



# COMMERCIAL PLAN REVIEW APPLICATION

611 Mulberry Road, Suite 300  
Derby, KS 67037

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

Date: \_\_\_\_\_ Valuation: \$ \_\_\_\_\_ Plan Review Fee: \$ \_\_\_\_\_

The following information must be supplied in order to initiate plan review. An incomplete application will only delay your review until the information is obtained.

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

OFFICE USE ONLY	
Zone District: _____ (APZ?)	
Site Plan Review Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do screening requirements exist:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parking Requirements: _____	_____ Zoning Administrator
-----	
Fire Dept. Review/Approval:	_____ Fire Chief
Engineering Review/Approval:	_____ City Engineer

Architect: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

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

Business Owner: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

Type of Work:     New     Remodel     Repair     Move In     Addition

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

**Structure Information**

1st Floor Sq. Ft.: \_\_\_\_\_    2nd Floor Sq. Ft.: \_\_\_\_\_    Basement Sq. Ft.: \_\_\_\_\_

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

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).

\_\_\_\_\_  
Authorized Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

=====

The plans submitted with this application have been reviewed and comments have been returned to the Architect.

APPROVED BY:

\_\_\_\_\_  
DERBY BUILDING OFFICIAL

\_\_\_\_\_  
Date