

CITY OF
FRONTENAC

Your Hometown

313 East McKay Street • Frontenac, Kansas 66763 • 620.231.9210

Application for a Residential Building Permit

Permit Location: _____

Project Information and Computation Fee: (Check all that apply and provide an estimate of Construction costs).

_____ New Construction _____ Excavation _____ Demolition _____ Other Construction

Specify: _____

Valuation: _____

Water and Sewer Service Fees:

\$ _____ _____ Staff Authorization

Inspection Fee**

\$ _____ Hourly Rate X _____

Permit fees:

\$ _____ _____ Staff Authorization

Total Amount Due:

\$ _____ _____ Staff Authorization

****Reinspection and Additional Plan Review Fees will be billed at the hourly rate with a 1 hour minimum charge.**

CONTRACTOR OR BUILDER.

PROPERTY OWNER.

NAME: _____

NAME: _____

STREET: _____

STREET: _____

CITY: _____ STATE: _____

CITY: _____ STATE: _____

PHONE: _____

PHONE: _____

Rules and Regulations

- The first step after filling out of the permit is to contact the City of Frontenac’s Building Official to set up an initial conference.
- The City’s issuance of a building permit does not serve as a basis to negate and or waive compliance with restrictive covenants that are imposed upon the property. Enforcement of restrictive covenants is a civil matter and does not involve the City. As a matter of practice and courtesy the City, will make a homeowner aware of such covenants, if and when the City is aware of such restrictions.
- Applicant must comply with the 2012 IBC and IRC, and the City of Frontenac Zoning Ordinance. (Official copy as incorporated by Ordinance No. 98-00 & all respective amendments).
- Building permits must be approved prior to the project being started.
- A single building permit is required for each individual project (i.e., pool, fence around pool, pool house, etc.)
- All contractors must have a current City of Frontenac Business License and appropriate State Trade License(s).

I hereby certify that the statements are correct and that all work will be completed within 6 (six) months and in accordance with Ordinances of the City of Frontenac, and in compliance with the International Building Code and International Residential Code.

Signature of Applicant: _____ Date: _____

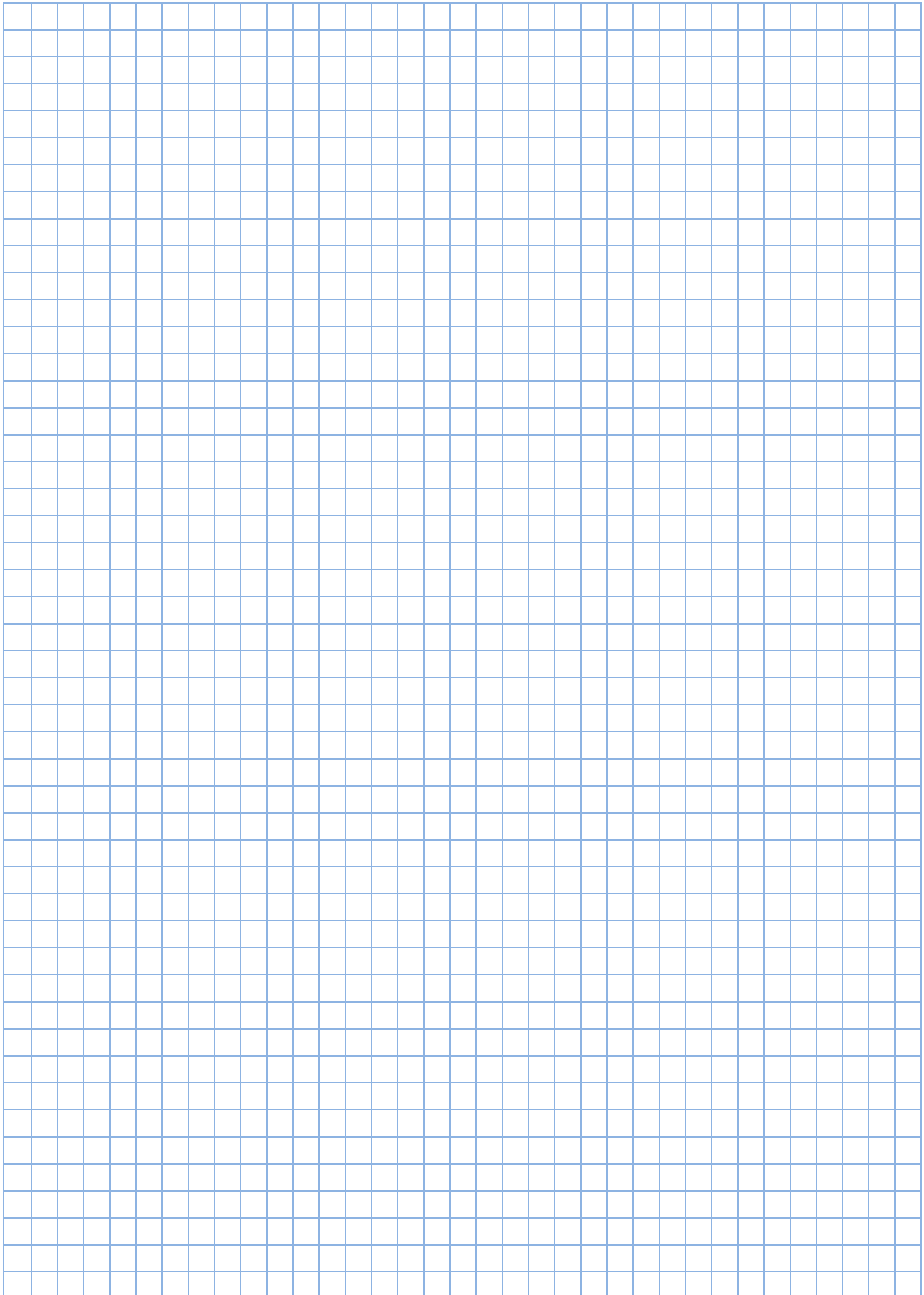
Office Use Only:

