

Pottawatomie County

Office of Planning and Development

207 N. First St. P.O. Box 288 Westmoreland, KS 66549
Phone (785) 457-3551 Fax (785) 457-3591 www.pottcounty.org

Commercial / Industrial / Multi-Family Building Permit Application

Applicant Information

Permit No. \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Type of Construction

New Building \_\_\_\_\_ Re-located Building \_\_\_\_\_ Building Addition \_\_\_\_\_ Accessory Structure \_\_\_\_\_ Other \_\_\_\_\_

A. Multi-Family Units:

Duplex \_\_\_\_\_ Townhouse \_\_\_\_\_ Condominium \_\_\_\_\_ Apartment Building \_\_\_\_\_ Other \_\_\_\_\_

List: Number of Units, Number of Bedrooms, Number of Baths (example: 6 units - 3 bedrooms & 2 baths, and 6 units - 2 bedrooms & 1 bath)

Table with 4 columns: No. of Buildings, No. of Units, No. of Bedrooms, No. of Baths. Each column has three blank lines for input.

B. Commercial / Industrial / Institutional (check all that apply)

Medical \_\_\_\_\_ Retail \_\_\_\_\_ Educational \_\_\_\_\_ Office \_\_\_\_\_ Bank/Financial \_\_\_\_\_

Hotel/Motel \_\_\_\_\_ Restaurant/Fast Food \_\_\_\_\_ Place of Worship \_\_\_\_\_ Utility \_\_\_\_\_

Industrial \_\_\_\_\_ Warehouse \_\_\_\_\_ Manufacturing \_\_\_\_\_ City/County \_\_\_\_\_

Other (please specify) \_\_\_\_\_

Project Description

Building Area – Square Footage or Dimensions:

Basement \_\_\_\_\_ 1st Floor \_\_\_\_\_ 2nd Floor \_\_\_\_\_

Total Building Height \_\_\_\_\_ Multi-Tenant Building? Yes \_\_\_\_\_ No \_\_\_\_\_

Location of Project – Property Description or Site Address \_\_\_\_\_

Cost of Construction \$ \_\_\_\_\_

**Utilities – (check one)**

Gas: Propane\_\_\_ Natural\_\_\_ None\_\_\_  
Water: Rural Water\_\_\_ District#\_\_\_ Well\_\_\_ City\_\_\_  
Electric: Bluestem\_\_\_ Westar\_\_\_ Other\_\_\_  
Wastewater Septic\_\_\_ Lagoon\_\_\_ Sewer District\_\_\_ City\_\_\_

**Contractor**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_

**Property Owners Signature**

Applicant / property owner agrees to abide by the County's Unified Development Regulations (zoning regulations)

Date: \_\_\_\_\_ Applicant(s) signature: \_\_\_\_\_

Date: \_\_\_\_\_ Property Owners Signature: \_\_\_\_\_  
*(If different than Applicant)*

**Permit Fees**

Building Permit Fee \$ \_\_\_\_\_  
Late Penalty \$ \_\_\_\_\_  
Sewer Tap Fee \$ \_\_\_\_\_  
**Total** \$ \_\_\_\_\_

*\*Checks can be made payable to  
"Pottawatomie County Zoning"*

**Building Setbacks** - Please be sure to abide by the required building setback regulations. Front yard setbacks are measured from the road right of way. If individual plats have a greater setback than County minimum, you must follow the plat setback requirements.

Front: \_\_\_\_\_  
Side: \_\_\_\_\_  
Side: \_\_\_\_\_  
Rear: \_\_\_\_\_

Notes: \_\_\_\_\_

**Zoning Office Use Only**

Site Address \_\_\_\_\_

Twp Code \_\_\_\_\_ RE# \_\_\_\_\_ Zoning \_\_\_\_\_ Plan \_\_\_\_\_ Acres \_\_\_\_\_

School District \_\_\_\_\_ Flood Zone \_\_\_\_\_ Panel \_\_\_\_\_ Lot of Record: Yes No

Parcel# \_\_\_\_\_ Site Plan Required: Yes No

Property Description \_\_\_\_\_ S-T-R \_\_\_\_\_

Temporary Permit Yes No 4 Mo. 6Mo. 12 Mo. Expires: \_\_\_\_\_

Approved: Yes No Date: \_\_\_\_\_

By: \_\_\_\_\_  
*(Zoning Administrator)*

By: \_\_\_\_\_  
*(Zoning Enforcement Officer)*