



## **Process for a Building Permit Application**

### **All applicants must supply the following information when applying for a Building Permit**

- ❖ **Paid tax receipts printed on the day of application** for all real & personal property owned by the Applicant and/or Property Owner per Resolution 2015-010. These can be obtained on the first floor of the courthouse in the Treasurer's office.
- ❖ **Copy of the Deed** for the property on which you are submitting the Building Permit to show owner of record. This can be obtained on the first floor of the courthouse in the Register of Deed's office.
- ❖ **Affidavit of Authorization:** If the owner of the property is not applying for the permit, a notarized signed copy of the Contractor's affidavit form prior to applying for Building Permit will be required. The form can be obtained in the Planning and Zoning office or online through the Jefferson County Website under Planning and Zoning then under Building Permits.
- ❖ **If the owner of the property is a corporation, trust, partnership LLP, or LLC**, submission of Articles of Incorporation or a "like" document that substantiates the applicant's authority to sign on behalf of the property must be submitted at time of application. If not submitted with the application, then the application will be deemed not complete and this office will not accept the application.
- ❖ **Proposed structure's distance from ALL property lines.** Applicant can bring in a site plan or staff will assist in creating a site map with information the applicant provides. Property owner is responsible for ensuring accuracy of property lines for accurate setback distances.
- ❖ **Type of Structure:** Ex – dwelling, shop, barn, commercial
- ❖ **Proposed Use of Structure:** Ex – storage, livestock shelter, hay storage, RV parking, etc.
- ❖ **Foundation & Frame type of proposed structure**
- ❖ **Estimated cost of proposed structure**
- ❖ **Dimensions of Proposed Structure, along with proposed sq. ft of living area (if applicable)**
- ❖ **Number of Bedrooms/Baths (if applicable)**
- ❖ **\*Proposed sewage system type (if applicable),** which the Health Dept. can help to determine
- ❖ **\*Proposed location of new driveway (if applicable):** If proposing a new driveway, the Road & Bridge Dept. will work with the applicant on establishing the location of the proposed entrance. They will provide a measurement of the driveway's location and will use that measurement to create a 911 site address.

**\*Once the building permit application is completed in the Planning & Zoning Office, a copy of the application and site map will be provided to the applicant to take to the Health Dept. & the Road & Bridge Dept. for a consultation (if applicable). Additional Fees from those Departments may apply. Once the Wastewater and Entrance Applications are approved and are received from the Health Dept. and Road & Bridge Depts., then the Building Permit will be issued. If you have questions about your wastewater system or your entrance or new driveway, please contact the Health Dept. at 785-403-0025 or Road & Bridge Dept. at 785-403-0279.**

Staff has ten working business days, from the day a complete Building Permit application is submitted, to process the permit. Construction must be completed in one year from the date of issuance. The owner and/or agent shall contact the Planning and Zoning office when the construction is complete and a staff site visit will follow.



# Planning & Zoning Department

Jefferson County Courthouse  
P.O. Box 628  
Oskaloosa, Kansas 66066

[www.jfcountyks.com/planningandzoning](http://www.jfcountyks.com/planningandzoning)

Phone: (785) 403-0000  
Toll Free: (844) 679-0748  
Fax: (785) 403-0783

## BUILDING PERMIT APPLICATION

Please complete **ALL THREE PAGES** of this application for **ALL PERMITS**, including the **OCCUPANCY AGREEMENT**. Please refer to the building permit process sheet for the other materials required as part of this application. **(Gray areas on the application/agreement to be filled out by staff)**

