



Planning & Zoning Department

Doniphan County Courthouse
PO Box 370
Troy, Kansas 66087

www.dpcountyks.com/zoning

Phone: 785-985-2229
Fax: 785-985-3784

Building Permit Process

Doniphan County requires building permits for construction. Building permits are not required for roofing or repair/remodeling on exterior or interior of the home. Additions and New Buildings require a permit.

Doniphan County does not have building codes and therefore no building inspections are done with the exception of septic and wastewater systems. No certificate of occupation are issued. It is recommended building accord to the International Building Code, but no enforcement is done.

Staff have seven (7) working days, from the day a complete Building Permit application is submitted, to process the permit. Construction must be completed in one year from the date of issuance.

The following information must be supplied by all applicants when applying for a Building Permit

- **Proposed structure's distance from ALL property lines.** Applicant must bring in a site plan. The Property owner is responsible for ensuring accuracy of property lines for accurate setback distances.
- **Type of Structure:** Ex – dwelling, shop, commercial
- **Proposed Use of Structure**
- **Foundation and Frame type of proposed structure**
- **Estimated cost of proposed structure**
- **Dimensions of Proposed Structure, along with the proposed sq. ft. of living area (if applicable)**
- **Number of Bedroom/Baths (if applicable)**
- **Proposed sewage system type (if applicable)*** – The Northeast KS Environmental Services (NEKES) (785-985-2778) can help determine. Additional fees will apply.
- **Proposed location of new driveway (if applicable)** – If proposing a new driveway, the Road and Bridge Department (785-985-3535) will work with the applicant on establishing on county roadways. Driveways proposed on state highways must work with KDOT (785-486-2142). Additional fees may apply.
- **911 Address** – The 911 Coordinator in the Register of Deeds Office (785-985-3932) will issue all 911 addresses.

*** A building permit will not be issued until a wastewater permit has been approved by NEKES and received by the Planning & Zoning Office.**

<p>Dwelling Type</p> <p><input type="checkbox"/> Site Built Dwelling</p> <p><input type="checkbox"/> Modular Home</p> <p><input type="checkbox"/> Residential Design Manufactured Home</p> <p><input type="checkbox"/> Singlewide Manufactured Home</p> <p><input type="checkbox"/> Temporary dwelling – special permitting required Type: _____</p>	<p>Construction Details</p> <p>Foundation Type:</p> <p><input type="checkbox"/> Slab on Grade <input type="checkbox"/> Walk out _____ Other</p> <p><input type="checkbox"/> Full Basement <input type="checkbox"/> Crawl Space</p> <p>Frame Type:</p> <p><input type="checkbox"/> Wood <input type="checkbox"/> Reinforced Concrete _____ Other</p> <p><input type="checkbox"/> Pole <input type="checkbox"/> Structural Steel</p>
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<p>Dwelling Unit Information:</p> <p><input type="checkbox"/> No. of Bedrooms</p> <p><input type="checkbox"/> No. of Bathrooms</p> <p><input type="checkbox"/> No. of Half Bathrooms</p> <p>If building an addition, what will the addition be used for? _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Entrance Details:</p> <p>Driveway:</p> <p><input type="checkbox"/> New* <input type="checkbox"/> Existing: (Same Use or Conversion)</p> <p>*A new driveway on a county road requires a Road & Bridge consultation; along a state highway requires a KDOT consultation</p> <p>Additional Notes (if needed) _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Owner/Agent Certifications – Initial next to the following statements (If not applicable, write N/A)

The placement/construction of the above indicated structure will occur within the setbacks of this property’s wastewater system and adhere to the Doniphan County Sanitary Code.

The use of the structure is as indicated and that any information regarding a change of use of the proposed structure will be brought to the Planning & Zoning Department’s attention.

I am the property owner of record.

I am attesting that the information I have provided in this application and on the attached site plan is accurate in all respects.

Signature of Owner: _____ **Application Date:** ____/____/____

Owner printed name: _____

For Office Use Only

This application and all corresponding documents were received at the office of the Zoning Administrator on this ____ day of _____, _____. It has been examined and found to be complete and accompanied by the required documents.

Approved by: _____ Title: _____ Date: ____/____/____