



Planning & Zoning Department

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

www.jfcountyks.com/planningandzoning

Phone: (785) 403-0000, option 3
Toll Free: (844) 679-0748

NOTICE:

For the duration of this time of caution due to Covid-19, the Jefferson County Planning and Zoning office will encourage conducting business by Postal Service, Email, physical drop box, and Telephone. You are still welcome to drop things off at the office between 8 and 4:30 but we would appreciate your assistance in keeping foot traffic to our office to a minimum. Please call in advance in case there is only one of us in the office and we may be on break or at lunch. Our county commissioners strongly recommend wearing a mask to protect our at-risk population. Please do not come to the courthouse if you think you may be contagious. Thank you.

You can obtain a building permit application by printing it from our website or contacting us and requesting it be sent to you by United States Postal Service, or at our office. Please contact our office by phone or email prior to submitting your application so that we can determine your setbacks, identify potential issues, and determine the best course of action for getting your permit back to you in a timely manner.

We need to know where your building is going to be placed on your property – This can be done by either providing us a map printed from Google Maps or the Jefferson County GIS website. You will need to draw the building in its proposed location. Those maps can either be mailed, emailed or brought into our office; OR we can print and physically mail you a map of your property that you can then use to draw the location of the building. These site plans MUST be signed and dated by the property owner.

You might notice on the process sheet there is a step for you to contact the Health Dept and the Road & Bridge Dept if you are doing any residential building so you can determine their procedures. This would include new Houses/Dwellings, Additions to a dwelling, or any accessory structure involving the wastewater system.

Completed building permit applications can be submitted in the following manners:

- Emailing them to djones@jfcountyks.com
- Mailing them to our P.O. Box (below)
- Placing them in an envelope labeled Planning and Zoning and placing them in the drop box at the south entrance to the Court House. (This method results in the Treasurer's office receiving them, and passing them along to us)
- Dropping them at our office after calling ahead. And thank you for your patience.

Please note: If your permit application has a fee associated with it, you are still required to submit by check to either the drop box, by mailing it to our P.O. Box. We do not recommend sending cash by Postal Service.

Our Mailing Address is:

Jefferson County Planning and Zoning
P.O. Box 628
Oskaloosa, KS 66066



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.



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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#: _____	
Owner Name: _____ Mailing Address: _____ <div style="display: flex; justify-content: space-between;"> _____ City _____ State _____ Zip Code </div> Phone: () _____ - _____ Email: _____	Contractor: _____ <small>(NOT REQUIRED)</small> Address: _____ <div style="display: flex; justify-content: space-between;"> _____ City _____ State _____ Zip Code </div> Phone: () _____ - _____ Email: _____
Mail Permit to: _____ Owner _____ Contractor _____ Both	
PROPERTY INFORMATION (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): _____	
TYPE OF IMPROVEMENT: <div style="display: flex; justify-content: space-between;"> _____ New Dwelling _____ Replacement Dwelling: ___ Still Existing </div> <div style="display: flex; justify-content: center; margin-left: 300px;"> _____ Already Removed </div> <div style="display: flex; justify-content: space-between;"> _____ Barn _____ Garage: Attached or Detached (Circle One) </div> <div style="display: flex; justify-content: space-between;"> _____ Shop _____ Change of Use from Accessory to Residential </div> <div style="display: flex; justify-content: space-between;"> _____ Shed _____ Change of Use from Residential to Accessory </div> <div style="display: flex; justify-content: space-between;"> _____ Carport _____ Storage Building _____ Deck </div> <div style="display: flex; justify-content: space-between;"> _____ Solar Panels _____ Porch: Open or Enclosed (Circle One) </div> <div style="display: flex; justify-content: space-between;"> _____ Resid Addition _____ Accessory Addition </div> <div style="display: flex; justify-content: space-between;"> _____ Commercial _____ Commercial Addition </div> <div style="display: flex; justify-content: space-between;"> _____ Accessory (Other) _____ </div>	IMPROVEMENT ESTIMATES: Cost of Improvement: \$ _____ (PLEASE BE ACCURATE -This is for our office ONLY and is not used for tax purposes) Total Structure Dimensions: _____ Total Sq Ft of Living Area: _____ Dimensions of Attached Garage: _____ <small>(if applicable)</small> Basement: Finished or Unfinished (Circle one) <small>(if applicable)</small> Number of Stories: _____
PROPOSED USE OF STRUCTURE: _____ _____ _____	
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

Residential	\$400.00
Includes: 1) Administrative permits	
2) Any Structure to be used for the purpose of providing living area	
Additions to Residential Living Area.....	\$100.00
Other Residential Additions	\$50.00
Decks, Porches or additions to these	
Accessory Residential Structures	\$75.00
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>	
Accessory Residential Structure Additions	\$50.00
Commercial Structures	\$200.00
Commercial Additions.....	\$100.00
Change in Use	
Residential Use to Accessory Structure:	\$75.00
Accessory Structure to Residential Use:	\$400.00

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

Rezoning.....	\$200.00
Conditional Use	\$200.00
Development Plan	\$200.00
Board of Zoning Appeals	\$200.00
Sign Permit	\$15.00
Special Event Permit.....	\$100.00
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.**