CAMA#: _____ Zoning: _____ PERMIT#: _____	
<b>Owner Name:</b> _____  <b>Mailing Address:</b> _____  <div style="display: flex; justify-content: space-between;"> <span>_____ City</span> <span>_____ State</span> <span>_____ Zip Code</span> </div> <b>Phone:</b> (    ) _____ - _____ <b>Email:</b> _____	<b>Contractor:</b> _____ <small>(NOT REQUIRED)</small> <b>Address:</b> _____  <div style="display: flex; justify-content: space-between;"> <span>_____ City</span> <span>_____ State</span> <span>_____ Zip Code</span> </div> <b>Phone:</b> (    ) _____ - _____ <b>Email:</b> _____
<b>Mail Permit to:</b> _____ <b>Owner</b> _____ <b>Contractor</b> _____ <b>Both</b>	
<b>PROPERTY INFORMATION</b> (staff will fill out):  Legal Description of Land: _____  Section: _____ Township: _____ Range: _____ CASE No. (if applicable): _____ WW No.: _____  Physical Address of Property (if different than mailing address): _____	
<b>TYPE OF IMPROVEMENT:</b>  <div style="display: flex; justify-content: space-between;"> <span>_____ New Dwelling</span> <span>_____ Replacement Dwelling:    _____ Still Existing</span> </div> <div style="display: flex; justify-content: center; margin-left: 300px;"> <span>_____ Already Removed</span> </div> <div style="display: flex; justify-content: space-between;"> <span>_____ Barn</span> <span>_____ Garage: Attached or Detached (Circle One)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>_____ Shop</span> <span>_____ Change of Use from Accessory to Residential</span> </div> <div style="display: flex; justify-content: space-between;"> <span>_____ Shed</span> <span>_____ Change of Use from Residential to Accessory</span> </div> <div style="display: flex; justify-content: space-between;"> <span>_____ Carport</span> <span>_____ Storage Building</span> <span>_____ Deck</span> </div> <div style="display: flex; justify-content: space-between;"> <span>_____ Solar Panels</span> <span>_____ Porch: Open or Enclosed (Circle One)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>_____ Resid Addition</span> <span>_____ Accessory Addition</span> </div> <div style="display: flex; justify-content: space-between;"> <span>_____ Commercial</span> <span>_____ Commercial Addition</span> </div> <div style="display: flex; justify-content: space-between;"> <span>_____ Accessory (Other)</span> <span>_____</span> </div>	<b>IMPROVEMENT ESTIMATES:</b>  <b>Cost of Improvement:</b> \$ _____ <b>(PLEASE BE ACCURATE -This is for our office ONLY and is not used for tax purposes)</b>  <b>Total Structure Dimensions:</b> _____  <b>Total Sq Ft of Living Area:</b> _____  <b>Dimensions of Attached Garage:</b> _____ <small>(if applicable)</small>  <b>Basement: Finished or Unfinished (Circle one)</b> <small>(if applicable)</small>  <b>Number of Stories:</b> _____
<b>PROPOSED USE OF STRUCTURE:</b> _____ _____ _____	
Floodplain: YES or NO (IF YES, what zone and will they be building in it?) _____ TAXES PD? _____	

**DWELLING TYPE (if applicable)**

\_\_\_\_\_ Site Built Dwelling

\_\_\_\_\_ Modular Home

\_\_\_\_\_ Residential Design Manufactured Home  
Initial here if you have read & understand the Factory Built Home Requirements brochure

\_\_\_\_\_ Singlewide Manufactured Home – special permitting required

\_\_\_\_\_ Temporary Dwelling – special permitting Required  
 Type: \_\_\_\_\_

**CONSTRUCTION DETAILS:**

**FOUNDATION TYPE:**

\_\_\_\_\_ Slab on Grade \_\_\_\_\_ Walk Out \_\_\_\_\_ Other

\_\_\_\_\_ Full Basement \_\_\_\_\_ Crawl Space

**FRAME TYPE:**

\_\_\_\_\_ Wood \_\_\_\_\_ Reinforced Concrete \_\_\_\_\_ Other

\_\_\_\_\_ Pole \_\_\_\_\_ Structural Steel

**ENTRANCE DETAILS:**

**DWELLING UNIT INFORMATION:**

\_\_\_\_\_ No. of Bedrooms

\_\_\_\_\_ No. of Bathrooms

\_\_\_\_\_ No. of Half Bathrooms

**IF BUILDING AN ADDITION, WHAT WILL THE ADDITION BE USED FOR?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DRIVEWAY:**

\_\_\_\_\_ New\* \_\_\_\_\_ Existing: (Same Use or Conversion)

\*A new Driveway on a County Road requires a Road & Bridge consultation; along a State Highway requires a KDOT consultation

**Additional Notes (if needed)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OWNER/AGENT CERTIFICATIONS – Initial next to the following statements. (If not applicable, write N/A)**

**By signing this permit application, I certify that:**

\_\_\_\_\_ (initial here) The placement/construction of the above-indicated structure will occur within the setbacks of this property’s wastewater system and adhere to the Jefferson County Sanitary Code.  
 \*We recommend you visit with the Jefferson County Health Dept. regarding your sanitary sewer system prior to construction.

\_\_\_\_\_ (initial here) The use of the structure is as indicated and that any information regarding a change of use of the proposed structure will be brought to the Planning & Zoning Department’s attention.

\_\_\_\_\_ (initial here) I am either the property owner of record or an authorized agent of said owner. (Signed and notarized Affidavit required for contractors or other agents to sign on behalf of the record owner of property.)

\_\_\_\_\_ (initial here) I am attesting that the information I have provided in this application and on the attached site plan is accurate in all respects.

**Signature of Owner/Agent:** \_\_\_\_\_ **Application Date:** \_\_\_\_\_

**Owner/Agent printed name:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

This application and all corresponding documents were received at the office of the Zoning Administrator on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. It has been examined and found to be complete and accompanied by the required documents.

