



The City of Basehor
BUILDING PERMIT APPLICATION

PROPERTY INFORMATION	
Address:	
Subdivision/Development Name:	
Lot Size:	Lot #:
Parcel ID:	Zoning District:

PERMIT NO.
DATE RECEIVED

APPLICANT INFORMATION		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

STRUCTURE TYPE	
Single Family <input type="radio"/>	Accessory <input type="radio"/>
Duplex <input type="radio"/>	Industrial <input type="radio"/>
Multi-Family <input type="radio"/>	Commercial <input type="radio"/>
Mobile Home <input type="radio"/>	

FEES	
Building Permit Base Fee	
Plumbing Permit Fee	
Electrical Permit Fee	
HVAC Permit Fee	
Plan Review Fee	
Parkland Fee	
Sewer Connection Fee	
Transportation Excise Tax	
TOTAL FEES DUE:	

STRUCTURE INFORMATION	
Structure Size	
1 st Floor Living Area (sqft)	
2 nd Floor Living Area (sqft)	
Unfinished Basement (sqft)	
Finished Basement (sqft)	
Garage Area (sqft)	
Flood Plain Designation	
VALUE OF CONSTRUCTION:	

<p>The City of Basehor requires that building lots or tracts be graded to meet the grading and minimum low opening (MLO) requirements of the approved plot plan and the grading plan(s) for the development and/or subdivision.</p> <p>Any lot or tract meeting any of the following criteria is required by the City of Basehor to supply "Lot Grading Certification" prior to the issuance of any occupancy permit:</p> <ul style="list-style-type: none"> - Building lots or tracts that have a Minimum Low Opening (MLO) requirement as noted on the final plat, final development plan, public improvement plans or engineering drawings for the subdivision or development. - Building lots or tracts with regulated floodplain on or adjoining the property, or with recorded Drainage Easements on the property. - Building lots or tracts for which grading is proposed to occur off the buildable lot onto adjacent lands or lots. 	<p>Based on the provided information, is a Lot Grading Certification needed for this permit application? Please circle below.</p>
<p>YES</p>	<p>NO</p>

PLEASE PROVIDE: BUILDING PLANS, PLOT PLAN AND A COMPLETE LIST OF ALL LICENSED SUBCONTRACTORS

City Administrative Officer

Owner or Agent*

*The undersigned hereby certifies that the information given is correct and that he/she will comply with all Building Codes and Zoning Regulations of the City of Basehor.



BUILDING PERMIT REQUIREMENTS & PROCEDURES

Procedures:

- The review process begins once all required information is received.
- Submission of a completed application does not constitute approval.
- Upon approval Staff will contact the applicant with payment information.
- Please allow 10 business days for initial plan review. Resubmittals are typically processed within five (5) business days.

Required Documents:

- Completed Application
- Deed showing ownership
- Plot Plan subject to the adopted plot plan requirements
- Floor Plan
- Elevations
 - Commercial plan set shall be prepared and sealed by a licensed architect or engineer

Additional Information:

- Minimum of four (4) hours is required for all inspections
- Permit is non-transferable
- Interior garage floor drains shall not connect to building or city sewer
- Sidewalks shall be completed prior to the issuance of a Certificate of Occupancy

PLOT PLAN REQUIREMENTS AND REVIEW FOR BUILDINGS

Ok = Acceptable X = Unacceptable

City of Basehor, Kansas

	Location of adjacent public street right-of-way
	Center Lines of streets (with distance measurements)
	Show the names of street (s)
	Location of curbs (with top of curb measurements/elevations)
	Location and size of sidewalks
	Location of drainage inlet (with width and placement/location)
	Location of sanitary sewer line and stub (with placement/location)
	Location of manhole(s) with depth and placement
	Any special drainage areas, i.e. ditches swales or natural runoff areas, floodplain and floodway boundaries, etc. identify with boundaries and height measurements
	Lot drainage with proposed lot drainage-show with flow arrows
	Lot lines and pin location (all lot pins must be installed/placed by a certified prersonnel)
	Location of the proposed building/dwelling/structure
	Location of any and all existing structures
	Location of all public and private utility easements and alleys (exisiting, proposed and their sizes)
	All exterior wall dimensions, to include and type of overhangs, decks, porches and patios
	Show front, back and side yard dimensions (setback measurements)
	Elevations of the top of proposed concrete wall or slab
	Height of the minimum opening of the building (basement egress)
	Site/plot plan drawn to scale and scale measurements shown
	Width and direction of egress and ingress of the driveway shown
	Slope percentage of the driveway/approach (minimum = 1%, maximum = 7%)
	Identification of the lot and block of the property
	North direction arrow
	Minimum paper size of 8.5" X 14"-Legal size paper stock
	Show all existing grade elevations at all four property corners and label them as e.g.e.
	Show all prposed grade elevations at all four property corners and label them as f.g.e.
	Statement concerning the lot and or building is to be located out of any floodplain area
	Site/plot plan must be prepared and sealed by a land surveyor, engineer or architect registered in the State of Kansas
	Plot plan must indicate any erosion control measures that need to be taken to control sediment and storm water run-off
	Any other details needed or required by the Building Inspector



