

# CITY OF RICHMOND

109 E Central  
P.O. Box 174  
Richmond, Ks 66080

Phone: 785-835-6425  
Fax: 785-835-6240  
cityclerkrichmond@embarqmail.com

Monday-Thursday 8-12 1-5  
Friday 8-12

## BUILDING PERMIT REQUEST

Property Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell)

New Construction       Addition to Building       Accessory Building

1. Legal description of property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Total size of lot: \_\_\_\_\_

3. Outside dimensions of building by floors and dimensions of the basement (if any):

\_\_\_\_\_  
\_\_\_\_\_

4. Type of occupancy/structure: \_\_\_\_\_

5. The kinds of materials to be used for walls, floors, ceilings, roofs and foundation:

\_\_\_\_\_  
\_\_\_\_\_

6. Total Estimated Cost of Construction: \_\_\_\_\_

7. The date work will commence: \_\_\_\_\_

8. Expected date of completion: \_\_\_\_\_

9. Name, address and phone number of contractor or contractors doing the work:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Intended use of building/structure: \_\_\_\_\_

11. Sanitary System: \_\_\_\_\_  NEW  EXISTING

12. Two (2) copies of written description or drawing of the property buildings/structures must be submitted with this application.

13. Permit shall be valid and subsisting for the period of not more than six months from the date of issuance unless the permittee shall have commenced, within the period so limited, the building work authorized. Building work commenced shall mean the beginning of building work other than the preparation of plans or the staking out of the building location or the letting of a building contract.

14. The fee for a building permit shall be 1% of the total estimated cost not to exceed \$1,000. No fee shall be required to obtain a permit where the total estimated cost, the reasonable value of all services, labor and materials required, is under \$500. Fee shall be paid to the City Clerk at time of issuance of permit.

Fee amount: \$ \_\_\_\_\_

15. A copy of the building permit shall be kept on the premises for public inspection during performance of the work.

Date: \_\_\_\_\_

\_\_\_\_\_  
Owner/Contractor/Authorized Agent

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_:

CITY OF RICHMOND

By: \_\_\_\_\_

**BUILDING PERMIT REQUIREMENTS**  
**CITY OF RICHMOND, KANSAS**

THE FOLLOWING REQUIREMENTS MUST BE FURNISHED TO THE ZONING ADMINISTRATORS OFFICE IN ORDER TO OBTAIN A BUILDING PERMIT:

1. Complete Building Permit Request Form.
2. With the Request Form, two (2) copies of drawing of plat of the property, showing the following information: (Example: see back)
  - A. Name and Address of Owner and Contractor.
  - B. Legal Description of Property
  - C. Direction – North Arrow
  - D. Location of proposed building, addition of structure on the lot with all dimensions.
  - E. Front, Rear, and Side Yard Set Back Measurements

REQUIREMENTS:

Front Yard Depth: 20 Feet  
Each Side Yard Width: 10 Feet  
Rear Yard Depth: 20 Feet

- F. Dimension of Lot:

MINIMUM: Depends on Zoned District, usually 100' by 100'
  - G. Any other building or structure on lot, it's location and dimensions
  - H. Location of Driveway and Parking Area
  - I. Loading spaces for business and industrial
  - J. Location of Signs for business and industrial
3. Lot requirements: 10,000 square feet minimum
  4. Any Questions, check with the Zoning Administrator at 785-835-6425
  5. Sanitary System – (city sewer)

EXAMPLE DRAWING

APPLICANT:  
ADDRESS:  
CONTRACTOR:  
ADDRESS:  
LEGAL DESCRIPTION:

STREET RIGHT OF WAY

STREET RIGHT OF WAY

EXAMPLE DRAWING

APPLICANT: JOHN JONES DC:EF  
ADDRESS: 203 E. CENTRAL, 66060  
CONTRACTOR: DOE CONSTRUCTION  
ADDRESS: 1554 S. MAIN ST., OTTAWA, KS 66067  
LEGAL DESCRIPTION:

