

119 North Hersey Avenue
P O Box 567
Beloit, Kansas 67420



Tel No (785) 738-3553
Fax No (785) 738-2517
Email cjones@beloitks.org

Zoning and Building Permit

Instructions

1. Prior to the construction enlargement, alteration, repair, movement, demolition or change of occupancy of ***any*** building or structure, an application for a Zoning and Building Permit shall be approved. The zoning permit is required to verify that the project is in compliance with the zoning regulations and to determine whether or not a building permit is necessary.
2. Application forms shall be provided by the City of Beloit and completed by the property owner or his/her designated agent (contractor).
3. The applicant for commercial structures shall provide, at the time of application submittal, the following:
 - a. a site plan drawing, showing the actual dimensions of the lot to be built upon;
 - b. the size, shape and location of the structure to be constructed;
 - c. required setbacks (if known);
 - d. points of egress and ingress;
 - e. driveways;
 - f. interior circulation aisles (i.e. churches, restaurants);
 - g. parking lots and/or other individual parking spaces;
 - h. other such information as may be deemed necessary.
4. **Prior to the construction of any residential dwelling or commercial building a development review meeting will be arranged with the property owner, contractor, City Administrator, Building Inspector, and Directors of the Transportation and Systems Operations departments.**
5. No permit shall be issued unless construction drawings and plans are submitted.
6. Permits expire after six (6) months if construction has not begun. Construction is considered to begin when the footings are pored.

City of Beloit

Building Permit

(Incomplete applications will not be approved)

Application Date: _____ Permit Number _____

1. Applicant/Owner Name _____

2. Mailing Address _____

3. Phone: Day _____ Evening _____ Cell _____

4. Address of Construction _____ **OR**

4a. Lot _____ Block Addition _____

1. Zoning District _____

2. Type of Improvement: (check all that apply)

- | | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|---------------------------------|
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Residential | <input type="checkbox"/> New | <input type="checkbox"/> Repair |
| <input type="checkbox"/> Remodel | <input type="checkbox"/> Addition | <input type="checkbox"/> Accessory | |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Deck | <input type="checkbox"/> Other _____ | |

3. Construction documents (drawings and specifications) shall be attached to this application, identifying the following:

- Dimensions of property and location of property boundaries.
- Location and dimensions of all existing and proposed structures.
- Location of all utilities (proposed and existing, above or below ground)
- Off street parking and number of parking stalls (if applicable).
- Size and location of signs (if applicable).
- Complete floor plan
- Elevation showing foundation, floor, wall, ceiling, and roof structure.
- List of materials to be used on the project.

4. Supplemental items for site adaptation: (check if applicable)

- | | |
|---|--|
| <input type="checkbox"/> Water Service Tap | <input type="checkbox"/> Sanitary Sewer Service Tap |
| <input type="checkbox"/> Curb Cut | <input type="checkbox"/> Entrance Permit |
| <input type="checkbox"/> Off Street Parking | <input type="checkbox"/> Loading/Unloading <input type="checkbox"/> NA |

5. Description of Project: _____

INSPECTION RECORD

1. **PHONE 785-3553 FOR INSPECTION BEFORE CONCEALING ANY WORK OR PROCEEDING TO THE NEXT STAGE OF CONSTRUCTION.**
2. **INSPECTIONS ARE REQUIRED. THE BUILDING INSPECTOR WILL SIGN AND DATE EACH INSPECTION WHEN APPROVED.**

PERMIT NUMBER

PROJECT: _____

ADDRESS: _____

PROPERTY OWNER: _____

ZONING: _____ **OCCUPANCY TYPE:** _____ **Start Date** _____

GENERAL CONTRACTOR: _____

PLUMBING CONTRACTOR: _____

ELECTRICAL CONTRACTOR: _____

MECHANICAL CONTRACTOR: _____

CONCRETE CONTRACTOR: _____

APPROVED SETBACKS:

FRONT _____ SIDE _____ SIDE _____ SIDE _____ REAR _____

SPECIAL CONDITIONS: _____

Post this card at the building site, visible from the street and so located as to permit the inspector to access both sides of the card. Per the Uniform Building Code, Section 108.2, no work authorized by the permit shall commence until this Inspection Record Card is displayed or made available to the inspector at the job site.

PROCESSED BY: _____

DATE: _____

INSPECTION RECORD

- 1. PHONE 785-3553 or 785-7419 FOR INSPECTION BEFORE CONCEALING ANY WORK OR PROCEEDING TO THE NEXT STAGE OF CONSTRUCTION.
- 2. THESE INSPECTIONS ARE REQUIRED. INSPECTOR WILL SIGN AND DATE EACH INSPECTION WHEN APPROVED.

- SITE/ZONING** _____
- PLUMBING GROUND RUN** _____
- SEWER SERVICE** _____
- WATER SERVICE** _____

- FOOTING** _____
- FOUNDATION** _____
- FLOOR** _____
- WALL CONSTRUCTION** _____
- ROOF, CEILING** _____
- ELECTRICAL** _____
- MECHANICAL** _____
- PLUMBING** _____

FINAL

- BUILDING SAFETY** _____

PERMIT # _____ **ADDRESS :** _____

BOTH SIDES OF THIS CARD ARE TO BE MADE AVAILABLE AND ACCESSIBLE TO THE INSPECTOR