Lot Grading Certification

Basehor, Kansas

May 30, 2023

The City of Basehor requires that building lots or tracts be graded to meet the grading and minimum low opening (MLO) requirements of the approved plot plan and the grading plan(s) for the development and/or subdivision. Any lot or tract meeting any of the following criteria is required by the City of Basehor to supply "Lot Grading Certification" prior to the issuance of any occupancy permit:

- Building lots or tracts that have a Minimum Low Opening (MLO) requirement as noted on the final plat, final development plan, public improvement plans or engineering drawings for the subdivision or development.
- Building lots or tracts with regulated floodplain on or adjoining the property, or with recorded Drainage Easements on the property.
- Building lots or tracts for which grading is proposed to occur off the buildable lot onto adjacent lands or lots.

The following shall be considered the requirements, process and review criteria for an acceptable lot grading certification:

1. A State of Kansas Professional Land Surveyor (PLS) shall prepare and provide to the city an as-built plot plan showing the certified finish grade elevation (CFGE) and proposed finished (FGE) grades at:
 - a. Each building low opening. (1 minimum point)
 - b. All lot corners. (4 points)
 - c. Lot line midpoints. (2 minimum points)
 - d. Flowlines of swale at each property line and at mid-point between (3 points, if applicable)
 - e. Other key points as needed to show positive drainage such as high/low points, etc. (Varies)
2. All grades shall be gathered in the field prior to the placement of sod and prior to issuance of any Occupancy Permit. If the survey data on the perimeter grade certification is older than 45-days, the submittal will be rejected by the city until the surveyor verifies or recertifies that there have been no changes since original fieldwork was gathered.
3. All points shall match elevations on the approved plot plan within a permitted +/- 4-inch variation (+/- 2-inch variation when the location is within a designated swale).
4. The as-built plot plan shall be signed and sealed by a Kansas PLS and submitted to the Planning & Zoning Department for review and acceptance. The city will review the revised plot plan and if acceptable will note "ACCEPTED – LOT GRADING CERTIFICATION". A copy of the accepted revised plot plan will be emailed to the permit applicant.

NOTE: Positive lot drainage away from homes and directed towards receiving stormwater systems is the responsibility of the builder. Acceptance of the "Lot Grading Certification" in no way relieves the builder from this responsibility.

NOTICE OF INTENT

UPDATE: August 12, 2020

All construction projects are required to have proper erosion control measures in place immediately following placement of the foundation/slab of the structure. The measures will include a TEMPORARY gravel construction entrance and erosion control silt fencing. If a storm sewer inlet box is located within one lot of your project and is not currently protected by sediment control measures you will be held responsible for installing said measures. Please refer to your erosion control standards that you have been given. If erosion control standards are not adhered to then the following provisions will be instituted.

RE: Erosion and Sediment Control Ordinance No. 528 and the Erosion and Sediment Control Standards Adopted by the City of Basehor, May 5th, 2008.

To Whom It May Concern:

In an ongoing effort to control the erosion and sedimentation that occurs with land disturbance activities the City of Basehor has adopted rules and regulations that provide guidance on the installation and maintenance of erosion control measures.

Ordinance No. 528 adopted by the City of Basehor will be strictly enforced and adhered to.

Every person being issued a building permit through the City of Basehor shall receive a copy of the Erosion and Sediment Control Standards. These guidelines show Best Management Practices (BMP's) to be used in the installation and maintenance of control measures. The following sections are from the city municipal code Chapter 18.

Sec. 18-219 Inspection

The permit holder shall notify the building official or the public works director when initial erosion and sediment control measures are installed in accordance with the erosion and sediment control plan. No land disturbance activities shall begin prior to approval from the building official, public works director or the planning director that all pre-construction erosion and sediment control measures are correctly installed per the approved Plan.

