



Building & Zoning Department
215 S. Broadway, Louisburg, KS 66053
913-837-5811 · louisburgkansas.gov
rwhitham@louisburgkansas.gov

COMMERCIAL BUILDING REQUIREMENTS

Building Permit Application:

- Completed Application for Other Structures.
- Completed Application for Commercial Water and Sewer.
- Completed EFV form.

Five (5) sets of Building Plans:

- Plans shall have a seal from a design professional and shall be designed in accordance with the 2018 International Building Code as adopted by the City of Louisburg. One set of plans will be returned with the building permit. This set is to be kept on the job site during construction. The cost of a plan review will be added to the building permit fee.

Five (5) copies of Site Plan:

- As approved by the Planning Commission.

Property Deed:

- Showing legal ownership and the legal description of the property.



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COMMERCIAL BUILDING INSPECTIONS

The following inspections are required on all new construction:

The building permit must be posted at the job site.

- 1. Footings:** All footings shall be inspected prior to concrete being poured.
- 2. Foundation Walls:** All foundation walls shall be inspected prior to concrete being poured.
- 3. Underslab Utilities:** All underslab plumbing and electrical shall be inspected prior to covering.
- 4. Concrete Slabs:** All concrete slabs shall be inspected prior to concrete being poured.
- 5. Concrete Flatwork (Public):** City sidewalks and approaches shall be inspected to concrete being poured. Five (5) foot sidewalks shall have three (3) #4 bars across the entire length of the sidewalk. Provide crossbars for rebar. Rebar shall be on chairs. Sidewalks and approaches shall have Granite Mix concrete. Minimum thickness of approaches shall be 6 inches. Approaches shall have at a minimum #4 rebar on a 24-inch grid, tied 50%, and on chairs. Approaches shall have a maximum slope of 1/4" per foot.
- 6. Concrete Flatwork (Private):** Inspection is required prior to concrete being poured.
- 7. Braced Wall Inspection:** Inspection of braced walls in building.
- 8. Window Inspection:** Inspection of window installation and flashing.
- 9. Rough-in Inspection:** Inspection includes plumbing, electrical, mechanical, and the framing of the structure. Inspection is required prior to the installation of any insulation or sheet rock.
- 10. Electrical:** Electrical service inspection shall be done when meter base or disconnect is set, and the underground or overhead has been run.
- 11. Sewer:** Sewer shall be inspected prior to covering pipe.
- 12. Gas:** Gas inspection pressure test at 10 psi for 15 minutes.
- 13. Water Main:** Pressure test and chlorination required prior to acceptance by City.
- 14. Fire Sprinklers:** Submit plans for review prior to installation. Test sprinkler system upon completion of installation.

- 15. Knox-Box:** Obtain Knox Box application from Louisburg Fire Chief (837-4700). Contractor shall coordinate the location of the Knox Box with Fire Chief. Inspection to ensure installed location is acceptable.
- 16. Storm Water Detention:** Inspection required for underground detention piping, detention pond and outlet structure, and all inlets and piping prior to being covered.
- 17. Asphalt:** Inspection to ensure proper drainage to storm water inlets.
- 18. ADA Access:** Inspection of ramps to building for proper slope and installation. Inspection of walkway from city sidewalk to building.
- 19. Site Plan:** Inspection to ensure compliance with site plan: exterior of building, trash enclosure, landscaping, etc.
- 20. Other Inspections:** A Certificate of Occupancy may be issued upon completion of project. A temporary Certificate of Occupancy may be issued if there are items not completed that are not life safety issues. Cost of a temporary Certificate of Occupancy is \$2,000 for 90 days (\$1,750 refundable upon final inspection.)

It is the responsibility of the contractor to call for inspections and to verify they are completed before any work progresses. To schedule an inspection, call the Building & Zoning Department at 837-5811 and leave the following information:

- Site Address
- Contractor's Name
- Type of Inspection
- Permit Number
- Contact and Phone Number



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APPLICATION FOR OTHER STRUCTURES

If you live in a HOA, you must receive HOA permission.

Date: _____ Permit # _____

Property Owner: _____

Property Owner Address: _____ Phone: _____

Contractor: (Must be Licensed in Miami County)

Contractor Name: _____

Contractor Phone: _____ Email: _____

General: _____ Mechanical: _____

Electrical: _____ Plumbing: _____

Foundation: _____ Site Utility: _____

Roofing: _____ Fire Sprinkler: _____

Description of structure to be constructed: _____

Estimated cost of new construction: _____

Size of structure: Width _____ Length _____ Total square footage _____

Intended use of structure: _____

Principal material to be used in construction: _____

I, _____, hereby certify that the information provided herein is true and correct and that all Zoning Regulations shall be complied with. I certify that all contractors listed above are licensed under the Miami County, Kansas, Contractor Licensing Code. I further understand that any permit based upon false or incorrect statements of a material fact necessary to the issuance of the permit, shall be void.

