



# Code Services

A Division Of The  
Manhattan Fire Department

2000 Denison, Manhattan, KS 66502

Code Services Office: 785- 587-4506

Fax: 785-587-4514

## BUILDING PERMIT APPLICATION

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_ Phone# \_\_\_\_\_

Address of Property: \_\_\_\_\_ Lot#: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone# \_\_\_\_\_

General Contractor: \_\_\_\_\_ Phone# \_\_\_\_\_ Lic# \_\_\_\_\_

Email Address: \_\_\_\_\_ Residential: Custom Spec

Electrical Contractor: \_\_\_\_\_ Phone# \_\_\_\_\_ Lic# \_\_\_\_\_

Mechanical Contractor: \_\_\_\_\_ Phone# \_\_\_\_\_ Lic# \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_ Phone# \_\_\_\_\_ Lic# \_\_\_\_\_

Drainlayer Contractor: \_\_\_\_\_ Phone# \_\_\_\_\_ Lic# \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_ Phone# \_\_\_\_\_

### Intended Use:

One family dwelling

Two family dwelling

Multi-Family (# of units \_\_\_\_\_)

Commercial \_\_\_\_\_

Demolition

Basement Finished Unfinished Partial (Indicate on plans the portions that are finished)

### Describe project:

**APPLICATIONS FOR NEW BUILDINGS MUST BE ACCOMPANIED BY AFFIDAVIT IN SUPPORT OF REQUEST FOR CITY ACTION FORM PROVIDED BY THE CITY OF MANHATTAN.**

For Remodel Only: Estimated Cost: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

## RESIDENTIAL APPLICATION SUBMITTAL CHECKLIST

**Electronic submittal of application and plans is preferred.** If possible, please attach files to this application or deliver on CD or other portable storage device to the Code Services office. If hard copy plans are submitted, two sets of plans are needed.

- Elevations: 1) front, 2) back, 3) sides
- Floor plans: 1) all rooms labeled, 2) scalable or fully dimensioned, 3) basement information (finished, partial, unfinished, N/A)
- Site plan: 1) erosion control, 2) setback distances from roof overhang to property lines, 3) easements

### Deck Framing Plan

- Dimensions of deck
- Location of all pier footings
- Pier footing size
- If using engineered beams, list size and name brand of beam

### Wall Section

- Exterior wall height
- Basement wall height
- Roof pitch
- Eave to ridge height
- Overhang depth

## COMMERCIAL APPLICATION SUBMITTAL

**Electronic submittal of application and plans is preferred.** If possible, please attach files to this application, send via the city's file transfer site (more information available upon request) or deliver on CD or other portable storage device to the Code Services office. Files need to be in PDF format. If plans are submitted digitally, only two hard copy sets are needed; otherwise, four sets of plans are required.

Construction documents submitted with application for a permit shall be of sufficient clarity to indicate the location, nature and extent of work proposed and show in detail that it will conform to the provisions of the 2012 International Building Code and relevant laws, ordinances, rules and regulations.

If you're unable to attach files using this method, please attach them to the email when submitting your application.