Permit Type: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Payment Method: \_\_\_\_\_

# PAGE 3 OF 3 - CERTIFICATE OF OCCUPANCY AGREEMENT

Jefferson County Zoning Regulations, Article 28, §28-109, **Certificate of Occupancy**: No new or existing building or structure shall be occupied or used, and no change in the character or use of land or of a building shall occur, until a certificate of occupancy has been issued by the Zoning Administrator, or appointed representative, certifying that such building or use complies with all requirements of these Regulations and other applicable Jefferson County rules and regulations. (Gray areas on agreement to be filled out by staff)

**SITUS ADDRESS OF LOCATION OF STRUCTURE:** \_\_\_\_\_

**PROPOSED USE OF STRUCTURE:** \_\_\_\_\_

**OWNER/AGENT CERTIFICATIONS – Initial next to the following statements. (If not applicable, write N/A)**

**By signing this agreement, I certify that:**

\_\_\_\_\_ **I agree that the Planning & Zoning Office may come onto the above-described property to**  
(initial here) **review the uses as applied for.**

\_\_\_\_\_ **I agree not to occupy or use said structure until the wastewater system (if any) has been**  
(initial here) **approved for use by the Jefferson County Health Department.**

\_\_\_\_\_ **I agree not to occupy or use said structure until the Certificate of Occupancy has been issued**  
(initial here) **by the Jefferson County Planning & Zoning Dept.**

**Signature of Owner/Agent:** \_\_\_\_\_ **Agreement Date:** \_\_\_\_\_

**Owner/Agent printed name:** \_\_\_\_\_

## CERTIFICATE OF OCCUPANCY

This is to certify that these premises, reviewed on the below-referenced date, were found to comply with the Zoning Regulations of Jefferson County. The use of the premises was determined to conform with the use proposed on the Building Permit. Jefferson County assumes no liability for the construction of this structure and has performed no survey. This certificate should be kept with the permanent records for the structure. No change in the type of occupancy or use shall be made in this structure or on these premises that is not consistent with this certificate. You must notify the Jefferson County Planning & Zoning Department in writing of any proposed changes in the use of this structure and/or change in land use. This certificate does not allow occupancy of structures with a wastewater system until said wastewater system has received a final inspection certificate issued by the Jefferson County Health Department. This certificate does not replace the Final Wastewater Inspection Certificate issued by the Jefferson County Health Department.

\_\_\_\_\_  
Post-Construction Review

\_\_\_\_\_  
Zoning Official

\_\_\_\_\_  
Date Issued

**FEE SCHEDULE**  
**Effective July 11, 2011**

**BUILDING PERMIT APPLICATION FEES**

<b>Residential .....</b>	<b>\$400.00</b>
Includes: 1) Administrative permits	
2) Any Structure to be used for the purpose of providing living area	
<b>Additions to Residential Living Area.....</b>	<b>\$100.00</b>
<b>Other Residential Additions .....</b>	<b>\$50.00</b>
Decks, Porches or additions to these	
<b>Accessory Residential Structures .....</b>	<b>\$75.00</b>
Garages, Sheds, Carports, Gazebos, Storage Buildings, Barns & Swimming Pools (above and in ground pools). Accessory Residential Structures 120 square feet or less (10' by 12') have no permit fees - <u>application requirements apply.</u>	
<b>Accessory Residential Structure Additions .....</b>	<b>\$50.00</b>
<b>Commercial Structures .....</b>	<b>\$200.00</b>
<b>Commercial Additions.....</b>	<b>\$100.00</b>
<b>Change in Use</b>	
<b>Residential Use to Accessory Structure: .....</b>	<b>\$75.00</b>
<b>Accessory Structure to Residential Use: .....</b>	<b>\$400.00</b>

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**REZONING, CONDITIONAL USE, BOARD OF ZONING APPEALS,  
DEVELOPMENT PLANS, SIGN PERMIT AND SPECIAL EVENT PERMIT FEES**

<b>Rezoning.....</b>	<b>\$200.00</b>
<b>Conditional Use .....</b>	<b>\$200.00</b>
<b>Development Plan .....</b>	<b>\$200.00</b>
<b>Board of Zoning Appeals .....</b>	<b>\$200.00</b>
<b>Sign Permit .....</b>	<b>\$15.00</b>
<b>Special Event Permit.....</b>	<b>\$100.00</b>
Applicants registered with the State of Kansas as a Nonprofit Organization shall provide documentation of its status.	

**NO REFUNDS OF FEES FOR ANY REASON**

**NO FEES REQUIRED FOR REQUESTS ON PROPERTY OWNED BY ANY TOWNSHIP, CITY, THE COUNTY, THE STATE, OR THE FEDERAL GOVERNMENT.**