



119 North Hersey Avenue
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CODES & ORDINANCES

ZONING AND BUILDING PERMIT

Date: _____, 20____

INSTRUCTIONS

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.

Application forms shall be provided by the City of Beloit and completed by the property owner or his/her designated agent (contractor).

The applicant for commercial structures shall provide, at the time of application submittal, the following:

- a site plan drawing, showing the actual dimensions of the lot to be built upon;
- the size, shape and location of the structure to be constructed;
- required setbacks (if known);
- points of egress and ingress;
- driveways;
- interior circulation aisles (i.e. churches, restaurants);
- parking lots and/or other individual parking spaces;
- other such information as may be deemed necessary.

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.

No permit shall be issued unless construction drawings and plans are submitted.

Permits expire after six (6) months if construction has not begun. Construction is considered to begin when the footings are poured.



ZONING PERMIT

(Incomplete applications will not be approved)

Property Owner Name: _____ Phone No.: _____

Street Address: _____ Alternate Phone No.: _____

City, State, ZIP: _____ E-mail: _____

Zoning District: _____ Right-of-way: _____

Site plan submitted: Yes No

Type of Project: New Building Remodel Addition Repair Fence Accessory Other

Describe Project: _____

Property Setbacks (if known):

Front yard _____ ft. Rear yard _____ ft. Side yard _____ ft. Side yard _____ ft.

Signature: _____
Property Owner / Agent

Date: ____ / ____ / ____

FOR OFFICIAL USE ONLY:

Zoning Permit Required? Yes No

Issued? Yes No

Building Permit Required? Yes No

Issued? Yes No

Reason for Denial: _____

Action necessary to comply: _____

Zoning Permit Issued by: _____
Building Inspector

Date: ____ / ____ / ____



BUILDING PERMIT

(Incomplete applications will not be approved)

Application Date: ____ / ____ / ____

Applicant / Owner Name: _____ Phone No.: _____

Mailing Address: _____ Alternate Phone No.: _____

City, State, ZIP: _____ E-mail: _____

Address of Construction: _____

or

Lot: _____ Block: _____ Addition: _____

Zoning District: _____

Type of Improvement: (check all that apply)

- Commercial Residential New Repair Remodel
- Addition Accessory Fence Deck Other

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.

Supplemental items for site adaptation: (check if applicable)

- Water Service Tap Sanitary Sewer Service Tap
- Curb Cut Entrance Permit
- Off Street Parking Loading/Unloading NA

Description of Project: _____



BUILDING PERMIT CONTINUED

Identification of Contractor(s):

Name

Address

Phone #

General: _____

Electrical: _____

Plumbing: _____

Mechanical: _____

Concrete: _____

Other: _____

Cost estimate of complete project: \$ _____

Permit fee will be .25% of the estimated cost of the project. Minimum fee is \$25.00.

Tapping Fee (outside city limits):

- 5/8x3/4 - \$50.00
- 1" - \$118.00
- 1 1/2" - \$300.00
- 2" - \$510.00
- None

Free and unlimited access shall be allowed to your project site anytime during normal working hours to any Building & Zoning Officials who are investigating the project's construction, operation, or maintenance. You can expect that the Building & Zoning Official will visit the construction site frequently until the project is complete.

Applicant Signature: _____

Date: ____ / ____ / ____

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FOR OFFICIAL USE ONLY:

Date Application Received: ____ / ____ / ____

Building Fee: \$ _____

Other Fees: \$ _____ Total Permit Fee \$ _____ Fee Paid? _____

Date Application Approved: ____ / ____ / ____

Reason for Disapproval: _____

Signature of Building Official: _____

Date: ____ / ____ / ____



INSPECTION RECORD

PHONE 785-3551 FOR INSPECTION BEFORE CONCEALING ANY WORK OR PROCEEDING TO THE NEXT STAGE OF CONSTRUCTION.

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

PHONE 785-3551 FOR INSPECTION BEFORE CONCEALING ANY WORK OR PROCEEDING TO THE NEXT STAGE OF CONSTRUCTION.

THESE INSPECTIONS ARE REQUIRED. INSPECTOR WILL SIGN AND DATE EACH INSPECTION WHEN APPROVED.

SITE/ZONING _____

TEMP. ELEC. SERVICE _____

PLUMBING GROUND RUN _____

SEWER SERVICE _____

WATER SERVICE _____

FOOTING _____

ELECTRICAL _____

FOUNDATION _____

MECHANICAL _____

FLOOR _____

PLUMBING _____

WALL CONSTRUCTION _____

ROOF, CEILING _____

METER RELEASES

WATER _____ GAS _____ ELECTRIC _____

ZONING

PARKING _____

SCREENING _____

LANDSCAPING _____

SIDEWALKS _____

DRIVEWAY _____

CURB-GUTTER _____

FINAL

BUILDING SAFETY _____

PERMIT #: _____ ADDRESS: _____

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