



July 20, 2021

Small, Serene, Simply Garnett.

To Contractors interested in doing work in the City of Garnett:

In order to better manage the permit approval and inspection process, the following procedures will be put in place, effective August 1, 2021:

1. Except in case of emergency, all applications for work permits shall be submitted not less than three (3) business days in advance;
2. The Office of the Zoning Administrator reserves the right to act on the permit application within thirty (30) days, as provided by the City Code;
3. Requests for inspections must be made not less than two (2) hours in advance;
4. Documentation of training certification or professional credentials, and proof of liability insurance in the amount of \$300,000 or greater general business liability shall be on file with the Zoning Administrator before a permit may be issued;
5. In the case of a roofing permit, a current certificate of registration issued by the Office of the Kansas Attorney General shall be on file with the Office of the Zoning Administrator before any permit is issued;
6. Except in case of emergency, all inspections must be conducted during normal business hours;
7. The person or business to whom the permit for work was issued must be present during the inspection;
8. No work shall commence until the applicant has received a permit from the City, signed by the Zoning Administrator, City Clerk, or City Manager;
9. All work must be inspected and approved prior to being covered, and final inspection is required;
10. Inspections shall be made by the Zoning Administrator or his designee. In the case of a sewer permit, inspections may be made by the Wastewater Superintendent;
11. The Zoning Administrator reserves the right to make unannounced inspections to ensure code compliance and verify workmanship;
12. Permit applications shall be delivered to City Hall in person, via USPS, or electronically to emills@garnettks.net. Payment for applications delivered electronically may be made by credit card, at (785)448-5496 during normal business hours once the applicant receives confirmation of receipt of application.

Inquiries related to the new procedures may be directed to the undersigned.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eric Mills", is written over a horizontal line.

Eric Mills

Zoning Administrator