

# CITY OF GAS BUILDING GUIDE

City of Gas Code requires any person that erects any fence, building or structure of any kind, enlarges or adds to the outside dimension, relocates any building or structure already erected, or remodels any building or structure to first obtain a building permit. The application for such permit shall be made and the permit obtained before work is to begin on any building.

This guide will assist the property owner with useful information on the requirements for building permits and inspections.

# City of Gas Planning & Inspection

Use this property owner inspection guide to assist when inspections are required during the construction process.

Dear Property Owner,

During the course of your project there will be several inspections that our inspector will need to perform. The following is a list of these inspections and the point during construction at which they should be performed. Your particular construction job may not require every one of these inspections; contact our office if you are in doubt about any work you are performing.

**1. Site Inspection:** This inspection is required prior to any excavation for a new structure or addition to an existing structure. Possible issues we look at are: Setbacks, gas line location, electrical service entrance location and height.

**2. Footing Inspection:** This inspection is required after all reinforcement steel is in place for a footing, but prior to the actual pouring of concrete for the footing.

**3. Foundation Inspection:** This inspection is required after all the forms and reinforcement steel is in place for a foundation, but prior to the actual pouring of concrete.

**4. Under-Floor Plumbing Inspection:** This inspection should be performed after any under-floor plumbing has been completed but before the plumbing is covered up.

**5. Rough Framing Inspection:** This inspection should be performed after all of your framing work is completed and before any sheet rock is installed.

**6. Rough Plumbing Inspection:** This inspection should be performed after all of your rough plumbing work is complete and before any sheet rock is installed and for sprinkler systems before trenches are backfilled.

**7. Rough Electrical Inspections:** This inspection should be performed after all of your rough electric work is complete and before any sheet rock is installed.

**8. Sewer Tap Inspection:** When the sewer tap connection has been made our office will need to inspect the connection before the connection or any joints are covered with back-fill. We also look at the required clean-outs at that time.

**9. Electrical Service Inspection:** This inspection is performed any time a new electrical service is installed or when an electrical service connection requires that the seal on an electrical meter is broken. The meter will be inspected by City Personnel before reseal is performed.

**10. Final Plumbing Inspection:** After all plumbing fixtures have been installed and all plumbing connections have been completed, our office will need to perform a final plumbing inspection.

**11. Final Electrical Inspection:** After all electrical outlets and cover plates, electrical switches and cover plates, all lighting fixtures, fixed electrical appliances and smoke detectors have been installed, our office will need to perform a final electrical inspection.

**12. Final Building Inspection:** Our office will need to perform a final building inspection prior to issuance of a Certificate of Occupancy.

**NOTE:** The final plumbing, electrical and building inspections will need to be performed at the same time. Please ensure that all items are complete prior to calling for the final inspections.

**CALL 811 BEFORE YOU DIG!**

**QUESTIONS:**

**CALL 620-365-3034**

## APPLICATION FOR BUILDING PERMIT

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

Permit Fee \_\_\_\_\_ Paid? \_\_\_\_\_

Date Inspection Done: \_\_\_\_\_

- ☐ DECK      ☐ GARAGE      ☐ HOUSE      ☐ ADDITION  
☐ PORCH      ☐ SHED      ☐ DEMOLITION  
☐ PATIO      ☐ STORM SHELTER      ☐ MOVING  
☐ CARPORT      ☐ FENCE      ☐ OTHER \_\_\_\_\_  
☐ IRRIGATION SYSTEM
- TYPE OF BACKFLOW DEVICE      ☐ Pressure Vacuum Breaker (PVB)      ☐ Reduced Pressure Vacuum (RPZ)

### COMPLETE ONLY ITEMS THAT APPLY TO YOUR PROJECT

PROPERTY ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

PLUMBER NAME: (Sewer Tap) \_\_\_\_\_ PHONE: \_\_\_\_\_

ESTIMATED COST OF IMPROVEMENT: \_\_\_\_\_

DEPTH OF FOUNDATION: \_\_\_\_\_ FOUNDATION MATERIAL: \_\_\_\_\_

EXTERIOR WALL MATERIAL: \_\_\_\_\_ ROOF MATERIAL: \_\_\_\_\_

NUMBER OF BEDROOMS: \_\_\_\_\_ NUMBER OF BATHROOMS: \_\_\_\_\_

CENTRAL AIR ☐ YES ☐ NO      TOTAL SQUARE FEET: \_\_\_\_\_

LEGAL DESCRIPTION: LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ ADDITION \_\_\_\_\_

THE ZONING ADMINISTRATOR MUST APPROVE THE LOCATION OF THE NEW STRUCTURE BEFORE CONSTRUCTION CAN BEGIN. INSPECTIONS MUST BE MADE PRIOR TO POURING CEMENT. ATTACH A SKETCH OF EXISTING STRUCTURES, ALLEY, EASEMENTS AND RIGHT OF WAYS, WITH ACCURATE MEASUREMENTS. PLEASE SUBMIT ALL CONSTRUCTION DOCUMENTS PERTAINING TO THIS PROJECT, WITH PERMIT.

**BUILDING MUST BEGIN WITHIN 90 DAYS OF ISSUE AND BE COMPLETED WITHIN ONE YEAR.**

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

ZONING ADMINISTRATOR: \_\_\_\_\_ DATE: \_\_\_\_\_