

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



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Application for Residential 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 residential structures and construction projects shall provide, at the time of application, the following:
 - a) A site plan showing dimensions of property and location of property boundaries.
 - b) Location and dimensions of all existing and proposed structures.
 - c) Location of all utilities (proposed and existing, above or below ground)
4. **Prior to the construction of any new residential dwelling a development review meeting will be arranged with the property owner, contractor, City Administrator, Building Inspector, and Directors of the Transportation, Electrical and Water/Wastewater 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 or the project languishes for a period of six (6) months or longer. 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 _____

5. Zoning District _____

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

Residential

New

Repair

Remodel

Addition

Accessory

Fence

Deck

Other _____

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

Zoning Variance Requirement

Curb Cut

Other _____

8. Description of Project: _____

9. Identification of Contractor(s) if known:

Name

Address

Phone #

General: _____

Electrical: _____

Plumbing: _____

Mechanical: _____

Concrete: _____

Other: _____

10. Cost estimate of complete project: \$ _____

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

11. Additional costs may apply for such things as:

Impact fees Tapping fees Hook-up fees Material/labor costs Temporary Elec

Contact the following department heads as follows:

Director of Electric Systems	Ronnie Sporleder	785/738-3781
Director of Water/Wastewater	James Bentz	785/738-2275
Director of Transportation	Mike Clark	785/738-3633

12. Contractor or owner is responsible for contacting 1-800-DIGSAFE for utilities locates, including gas service, prior to any dirt work.

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

Applicants Signature Date

FOR OFFICIAL USE ONLY

Building Permit Fee: \$ _____

Date Fee Paid: _____

Reason for Disapproval: _____

Signature: _____ Date: _____

Building Inspector

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** _____

- FENCE** _____
- 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