Only one residence is allowed per recorded deed. Land division must conform to Zoning regulations.
 - E. Location of proposed building in the lot with all dimensions.
 - F. Base setback line and yard setback lines
 - G. Show driveway & distance of driveway to side property lines.
2. Two copies of Construction Drawings for all projects to be built:
 - A. Total square feet of buildings listed as follows: 1st floor, 2nd floor, garage, basement, accessory building, etc.
 - B. The construction drawings should contain floor plans, elevations, and typical wall section. **(Copyright infringement laws will be observed).**
 - i. The floor plans shall be drawn at $\frac{1}{4}'' = 1'-0''$ scale and should show all window location and size. The use of ALL rooms and spaces shall be designated.
 - ii. The typical wall section shall show size, spacing, and grade of lumber to be used (floor joist, wall studs, ceiling joist, rafters and beams). The concrete footing and foundation wall size and reinforcing material shall also be shown. ALL masonry or concrete retaining walls details including heights of unbalanced fill. Engineered may be required.
 - iii. Need wall bracing details showing assumed lines, types and location of bracing and minimums required for reach line.
 - iv. Engineered truss drawings are required and shall bare the seal of Kansas licensed Engineer.
 - v. Complete the energy sheet submitted for conditioned areas of structure.
3. If applicable, a completed Owner's Authorization Form if the Contractor/Builder is applying for the permit.
4. Building Permit Application completed and returned.

PLEASE POST AT JOB SITE FOR CONTRACTORS/SUBCONTRACTORS

SUBJECT: SCHEDULING OF REQUIRED INSPECTION(S)

To Schedule an inspection or if you have questions:
contact Public Works/Code Department: 785-594-6907
or codesdepartment@baldwincity.gov

TO FACILITATE THE INSPECTION PROCESS FOR NEW CONSTRUCTION OR RENOVATIONS:

EROSION CONTROL: Is
REQUIRED for any dirt work.
Call if you have questions.

DEBRIS NOTICE:
There is NO BURNING OR
BURYING of any Construction
Materials or Debris within
Baldwin City Limits. PER CITY
CODE 7-204 (May result in a
ticket/fine)

BUILDING PERMITS: Per City
Code 4-208: The Building Permit
SHALL be posted in a **VISIBLE**
AREA at the job site.

NO INSPECTIONS: Until
building permit fees are paid &
the permit posted at the job site.

SUBCONTRACTORS CALL IN THEIR OWN INSPECTIONS!!!

To schedule an inspection, contact
the Public Works/Code
Department (see above).

NOTICE FOR INSPECTIONS:
REQUIRES 24-hour prior notice
with the **EXCEPTION** of footing
& sewer taps (These Require as
much notice as possible). A re-
inspection **MAY RESULT** in extra
fees. Inspections may be scheduled
between 8AM-3:30PM.

**FINAL INSPECTIONS WILL NOT BE SCHEDULED UNTIL UTILITY
ACCOUNTS HAVE BEEN ESTABLISHED BY CONTACTING CITY
HALL AND ANY FEES, IF REQUIRED, HAVE BEEN PAID.**