Sec. 18-221 Routine Inspection

(a) It shall be the duty of the permit holder to routinely inspect the construction site and maintain effective erosion and sediment control measures.

(b) Routine inspections shall be performed once per month or more frequently if required on the plan and within 24 hours following each rainfall event of 1/2" or more within any 24 hour period. A log shall be kept of these inspections. Any deficiencies shall be noted in a report on the inspection and include the action taken to correct the deficiency. Inspection reports shall be submitted to the building official or the planning director upon request. The inspection report shall include the following minimum information:

1. Inspectors name.
2. Date of inspection.
3. Observations relative to the effectiveness of the erosion and sediment control measures.
4. Actions necessary to correct deficiencies.
5. Signature of Person performing the inspection.

(c) The code enforcement officer may also perform inspections of the land disturbance site to verify compliance with the erosion and sediment control plan. Should it be found that erosion and control methods are ineffective or are not being maintained properly, the code enforcement officer or designated officer may take enforcement actions described within this article.

Sec. 18-222 Closure of Land Disturbance Activities

Once the site is stabilized a final inspection shall be requested with the sole responsibility of the permit holder that final grading has followed the approved plot plan grading profile. The site shall be considered stabilized when perennial vegetation, pavement, buildings or structures using permanent materials, cover all areas that have been disturbed. Perennial vegetation shall be considered established and completed for stabilization when it has established a healthy and growing stand with a density of at least 70 percent of undisturbed areas at the site.

Sec. 18-256 Authority

The code enforcement officer or designated officer shall handle enforcement of the provisions of this article through routine activities that include receiving inspection reports from the permit holder when requested, inspections, and communication with contractors. However, if these methods fail, the code enforcement officer or designated officer may proceed with any or all of the following enforcement measures set forth in this division.

Sec. 18-257 Refusal of Inspection

Request for an inspection of any permitted construction activity may be denied if it is found that erosion and sediment control measures have not been implemented, are found to be ineffective, or are not maintained. If an inspection is refused, a notice of violation or a stop work order may be issued. No further inspections will be performed until the erosion and control measures have been implemented or violations have been abated.

Sec. 18-259 Stop Work Order

The code enforcement officer or designated officer is authorized to issue a stop work order for any or all construction activity within the established boundary of the permit. The stop work order shall be in writing and shall be given to the owner of the property involved or the owner's agent or to the person doing the work. In addition, notice of the stop work order shall be posted on the site. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order and the conditions under which the cited work will be permitted to resume. Any person who shall continue to work after having been served with a stop work order, except such work as that person is directed by the city to perform the removal of a violation or unsafe condition, is guilty of a public offense and may be subject to penalties as prescribed herein.

Sec. 18-260 Abatement; fee; fine

Should any person fail to comply with the provisions of this article, the code enforcement officer or designated officer is authorized to correct or abate such violation without further notice. This action can be taken in lieu of, or in conjunction with, any action taken under section 1-17, or enforcement actions set forth in this article.

- (1) City expenditures to correct or abate a violation shall be assessed as a fee against the property owner, developer, builder or any other applicable party. The city will keep a record of the abatement costs. The fee shall be paid prior to commencement of work on the site and prior to any further inspections. If the fee is not paid within 30 days of the date the invoice is sent to the permit holder, then that person involved will be found guilty of a municipal code violation under section 1-17 and be fined the maximum amount of \$100.00 per each day the violation exists.
- (2) Should the permit become suspended, revoked, or expired with the fee not paid, all city expenditures to correct or abate the violation may be assessed as a lien and special assessment against the lot or parcel of land on which the permitted activity took place. The same abatement and collection procedure shall apply if work is done without the issuance of a permit. The city clerk, at the time of certifying other city taxes, shall certify the unpaid portion of the costs and the county clerk shall extend the same on the tax rolls of the county against the lot or parcel of land.

Acknowledgment

A self-inspection report for erosion control will be given with all permits for new construction issued by the City of Basehor. This is to remain on the job site and be readily accessible for the building official or designated inspector. These inspections are to be conducted as outlined in the municipal code Chapter 18; Division 4. One official copy of the adopted ordinance will be kept in the office of the City Clerk for your review.

I _____, have hereby been given notice of the

(Permit Applicant)

intent of the City of Basehor to strictly enforce Ordinance Number 528 and the installation and maintenance of erosion and sediment control measures.

Date: _____

Company Name: _____

Respectfully,
Krystal Voth
Planning and Zoning Director
City of Basehor

Leslee Rivarola
City Administrator
City of Basehor