



# COMMERCIAL BUILDING PERMIT APPLICATION

611 Mulberry Road, Suite 300  
Derby, KS 67037

Phone 316-788-6632 / Fax 316-788-6067  
www.derbyweb.com

Permit # \_\_\_\_\_ Date: \_\_\_\_\_ Valuation: \$ \_\_\_\_\_

Bldg Fee: \$	_____
Manhole Deposit: \$	_____
Sewer: \$	2500.00
C/O: \$	25.00
Issuance: \$	25.00
TOTAL: \$	_____

The following information must be supplied in order to process and issue your permit. An incomplete application will only delay your project until the information is obtained.

Lot #: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_

OFFICE USE ONLY: Zoning: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_  
(First) (MI) (Last)

Name of Business: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_ Derby License # \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

\_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

Phone # ( ) \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

*All subcontractors must be licensed in the City of Derby*

Electrical Contractor: \_\_\_\_\_ Derby License # \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_ Derby License # \_\_\_\_\_

Mechanical Contractor: \_\_\_\_\_ Derby License # \_\_\_\_\_

- Proposed use:  Church  Hotel/Motel  Hospital  Office  
 Retail  Restaurant  School  Service Station  
 Financial  Other \_\_\_\_\_

Type of Work:  New  Remodel  Tenant Finish  Repair  Move In  Addition  
(describe)

Scope of work: \_\_\_\_\_

**Structure and Lot Information**

Total Lot Size: \_\_\_\_\_ Lot Width: \_\_\_\_\_ Lot Depth: \_\_\_\_\_

Building Width: \_\_\_\_\_ Building Depth: \_\_\_\_\_ Building Hgt: \_\_\_\_\_

1st Floor Sq. Ft.: \_\_\_\_\_ (not basement) 2nd Floor Sq. Ft.: \_\_\_\_\_

Basement Sq. Ft.: \_\_\_\_\_

Addition/Remodel \_\_\_\_\_ sq. ft.

Number of units 1 2 3 4 5 6 7 8 9 other Number of stories \_\_\_\_\_

This project will also include: Shed \_\_\_\_\_sq ft Driveway Approach Landscaping Parking lot

Roof Material: Asphalt Wood Shingle Wood Shake Concrete Tile Clay Tile  
Fiberglass Tile Rolled Roofing Hot Mop-Tar

Plumbing: Total Fixtures \_\_\_\_\_(Stools,Showers/Tubs,Sinks, Hot water tank)

Heating Type(may be more than one): Gas Elect. Oil Solar Hot Water Heat Pump Other

Total lot coverage by all structures located at this site: \_\_\_\_\_% (New and previous existing)

Is the property in flood zone: Yes No

Required Parking: Total # \_\_\_\_\_ Handicap # \_\_\_\_\_ Square Feet of Impervious Surface: \_\_\_\_\_

I hereby certify that the information given herein is correct and that I will comply with the zoning regulations, and a permit issued upon false statement of any fact, which is material to the issuance of a permit, hereof shall void said permit. Permits and/or certificate when issued DO NOT NULLIFY ANY DEED RESTRICTION VALIDLY FILED OF RECORD. I also agree to install appropriate erosion control measures in order to avoid dirt, sand and other material from accumulating within public street right-of-way (12.36 and 15.32).

\_\_\_\_\_  
Contractor Signature Date

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**PERMISSION IS HEREBY GRANTED TO PROCEED WITH THE WORK INDICATED ABOVE UPON RECEIPT OF BUILDING PERMIT.**

ISSUED BY: \_\_\_\_\_  
**DERBY BUILDING OFFICIAL** Date