



City of Manhattan Code Services Department

City of Manhattan

Code Services

2000 Denison Avenue

Manhattan, KS 66502

Phone: 785-587-4506

Fax: 785-587-4514

Office Hours:

M-F 8:00am—5:00pm

Under Construction is published as a contractors' newsletter by the Code Services section of the City of Manhattan Fire Department. Please submit comments and suggestions to:

Manhattan Fire Department

ATTN: Code Services

2000 Denison Avenue

Manhattan, KS 66502

STAY INFORMED

Web Pages

City of Manhattan <http://www.cityofmnhk.com>

ICC Code Central <http://www.iccsafe.org>

Northwest Builders Network, ADA & Building Code Compliance Center

<http://www.nwbuildnet.com/stores/bmada/index.html>

Phone Numbers

Code Services 587-4506

Fire Services 587-4504

Customer Service 587-2480

Community Development 587-2412

Public Works 587-2415

Storm Water 587-2415

Sewer Maintenance 587-4547

Riley County Register of Deeds 587-6340

Riley County Public Works 587-6330

Riley County / Manhattan Health Department 776-4779



Under Construction

City of Manhattan Code Services Department

FROM THE BUILDING OFFICIAL

It looks like a lot of building is in store for Manhattan this year. We are looking forward to the continued growth. There are a couple of things that I wanted to make you all aware of.

First, if you provided us an e-mail address as part of your license application or renewal, you should have received a test e-mail from me a few weeks ago. We will be using this e-mail system in order to communicate code related updates as well as upcoming continuing education class dates. This should make getting information out to you all much easier and faster.

The other item I wanted to make you all aware of is our new cold weather concrete policy. For many years we would typically not allow concrete pours if below a certain temperature. However, there is really no reason with proper protection and monitoring that good concrete pours cannot be done at these times. Info on this is included as an insert in this newsletter. If you have any questions please let me know but this should hopefully make it easier for you to continue with projects during periods of cold weather.

And, as always, if you have any questions or concerns about any other code topic, please feel free to give me a call or stop by.

Brad Claussen
Building Official

February 2015



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OFFICE CLOSED

January 19

February 16

May 25

July 3

September 7

November 11

November 26 & 27

December 24(half)
and 25

CODE SERVICES AT A GLANCE FOR 2014

Total Building Permits Issued :	448
Total Permits Issued (All Types):	966
Total Construction Valuation:	\$88.9 million
New Living Units:	273 - including 193 new single family dwellings
Construction Inspections Conducted:	5,975
Sets of Construction Plans Reviewed:	427
Number of Contractor /Trade Licenses Renewed and/or Issued:	480
Property Maintenance Inspections Conducted:	2,834



2015 LICENSE RENEWALS

On December 31, 2015, the following licenses will expire: General Contractor, Electrical Contractor, Master Electrical, Journeyman Electrical, and Electrical Apprentices.

Renewal of General Contractor does not require continuing education, but we do need proof of business liability insurance for all contractor licenses. The minimum requirements for limits of liability is 500,000 per incident and 500,000 aggregate.

Renewal of Master Electrical and Journeyman Electrical will require 12 hours continuing education with at least 6 hours code related. This is a state requirement. Please make sure when submitting your hours, you indicate which classes are code related. Online classes may be accepted as long as there is a test at the end and a certificate of passing issued. If in doubt, please contact the Code Office. We do not require copies of certificates but you may want to keep one available should there be any questions.

License renewal begins after you have received your renewal letter which is mailed during the month of November. If you have moved since you last renewed or obtained a new license, please call us to update it to ensure you receive your renewal.



MEET THE CODE SERVICES STAFF



Brad Claussen
Building Official

Brad has been with the City of Manhattan since 1989. He has served as an Engineering Aide, Code Services Officer, Senior Code Services Officer and Plans Examiner before being named Building Official in 1997. He is an ICC Certified Building Official as well as being certified in 16 different code categories. He recently completed all requirements for and was awarded the ICC's highest level of certification, the Master Code Professional.

Darren has been with the Code Department since 1996. He has served as Code Services Officer 1 and 2, and is currently the Senior Code Services Officer. He holds certifications in the following categories: Combination Inspector, Residential Plumbing Inspector, Commercial Plumbing Inspector, Mechanical Inspector, Building Inspector, Electrical Inspector, and Building Plans Examiner and Certified Building Official. Darren moved to Manhattan in 1996 and married his wife Tracy later the same year. They have three daughters; Hannah, Megan, and Grace.



Darren Emery
Senior Code
Services Officer



NEW CITY WEBSITE LAUNCHED

Effective January 23rd, the City rolled out its new website. The web address remains the same—www.cityofmhk.com. One new feature that may be particularly helpful to contractors and trades are the fillable construction (building) permit applications and contractor/trade license applications. You can submit these electronically from the website and along with any required supporting documents attached. We hope to soon have the ability for payments of permits and licenses online as well. We will let you know when that is available. There has been a lot of helpful information uploaded to the Code Services Department's pages. Many questions may be answered by looking in the For Your Information Brochures section. If there are other topics you feel would be a beneficial addition to our site, please contact us.

FENCES

A permit is not required for fences 7 feet or less in height. Generally, a fence may be placed along the rear and/or side property lines. Before building a fence, please make sure you know where the property lines and easements are located. Fences cannot be built in the front yard (remember that corner lots have two front yards) nor can they be built in a drainage easement. Please allow at least 25 feet back behind the front property line. Keep in mind, the curb of the street is not the front property line. *Electrical or barbed wire fences are prohibited in certain areas.*

If you are in doubt of where property lines are, you should hire a surveyor to accurately locate property lines.

If you have further questions on regarding placement of a fence, please contact Planning and Zoning at 785-587-2412.



EMAIL UPDATES FROM CODE SERVICES

The Code Office is working towards communicating with our license holders through email. The emails we send will include information such as changes or updates to codes and continuing education opportunities. To best ensure receipt of these, it may be beneficial to add claussen@cityofmhk.com to your contacts. Recently, an email was sent out from this address. If you did not receive it and would like to receive updates from us electronically, please call our office at 785-587-4506.