



# City of Ottawa

## Community Development Department

101 S. Hickory  
P.O. Box 60  
Ottawa, KS 66067  
Phone: (785) 229-3620  
Fax: (785) 229-3625

E-mail [communitydevelopment@ottawaks.gov](mailto:communitydevelopment@ottawaks.gov)  
Web Site [www.ottawaks.gov](http://www.ottawaks.gov)

# Miscellaneous Building Permit Application

Inspections: Please call for inspection 24 Hours in advance.

**Required Attachments:** Must be submitted with application.

1. Site Plan or Plot Plan.
2. Truss Specifications.
3. Material List.
4. Framing and Foundation Plans for **(decks, garages, car ports, HC ramp)**.

### Driveways:

Driveway approach permits are required. Call 229-3630 for details.

Project Address: \_\_\_\_\_ Date: \_\_\_\_\_

### Owners Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Address City State Zip Code

Phone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Contractors Information** Contractor License Type:  A  B  C  R  S

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Address City State Zip Code

Phone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### Project Information:

- Project Type (check all that apply):  Fence  Storage Shed  Car Port  Garage  Roof  
 Pool  Siding  Decks  Porches  Foundation Repairs  Awnings  
 Excavating  HC ramp  Manufacture Home in Park  
 Other: \_\_\_\_\_

Total square feet of garage, carport, or storage shed: \_\_\_\_\_

Total square feet of all garages, carports, or storage sheds on the property: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

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

<b>Subcontractors:</b> (if applicable)	Company Name	Phone Number
Framing	_____	_____
Concrete	_____	_____
Electrical	_____	_____
Plumbing	_____	_____
HVAC	_____	_____

The contractor certifies that the proposed work is authorized by the owner and the contractor is authorized by the owner to make this application as his agent.

Signature of Owner or Contractor: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

**For Office Use Only**

Historical District approval needed:  Yes  No Historical Approval Received: \_\_\_\_\_

Flood Plain:  Yes  No (If yes, Flood Development Permit Required) Permit Received: \_\_\_\_\_

<b>Approvals</b>	<b>Initial's</b>	<b>Date</b>	<b>Notes</b>
Zoning	_____	_____	_____
Public Utilities	_____	_____	_____
Other	_____	_____	_____

Permit Fee: \_\_\_\_\_

Valuation: \_\_\_\_\_

Approved by: \_\_\_\_\_

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