



**COMMERCIAL PLAN SUBMITTAL APPLICATION**

Please return this page with the plan review fee when submitting plans.  
 A Building Permit Application is also required to be submitted before a building permit can be issued.

**Project Name:** \_\_\_\_\_ **Application Number:** \_\_\_\_\_  
**Project Type:** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_  
**Project Address:** \_\_\_\_\_ **Date Plans Received:** \_\_\_\_\_

**Project Information** (check which applies to project)

- New Building:
  - Footing/Foundation
  - Building Shell
  - Interior Finish
  - Square Footage: \_\_\_\_\_
- Addition to Existing Building  
 Additional Square Footage \_\_\_\_\_
- Remodel to Existing Building
- Tenant Finish
- Multi Family Complex:
  - # of Buildings \_\_\_\_\_
  - # of Housing Units \_\_\_\_\_
- Other \_\_\_\_\_
- Use of Building: \_\_\_\_\_ Use of Addition: \_\_\_\_\_

**Project Type (from page 2): #** \_\_\_\_\_

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. Balance of the permit fee is due at the time the permit is issued. Contact the Building Official or Administrative Assistant for the exact amount to be submitted for the plan review fee.

**Applicant Information**

Architectural/Engineering Firm:	Property Owner:
Contact Person:	Property Agent:
Address:	Address:
Phone:	Phone:
E-Mail Address:	E-Mail Address:

If ground shipping plans, send to: Attn: Inspection Dept., 125 E. Avenue B, Hutchinson, KS 67501;  
 If mailing plans by US Mail, send to: Attn: Inspection Dept., PO Box 1567, Hutchinson, KS 67504-1567.

**If your project consists of any of the following, stop! You will need to submit a Site Plan Review Application to the Planning and Development Department. It is highly recommended to obtain Site Plan Approval before submitting construction plans to the Building Inspection Department.**

**Project Type:**

1. Construction of one or more buildings with a gross floor area of 1,000 square feet or more.
2. Construction of an addition with a gross floor area of 1,000 square feet or more.
3. Construction of an addition which increases the gross floor area of a building by 20 percent or more.
4. Commercial or industrial construction (new construction or an addition to an existing building) on a parcel within 100 feet of a residential zoning district.
5. Construction of a multiple family dwelling with 4 or more dwelling units.
6. A use with a drive-in, drive-through, or exterior vehicular service or waiting area.
7. A use with outdoor storage of materials, goods or vehicles.
8. Planned unit development (PUD).
9. Modification that impacts parking areas, drive aisles, pedestrian or vehicular circulation, or drainage.

**Please contact the Planning and Development Department (620-694-2639) to obtain submittal deadlines and timeframe for Site Plan Review. Site Plan Review applications can be submitted online at the [City of Hutchinson's Online Portal](https://www.citizenserve.com/hutchinson): <https://www.citizenserve.com/hutchinson>**

**If your project is *not* one of the above-listed project types, please proceed with the Commercial Plan Submittal Application.**

**Site Plan Requirements:**

- Site plans must be on paper not less than 18" x 24" and drawn at a scale not less than 1 inch: 50 feet.

The following must be shown on the site plan:

- Title of project, date, scale, north arrow, owner's name and name of individual preparing the site plan.
- All property lines, buildings, easements, driveways, parking spaces, loading spaces, trash receptacles, fences, landscaping, signs, and exterior lighting.
- All existing and proposed buildings and the use and height of each building.
- Approximate location of buildings on adjacent properties.
- Indicate stall dimensions, aisle widths, driveway widths, pavement markings and signs
- Landscape plan and landscape calculation sheet.  
(Get calculation sheet here: <http://www.hutchgov.com/587/Online-Applications>).
- Other information as requested by the Zoning Administrator.
- Plans and/or studies as required by the City Engineer.

**Required Plans for New Construction and Additions:**

# of Plans	Plans Required	Notes
3	Full sets of stamped blue prints	<ul style="list-style-type: none"> <li>•Full set includes: structural, electrical, mechanical and plumbing drawings; site plan, landscape, civil, utility plan, and drainage plan.</li> <li>•Building plans to include trash enclosure plan, exterior architectural elevation drawings and photometric lighting plan.</li> <li>•Site Plan to indicate stall dimensions, drive aisle widths, driveway widths, pavement markings and signs.</li> <li>•Landscaping Requirements with Landscape Calculation Sheet (Download here: <a href="http://www.hutchgov.com/587/Online-Applications">http://www.hutchgov.com/587/Online-Applications</a>)</li> <li>•See Chapter 27 of the <a href="#">City Code</a> for Zoning Regulations (Parking: Sec. 27-701; Sign Code: Sec. 27-801; Landscaping: Sec. 27-908)</li> </ul>
1	PDF File of full set	Submit with printed set
1	"As-Built" PDF file	Submit at project completion
2	Preliminary and/or Final Stormwater Study	<ul style="list-style-type: none"> <li>•Required if additional 1 acre or greater is disturbed or becomes impervious due to development.</li> <li>•Preliminary Stormwater Requirements</li> <li>•Final Stormwater Requirements</li> </ul>
2	Stormwater Pollution Prevention Plan	<ul style="list-style-type: none"> <li>•Required if disturbed area is 1 acre or more during construction.</li> <li>•Use the "City of Hutchinson Stormwater Pollution Prevention Plan Template." Download the SWPPP Template here: <a href="http://www.hutchgov.com/538/Stormwater-Construction-Information">http://www.hutchgov.com/538/Stormwater-Construction-Information</a></li> </ul>
2	Approved NOI from the Kansas Dept. of Health & Environment	<ul style="list-style-type: none"> <li>•Required if disturbed area is 1 acre or more during construction. Download a blank NOI form here: <a href="http://www.hutchgov.com/538/Stormwater-Construction-Information">http://www.hutchgov.com/538/Stormwater-Construction-Information</a></li> </ul>

