

ARE YOU BUILDING?

STEP 1

Retain proper contractor licensing

STEP 2

Submit construction plans (with elevations) and Site Plan (with erosion control/BMP). Fill out application for building permit.

STEP 3

Plans will be reviewed, and you will be contacted when permit is complete.

STEP 4

Pick up permit. Pay with cash, check or credit card (3.5% fee).

STEP 5

Display green permit card in a visible on-site location. Keep the white inspection card in a dry, safe place where the inspector can indicate approval of inspections.

STEP 6

Call (785) 587-4506 for required inspections, including a final inspection prior to occupancy. Allow adequate time to schedule your inspections with Code Services.

