

PLAN SUBMITTAL APPLICATION

Project Name: _____ **Permit Number:** _____
Project Type: _____
Project Address: _____ **Date Plans Received:** _____

Construction Valuation:	Permit Fee:	Plan Review Fee:*	Balance Due:**
-------------------------	-------------	-------------------	----------------

*Plan review fee is 65% of the total permit fee due at the time of plan submittal. Contact the Building Official for the exact amount to be submitted for the plan review fee. **Balance of the permit fee is due at the time the permit is issued.

Architectural Firm or General Contractor:	E-Mail Address:
Contact Person:	Fax Number:
Phone Number:	Additional Information:

Plans Required:

New Construction including Additions to Existing	
2-full sets of stamped blue prints* (Kansas Licensed Engineer or Architect)	http://www.hutchgov.com/egov/docs/1188419736_126953.pdf Landscape & Parking Requirements
2 Drainage plans required if ½ acre to <1 acre of area is disturbed or is changed to impervious area	
2-Preliminary &/or 2-Final Stormwater Studies (if additional 1 acre or greater is disturbed or becomes impervious due to development)	http://www.hutchgov.com/egov/docs/1244645208_813232.pdf Prelim Stormwater Requirements http://www.hutchgov.com/egov/docs/1244645155_453735.pdf Final Stormwater Requirements
2-Stormwater Pollution Prevention Plans (if disturbed area is 1 acre or more during construction)	http://www.hutchgov.com/egov/docs/1244646452_872924.doc Stormwater Pollution Prevention Plan Template
2-Approved NOI from KS Department of Health & Environment (if disturbed area is 1 acre or more during construction)	
Interior Remodel of Existing Building	
2-sets of stamped blue prints; include structural, electrical, plumbing & mechanical	1-Code footprint of total structure

*Full set of blue prints include: structural, electrical, mechanical & plumbing drawings, site plan, landscape, utility & drainage plan. Specialty plans may be required such as fire alarm system, sprinkler system or kitchen hood & duct extinguishers.

Please return this page with the plan review fee when submitting plans. If ground shipping, send to 125 East B Ave, Hutchinson, KS 67501; if mailing use P.O. Box 1567, Hutchinson, KS 67504-1567.

Contacts:

Question regarding structural, electrical, mechanical or plumbing codes:

Neil Fick, Building Official
620-694-2631
neilf@hutchgov.com

Questions regarding zoning, setbacks, site plan, landscaping, parking or subdivision:

Casey Jones, Planner
620-694-2667
caseyj@hutchgov.com

Savanah Benedick, Planner (Subdivision/Historic)
620-694-2681
savanahb@hutchgov.com

Questions regarding exiting, smoke detectors, sprinkler system or fire alarms:

Loyal Peevyhouse, Fire Inspector
620-694-2873
loyalp@hutchgov.com

Tony Arpin, Fire Inspector
620-694-2874
tonya@hutchgov.com

Questions regarding utilities, drainage, stormwater management:

Brian Clennan, Director of Engineering
620-694-2626
brianc@hutchgov.com

Jeff Peterson, Senior Civil Engineer
620-694-2662
jeffp@hutchgov.com

Jennifer Jacka-Taylor, Stormwater Management Coordinator
620-694-2609
jenniferj@hutchgov.com

Questions regarding location of public access into development:

Fernando Zalles, Assistant Director of Engineering
620-694-2646
fernandoz@hutchgov.com

Questions regarding plant species or irrigation methods:

Jeremy Lindahl, Horticulture/Forestry Supervisor
620-694-1900
jeremyl@hutchgov.com

Questions regarding signage regulations or sign permitting:

Connie Strawn, Administrative Assistant
620-694-2630
connies@hutchgov.com

Current Building & Fire Codes:

2003 International Building Code
2003 International Residential Code
2003 International Plumbing Code
2003 International Gas Fuel Code
2003 International Mechanical Code
2005 National Electric Code
1997 Uniform Fire Code

Other Calculations:

Wind Speed: 90 mph
Ground Snow Load: 20 lbs
Seismic Design Category: B
Frost Line Depth: 32"

Permit Fee Schedule:

\$19.80 for the first \$500 plus \$2.60 for each additional \$100 to and including \$2,000.
\$58.80 for the first \$2,000 plus \$11.40 for each additional \$1,000 to and including \$25,000.
\$321.00 for the first \$25,000 plus \$8.30 for each additional \$1,000 to and including \$50,000.
\$528.50 for the first \$50,000 plus \$5.70 for each additional \$1,000 to and including \$100,000.
\$813.50 for the first \$100,000 plus \$4.60 for each additional \$1,000.

Additional Information:

- ❖ Contact the Planning Department to make sure the property is zoned for your project & whether a special use permit will be required.
- ❖ For food service/kitchen areas, for additional requirements contact:
 Kansas Department of Agriculture
 109 SW 9th Street 3rd Floor
 Topeka, KS 66612
 785-296-7430 or 785-296-5600

❖ Utility Contacts:

Agency	Contact Person	Address	Phone
Westar Energy	Scott Sledgister	1000 N Halstead, Hutchinson, KS 67501	620-669-3910
Kansas Gas Service	Rick Caffrey	110 West 2 nd , Hutchinson, KS 67501	620-728-4344
A T & T	Steve Fontaine	101 East 2 nd , Rm 211, Hutchinson, KS 67501	620-665-1938
Cox Communication	Mark Smith	210 West 5 th , Hutchinson, KS 67501	620-663-3838
City Water Dept.	Dennis Long	125 East Avenue B, Hutchinson, KS 67501	620-694-2623