**Building Permit Application**

**CITY OF OSKALOOSA www.cityofoskaloosaks.org**

**P.O. Box 446, 212 W. Washington St. PH: 785-863-2561**

**Oskaloosa, KS 66066 FAX: 785-863-2363**

**Email: oskieclerk@gmail.com**

Application Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Permit # \_\_\_\_\_\_\_\_\_**

**Application/Owner Information**:

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Contractor/Builder Information:**

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Building Site Information:**

Address of Building Site:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Use:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Construction:** ***(Please check all that apply)***

New \_\_\_\_\_\_\_ Roof \_\_\_\_\_\_\_ **(if changes to the pitch of the roof)**

Remodel \_\_\_\_\_\_\_ Foundation: \_\_\_\_\_\_\_

Addition \_\_\_\_\_\_\_ Garage: Attached or Detached\_\_\_\_\_\_ **(please circle one)**

Addition to Existing Structure \_\_\_\_\_\_\_ Accessory Building **(not anchored)** \_\_\_\_\_\_\_

Swimming Pool \_\_\_\_\_\_\_

Deck/Porch \_\_\_\_\_\_\_

Fence \_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Principal Structure Type:*****(check appropriate line)***

Masonry \_\_\_\_\_\_\_ Wood \_\_\_\_\_\_\_ Structural Steel \_\_\_\_\_\_\_ Reinforced Concrete \_\_\_\_\_\_\_

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

Number of Off-Street Parking Spaces \_\_\_\_\_\_\_

**Plan Requirements:**

The site plan must include the following:

1. Location of proposed building(s) on the lot, street right-of-way and setback lines. If necessary, a boundary survey shall be included.

2. All easements (public and private), sewer, septic tank, lagoon or holding tank location, source of potable water supply and location.

3. Indication of the proposed use of all lands and building(s).

4. Vicinity sketch showing relationship of parcel to surrounding lands and existing street network.

5. North arrow, date, legal description of property, name of owner, and scale.

6. Minimum scale of site drawings as follows:

For a parcel containing one (1) acre or less, one inch (1") equals fifty feet (50') For a parcel over one (1) acre, one inch (1") equals one hundred feet (100')

**Lot Requirements:**

1. Property Corners Staked

2. Perimeter of Building Staked

3. Plan with Location Attached

4. Permit Posted on Site

5. Water and Sewer Tap Inspections

**Building Setbacks:**

In a Residentially zoned area with City limits, the setbacks are as follows:

**R1:** SINGLE FAMILY RESIDENTIAL DISTRICT; AND

**R2:** SINGLE FAMILY OR DUPLEX RESIDENTIAL DISTRICT

30’ MINIMUM FRONT YARD DEPTH

30’ MINIMUM REAR YARD DEPTH

10’ MINIMUM SIDE YARD WIDTH (EACH INTERIOR SIDE)

30’ MINIMUM CORNER LOT YARD DEPTH ON STREET SIDES

**R3:** MILTI-FAMILY RESIDENTIAL DISTRICT

25’ + 1’ FOR EACH 2’ OF HEIGHT FOR FRONT YARD DEPTH

20’ + 1’ FOR EACH 2’ OF HEIGHT FOR REAR YARD DEPTH

10’ + 1” FOR EACH 2’ OF HEIGHT FOR SIDE YARD WIDTH EACH SIDE

25’ + 1’ FOR EACH 2’ OF HEIGHT FOR CORNER LOT YARD DEPTH ON STREET SIDE

For other zoned areas within City Limits, the setbacks are as follows:

**B1:** NEIGHBORHOOD BUSINESS DISTRICT; AND

**B2:** COMMUNITY B USINESS DISTRICT

40’ MINIMUM FRONT YARD DEPTH

20’ MINIMUM REAR YARD DEPTH

10’ MINIMUM SIDE YARD WIDTH (EACH INTERIOR SIDE)