Contractor’s License Verified By: _____ Date: _____

Approved _____ Denied _____ Signature of Building Official: _____ Date: _____

Building Permit Diagram

Please include locations of the proposed construction, existing improvements, building site, and setback dimensions from the property lines.



Please show all objects relative to this project including street/alley locations. Top of page is NORTH

I/We Certify the proposed construction will conform to the dimensions and uses shown about and no changes will be made without first obtaining approval. Signature: _____

BUILDING PERMIT F.A.Q.

- **What are the setbacks for a new residence?**
 - **The setbacks are measured from the property pins to a building's overhang.**
 - **Front 25 feet**
 - **Rear 25 feet**
 - **Side 10% of lot width with a minimum of 6 feet**
 - **Corner Lots are required a 25 feet setback on street side of lot**

- **What are the setbacks for storage sheds?**
 - **The side setbacks are the same, the rear setback is 6 feet unless it will be accessed from the alley, then the setback is 10 feet.**

- **I am replacing an old building. Do I need to comply with the setbacks if the old structure was not in compliance?**
 - **Yes, if the old structure is demolished the new structure needs to be built in compliance with the current setback regulations.**

- **What are the requirements for placing a fence?**
 - **Fences may be placed on the property line in the rear and sides of your property and must be setback 25 feet in the front of the property. Property owners should be aware of any easements on the property. Fences over easements require a removable panel to be installed for utility access. The fence may need to be moved at your expense should utility work need to be done.**

 - **Corner Lots are required a 25 feet setback on street side of lot**

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NOTICE TO PROPERTY OWNER

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at:_____.

We are providing you with an Owner-Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder. We will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us at our official address indicated. An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.

Sincerely,

Brad Reams
City Administrator
City of Frontenac



OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION
(OWNER-BUILDER DECLARATION)

Permit Number: _____

Project Address: _____

DIRECTIONS: Read and initial each statement below to signify you understand or verify this information.

____ 1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

____ 2. I understand building permits are not required to be signed by property owners unless they are *responsible* for the construction and are not hiring a licensed Contractor to assume this responsibility.

____ 3. I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.

____ 4. I understand Contractors are required by law to be licensed and bonded in Kansas and to list their license numbers on permits and contracts.

____ 5. I understand if I employ or otherwise engage any persons, other than Kansas licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "employer" under state and federal law.

____ 6. I understand if I am considered an "employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "employee." I also understand my failure to abide by these laws may subject me to serious financial risk.

____ 7. I understand under Kansas Contractors' State License Law, an Owner-Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless *all* work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all the work is performed under contract with a licensed general building Contractor.

____ 8. I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner(s) that result from any latent construction defects in the workmanship or materials.

____ 9. I understand I may obtain more information regarding my obligations as an "employer" from the Internal Revenue Service, the United States Small Business Administration, the Kansas Department of Labor.



OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION

(OWNER-BUILDER DECLARATION, cont.)

___10. I am aware of and consent to an Owner-Builder building permit applied for in my name, and understand that I am the party legally and financially responsible for proposed construction activity at the following address:_____.

___11. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner-Builders as well as employers.

___12. I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form. Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors' State License Board may be unable to assist you with any financial loss you may sustain as a result of a complaint. Your only remedy against unlicensed Contractors may be in civil court. It is also important for you to understand that if an unlicensed Contractor or employee of that individual or firm is injured while working on your property, you may be held liable for damages. If you obtain a permit as Owner-Builder and wish to hire Contractors, you will be responsible for verifying whether those Contractors are properly licensed and the status of their workers' compensation insurance coverage. Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the City who is responsible for issuing the permit.

Note: A copy of the property owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.

Owner's Name:_____

Signature of property owner_____Date:_____

City of Frontenac Building Permit Requirements

Residential

(Single Family Dwellings)

<i>Information & Documents Required</i>	<i>Permit Application</i>	<i>Plot Plan</i>
<i>New Single-Family Residential</i>	✓	✓
<i>Manufactured Home</i>	✓	✓ (except in parks)
<i>Addition</i>	✓	✓
<i>Garage</i>	✓	✓
<i>Deck</i>	✓	✓
<i>Swimming Pool</i>	✓	✓
<i>Fence</i>	✓	✓
<i>Shed</i>	✓	✓
<i>Utility Excavation</i>	✓	✓
<i>Driveway / Culvert / Approach</i>	✓	✓
<i>Alteration or Remodel (no footprint change)</i>	✓	
<i>Roof Installation/Repair</i>	✓	
<i>Utility Inspection (Meter Back & Pressure Tests)</i>	✓	
<i>Demolition</i>	✓	