Date: _____ Signature: _____

Office Use Only

ATTACHED:

_____ Site Plan _____ Building Plans _____ Date Paid

_____ Amount Due _____ Receipt #

Assigned address: _____



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Natural Gas Requirements

Name: _____

Meter Address: _____

Type of Units	BTU each	Comments
Furnace 1:	_____	
Furnace 2:	_____	
Water Heater 1:	_____	
Water Heater 2:	_____	
Fireplace:	_____	
Cooktop:	_____	
Grill:	_____	
Generator:	_____	
Other:	_____	
Other:	_____	
Other:	_____	
TOTAL BTUs		

Name: _____

Signature: _____ Date: _____



Office of Utilities
215 S. Broadway, Louisburg, KS 66053
913-837-5371 · louisburgkansas.gov

Application for Gas and/or Water Service for the Builder

Date: _____

Do you want: Gas: _____ Water: _____

Builder Name: _____

Mailing Address: _____

Contact Name: _____

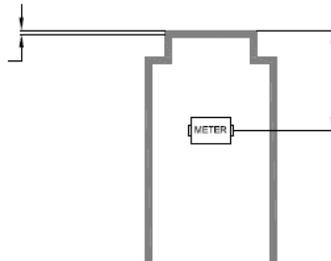
Contact Phone: _____ Email: _____

Address for service: _____

Lot # _____ Subdivision: _____

City of Louisburg Water Meter Installation Requirements

Install lid $\frac{1}{2}$ inch
above final
landscaped grade



15 inches from lid to
centerline of meter
connection

(14 inches minimum and
18 inches maximum)

Notes:

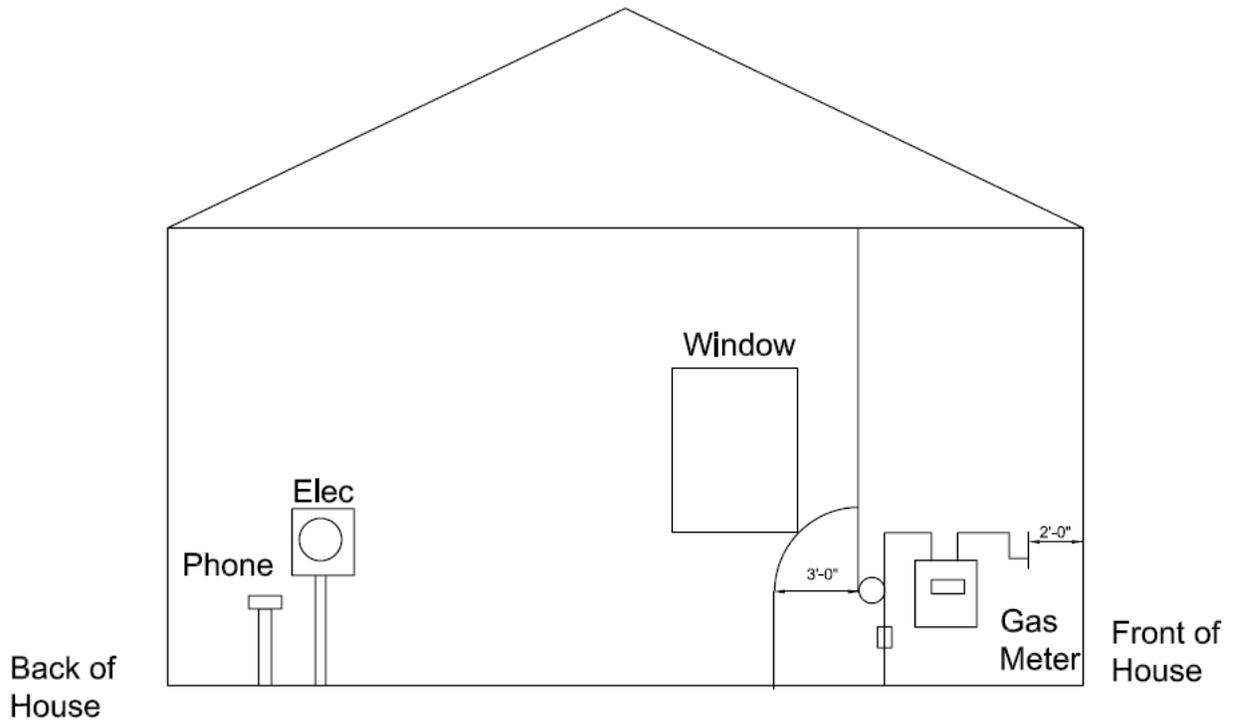
1. The standard water meter shall be a Neptune T10 $\frac{3}{4}$ " x $\frac{5}{8}$ " model. Water meters shall be installed in an 18" meter pit (single set) or 24" meter pit (double set).
2. The City will tap the main for water service and install the saddle and corporation stop on the distribution line. The Contractor shall be responsible for installation of copper tubing from the corporation stop to the water meter pit. The City will provide the meter pit, lid and ring, and meter setter.
3. The Contractor shall install the meter pit and setter such that the meter will be 15 inches from lid to the centerline of the meter connection. The minimum allowable spacing shall be 14 inches and the maximum allowable spacing shall be 18 inches. The lid shall be installed $\frac{1}{2}$ " above final landscaped grade.
4. If the meter pit and setter are not installed in accordance with the City of Louisburg Water Meter Installation Requirements, a meter will not be installed for a water service. Meter pit extensions and meter re-setters are not acceptable as a method to meet installation standards. The meter pit assembly shall be reset at the Contractor's expense. If the final grade is changed after the meter is installed, the property owner shall be responsible for all costs associated with correcting the elevation of the water meter service.

By signing my name below, I hereby certify that I have read and understand the requirements listed above. I will construct the residence in accordance with the above requirements. Any rework to meet the standard will be done at the Builder's expense.

Date _____ Signature _____
Permit No. _____ Printed Name _____

7/16/07

City of Louisburg Gas Meter Installation Requirements



Notes:

1. Minimum distance between electrical and gas meter shall be 3'-0".
2. Minimum distance between gas meter and any opening shall be 3'-0".
3. Examples of openings are doors, operable windows, sump pump discharges, water spigots, dryer vents, fireplace flues, and telephone entrances.

By signing my name below, I hereby certify that I have read and understand the requirements listed above. I will construct the residence in accordance with the above requirements. Any rework to meet the standard will be done at the Builder's expense.

Date _____ Signature _____

Permit No. _____ Printed Name _____

7/9/07