40’ MINIMUM CORNER LOT YARD DEPTH ON STREET SIDES

**B3:** CENTRAL BUSINESS DISTRICT

NO MINIMUM YARD DEPTH ON ANY SIDES WITH THE EXCEPTION OF THOSE

PROPERTIES WHICH ARE ADJACENT TO RESIDENTIAL DISTRICTS IN WHICH CASE

THE FRONT AND SIDE YARD REQUIREMENTS SHALL FOLLOW THE SETBACKS OR

THAT RESIDENTIAL DISTRICT

**I1:** LIGHT INDUSTRIAL DISTRICT; AND

**I3:** HEAVY INDUSTRIAL DISTRICT

SPECIAL CIRCUMSTANCES: SEE CITY CLERK FOR DETAILS

**Application Notes:**

1. This permit does not nullify any deed restriction filed as part of the subdivision plat. Check your deed and /or subdivision plat.

2. The Uniform building Code of 1988 has been adopted by the City of Oskaloosa.

3. This permit is good only if construction starts within ninety (90) days. A renewal permit must be obtained if the ninety (90) days exceeded.

4. Construction must be complete within one (1) year from the date of final application approval.

5. No exterior or interior floor drains are allowed to connect directly or indirectly to the city sewer system.

6. This permit is not transferable.

7. The City of Oskaloosa shall hold no liability for construction that is proven to not be structurally sound.

8. All curb cuts shall be replaced to the property line with final inspection made by the City Superintendent.

**Fences:**

When fencing your yard, the City water meter must be outside of the fenced in area, and accessible to City utility workers. Building a fence on or across the city utility easement is at the discretion of the City Superintendent who signs each and every building permit. If for any reason a fence is built on or around City utility lines, it will be subject to removal and replacement at the homeowner’s expense, if the need arises to perform maintenance work on the utility lines. When fencing a corner lot, a vision clearance of 25' must be maintained from both intersecting property lines.

**Watering Yards - Watering Gardens - Filling Swimming Pools**

The city of Oskaloosa will not reimburse sewer charges to residents who water their yards, gardens or fill swimming pools.

**Property Lines:**

Locating the property lines is the responsibility of the homeowner. The edge of the street does NOT indicate the property line.

**Dig Safe**:

Make sure you call 1-800-DIG-SAFE **before** doing any excavation to have all utility lines located and marked for you. Any excavation being done on the city's easement or right-of-way requires a bond in the amount of $5000 prior to the work.

**Application Fees:**

Deck/Fence Fee $25.00

Total Construction Cost $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = Building Permit Fee $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Water Tap Fee $500.00 (city provides meter) - **NEW** Construction

Water Deposit Fee $100.00 - **NEW** Active Service

Sewer Inspection Fee $100.00 (city provides inspection) - **NEW** Construction

Curb Cut Fee $ \_\_\_\_\_\_\_\_

Other Fees $ \_\_\_\_\_\_\_\_

**Total Due $ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application fee is NON-REFUNDABLE.**

**Commercial $100.00 First Thousand + $2.00 Each Thousand After**

**Residential $50.00 First Thousand + $2.00 Each Thousand After**

**PLEASE ALLOW A MINIMUM OF 1 CALENDAR WEEK FOR PROCESSING OF APPLICATION.**

**NO CONSTRUCTION OF ANY TYPE MAY BE DONE PRIOR TO PERMIT APPROVAL.**

**Applicant's Signature:**

The undersigned hereby certifies that the information given herein is correct. The undersigned will comply with all Zoning Regulations and stipulations stated in this permit application. The undersigned agrees that additional information, comments and drawings may be requested by the City of Oskaloosa if deemed necessary prior to final approval of the application. This may include a property survey and/or certified plans by a licensed engineer. A copy of the approved application and drawings will be kept at the building site all times during construction.

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Applicant/Owners Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
There will be a site inspection by both Bill Heard, City Superintendent, and Paul Crawford, City Building Inspector/Zoning Administrator, before the signing and issuance of the Building Permit.

**Reviewed and Approved By:**

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

Bill Heard, City Superintendent Date

(785) 863-2651

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Paul Crawford, Building Inspector/Zoning Administrator Date

(785) 409- 9829

**Specific Notes:**

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**Sunset Trailer Park Applicants ONLY:**

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Park Manager/Owner Date

Revised August 2020