

RICE COUNTY JOINT PLANNING COMMISSION
718 WEST FIFTH STREET
LYONS, KANSAS 67554
620-257-5331

BUILDING CERTIFICATE

INSTRUCTIONS

1. Prior to the erection or alteration of any structure (including structures for agricultural uses), an application for a Building Certificate shall be obtained.
2. Application forms for a Building Certificate shall be provided at the office of the Zoning Administrator. **Application forms must be filled out completely before a certificate can be issued.** Either the owner or his contractor may obtain the certificate.
3. **The applicant shall provide, at the time of application, a site plan.** The site plan shall be drawn to scale showing the legal description of the real estate involved; location and size of all buildings, structures, yards and open space; width and length of all entrances and exits to and from said real estate; all adjacent and adjoining roads and highways; sufficient grades and elevations to establish the proper placement of buildings, adequate sewage disposal systems, the proper drainage of the property, and the applicability of possible floodplains; and, the location and specifications of all signs, lighting, fencing, screening, landscaping and other such site improvements.
4. **No certificate shall be issued unless the site plan is submitted.**
5. Building permit cost is \$10.00 and due with the application. Agricultural buildings are exempt from fees.

Permit No. _____

Date _____

APPLICATION FOR BUILDING CERTIFICATE

Name of Owner _____

Address _____ Phone _____

Name of Contractor _____

Address _____ Phone _____

Street Address of Property _____

Legal Description _____

Type of Work to be done: Erect _____ Alter _____ Repair _____ Other _____

Existing Use: _____ Proposed Use: _____

Estimated Construction cost (\$) _____

Property Depth _____ Width _____ Sq. Ft. _____

Building Information:

Main (Residence)

Accessory

Width: _____

Depth: _____

Floors (Number): _____

Floor Area (Sq. Ft.): _____

Setback Information:

Main (Residence)

Accessory

Front: _____
Side: _____
Side: _____
Rear: _____

Drawing of Lot and Building Attached: Yes _____ No _____

The undersigned hereby certifies that the information given herein is correct and that they will comply with the Zoning Regulations, and further understands any certificate issued upon false statement of any fact which is material to the issuance hereof shall be void. Certificates, when issued, **DO NOT NULLIFY ANY DEED RESTRICTION VALIDLY FILED OF RECORD.**

(Owner or Contractor Signature)

OFFICE USE ONLY:

This application was received at the office of the Zoning Administrator at _____ (A.M.) (P.M.) on _____ day of _____, 20____. It has been checked and found to be complete and accompanied by the required documents and the appropriate fee of \$10.00

Building Certificate issued _____ by _____
Date Name, Title

Building Certificate denied _____ by _____
Date Name, Title

Reason for Denial _____