

F. A. Q.'S FOR OBTAINING BUILDING PERMITS

- **SETBACKS:** The front, side and rear setbacks are regulated by the Zoning Regulations. Plats may require more than minimum setback.
 - ✓ Check the Zoning requirements and restrictions required by any covenants filed with your deed.
 - ✓ Setback lines shall be determined by measuring the horizontal distance from the property line to the nearest architectural projection of the building.
- **Accessory building:**
 - ✓ It shall not be closer than six (6) feet to an interior side property line
 - ✓ It shall not be closer than four (4) feet from the rear property line, except when a garage is entered from the alley
 - ✓ It shall not be located closer than twenty (20) feet from the rear property line
 - ✓ There is a requirement of minimum of ten (10) feet distance between buildings.
- **CONTRACTOR:** If you plan to hire a contractor make sure they are licensed with the City of Lakin.
 - ✓ All commercial construction must be done by a licensed contractor.
 - ✓ Permit holders who own the property and it is their place of residence may do their own work, which must be in compliance with all applicable codes.
- **PLOT PLAN:** Bring in a plot plan showing the site and any existing improvements, such as, buildings, and proposed construction. Remember, most lot lines do not extend to the curb. **You must know where the property lines are.** You may have a survey from when you purchased your property.
 - ✓ You need to indicate set back distance, the distance between buildings and the distance from buildings to property lines.
 - ✓ Plans need to include building structure, including: plumbing, electrical, and mechanical.
 - ✓ You will need to have an estimate of cost and completion date of the project.
 - ✓ You will need to know the legal description of your property.
 - ✓ After you complete your permit application, your plans will be reviewed.
 - ✓ Approvals are done as quickly as possible, but several days may be needed to review a large project. If your plans are acceptable, you will receive a copy of your application and a permit.
- **PERMITS:** Plumbing, Electrical, and Mechanical (heaters and air conditioners) are separate permits. They can be applied for when you apply for your building permit or just before you begin the work in those areas.
 - ✓ If you are hiring a professional in this area, you will want to make sure they are licensed with the City of Lakin.
 - ✓ They must apply for the necessary permits.
 - ✓ Permits for new structures are .08 cents per square foot with a base fee of twenty (20) dollars.
 - ✓ As you begin your project, remember, you must call for inspections as work progresses. Special inspections or full time inspections may be required for some projects.
 - ✓ Permit VOID in six months if work has not commenced, and in one year if not completed.
- **BUILDING PERMIT:** You need to place the building permit where it can be visible from the street.
- **REMEMBER- CALL 1-800-DIG-SAFE BEFORE YOU DIG or (KansasOneCall.com)- "It's the Law."**