**Required Plans for Interior Remodel of Existing Building**

# of Plans	Plans Required	Notes
2	Full set of stamped blue prints	Full set includes: structural, electrical, mechanical and plumbing drawings.
1	PDF File of full set	
1	Code footprint existing structure	
1	"As-Built" PDF file	At project completion

**\*Specialty plans may be required for fire alarm system, sprinkler system or kitchen hood & duct extinguishers.**

**Current Building & Fire Codes**

2012 International Building Code  
 2012 International Existing Building Code  
 2012 International Residential Code  
 2012 International Plumbing Code  
 2012 International Fuel and Gas Code  
 2012 International Mechanical Code  
 2012 International Fire Code  
 2011 National Electric Code  
 2012 International Property Maintenance Code  
 ICC A117.1-2009 Accessible and Usable Buildings and Facilities

**Other Calculations**

Wind Speed: 115 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.

**Restaurants and Food Service Contact**

Food service/kitchen area additional plan requirements:

Kansas Department of Agriculture  
 109 SW 9th St. 3rd Floor; Topeka, KS 66612  
 (785) 564-6767 • [www.agriculture.ks.gov](http://www.agriculture.ks.gov)

**City Contacts**

**Building Inspection:** Structural, electrical, mechanical or plumbing codes and plan review coordination.

Trent Maxwell, Building Official  
 (620) 694-2631  
[TrentM@hutchgov.com](mailto:TrentM@hutchgov.com)

**Planning and Development:** Zoning, setbacks, site plan review, landscaping, signs, parking, paving and subdivision regulations.

Jade Shain, Planning Technician  
 (620) 259-4134  
[Jade.Shain@hutchgov.com](mailto:Jade.Shain@hutchgov.com)

Charlene Mosier, Planning Technician  
 (620) 259-4133  
[Charlene@hutchgov.com](mailto:Charlene@hutchgov.com)

**Fire Department:** Exiting, smoke detectors, sprinkler system and fire alarm regulations.

Tony Arpin, Fire Inspector  
 (620) 694-2874  
[TonyA@hutchgov.com](mailto:TonyA@hutchgov.com)

Michael Cain, Fire Inspector  
 (620) 694-2873  
[MichaelC@hutchgov.com](mailto:MichaelC@hutchgov.com)

**Engineering Department:** Utilities, traffic, driveway access, drainage and stormwater management.

Bruce Colle, Director of Engineering  
 (620) 694-2645  
[Bruce.Colle@hutchgov.com](mailto:Bruce.Colle@hutchgov.com)

Jeff Peterson, Senior Civil Engineer  
 (620) 694-2662  
[JeffP@hutchgov.com](mailto:JeffP@hutchgov.com)

Michele Silsbee, Stormwater Management Coordinator  
 (620) 694-2609  
[MicheleS@hutchgov.com](mailto:MicheleS@hutchgov.com)

**Horticulture Department:** Right-of-way plantings and preferred plant species.

Jeremy Lindahl, Horticulture and Forestry Superintendent  
 (620) 694-2670  
[JeremyL@hutchgov.com](mailto:JeremyL@hutchgov.com)

**Utility Department:** Water and sewer tap fees and scheduling

Nancy Rice, Utility Billing Manager  
 (620) 694-2623  
[NancyR@hutchgov.com](mailto:NancyR@hutchgov.com)

**Outside Utility Contacts**

Agency	Contact Person	Address	Phone
Westar Energy	Shan Hastings	1000 N. Halstead St., Hutchinson, KS 67501	620-669-3913
Kansas Gas Service	Jeremy Liby	110 W. 2nd Ave., Hutchinson, KS 67501	620-728-4310
AT & T	Patti Krebaum	101 E. 2nd Ave., Hutchinson, KS 67501	620-665-1939
Cox Communication	Jeff Capps	901 S. George Washington Blvd, Wichita, KS	316-260-7475