



611 Mulberry Road, Suite 300  
 Derby, KS 67037  
 Phone: 316-788-6632  
 Email: permits@derbyweb.com  
 www.derbyks.com

**Application for  
 COMMERCIAL BUILDING PERMIT**

Permit # \_\_\_\_\_ Date: \_\_\_\_\_

Fire Extinguishing System Permit: \$ \_\_\_\_\_  
 (\$35.00 per System)

Valuation: \$ \_\_\_\_\_

Building Fee: \$ \_\_\_\_\_

Manhole Deposit: \$ \_\_\_\_\_

Sewer: \$ 2500.00

C/O: \$ 25.00

Issuance: \$ 25.00

**TOTAL: \$ \_\_\_\_\_**

**A COPY OF THE PERMIT MUST BE KEPT ON SITE AT ALL TIMES**

The following information must be supplied in order to process and issue your permit. An incomplete application will only delay your project until the information is obtained.

**Lot #: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_**

OFFICE USE ONLY: ZONING \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

**Business Owner Name:** \_\_\_\_\_

**Business Owner Phone:** \_\_\_\_\_ **Business Owner Email:** \_\_\_\_\_  
 (First) (MI) (Last)

**Address of Project:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Derby License #** \_\_\_\_\_

**Contractor's Address:** \_\_\_\_\_

(City)

(State)

(Zip)

**Phone #: ( ) \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_ Email: \_\_\_\_\_**

OFFICE USE ONLY: \_\_\_\_\_ Email Permit \_\_\_\_\_ USPS \_\_\_\_\_ Fax

*All subcontractors must be licensed in the City of Derby*

**Electrical Contractor:** \_\_\_\_\_ **Derby License #** \_\_\_\_\_

**Plumbing Contractor:** \_\_\_\_\_ **Derby License #** \_\_\_\_\_

**Mechanical Contractor:** \_\_\_\_\_ **Derby License #** \_\_\_\_\_

- Proposed use:**
- Church
  - Hotel/Motel
  - Hospital
  - Office
  - Retail
  - Restaurant
  - School
  - Service Station
  - Financial
  - Other \_\_\_\_\_  
 (describe)

**Type of Work:**  New  Remodel  Tenant Finish  Repair  Move In  Addition

**Scope of work:** \_\_\_\_\_

**Structure and Lot Information**

Total Lot Size: \_\_\_\_\_ Lot Width: \_\_\_\_\_ Lot Depth: \_\_\_\_\_

Building Width: \_\_\_\_\_ Building Depth: \_\_\_\_\_ Building Hgt: \_\_\_\_\_

1st Floor Sq. Ft.: \_\_\_\_\_ (not basement) 2nd Floor Sq. Ft.: \_\_\_\_\_ Basement Sq. Ft.: \_\_\_\_\_

Addition/Remodel \_\_\_\_\_ sq. ft.

Number of units 1 2 3 4 5 6 7 8 9 other Number of stories \_\_\_\_\_

Fire Extinguishing System:  Cooking Hood System  Spray Finishing Operation

This project will also include:  Shed \_\_\_\_\_ sq ft  Driveway Approach  Landscaping  Parking lot

Roof Material:  Asphalt  Wood Shingle  Wood Shake  Concrete Tile  Clay Tile

Fiberglass Tile  Rolled Roofing  Hot Mop-Tar  Metal

Plumbing: Total Fixtures \_\_\_\_\_ (Stools, Showers/Tubs, Sinks, Hot water tank)

Heating Type (may be more than one):  Gas  Elect.  Oil  Solar  Hot Water  Heat Pump  Other

Total lot coverage by all structures located at this site: \_\_\_\_\_ % (New and previously existing)

Is the property in a flood zone (If yes, a flood plain permit is also required):  Yes  No

Required Parking: Total # \_\_\_\_\_ Handicap # \_\_\_\_\_

Square Feet of Impervious Surface: \_\_\_\_\_

**Work associated with this permit is on property located within the Buckner Business District or West End, and is therefore eligible for a 50% fee reduction.**

I hereby certify that the information given herein is correct and that I will comply with the zoning regulations, and a permit issued upon false statement of any fact, which is material to the issuance of a permit, hereof shall void said permit. Permits and/or certificate when issued DO NOT NULLIFY ANY DEED RESTRICTION VALIDLY FILED OF RECORD. I also agree to install appropriate erosion control measures in order to avoid dirt, sand and other material from accumulating within public street right-of-way (12.36 and 15.32).

I acknowledge that if this permit is denied, the City will retain the \$25.00 issuance fee for administrative purposes.

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

=====  
**PERMISSION IS HEREBY GRANTED TO PROCEED WITH THE WORK INDICATED ABOVE UPON RECEIPT OF BUILDING PERMIT.**

ISSUED BY: \_\_\_\_\_  
**DERBY BUILDING OFFICIAL** \_\_\_\_\_  
Date



City of Derby/El Paso Water  
 Company 611 N. Mulberry Rd  
 Derby, KS 67037  
 (316)788-1424

## NEW WATER SERVICE INSTALLATION ACKNOWLEDGEMENT

The City of Derby/El Paso Water Company will designate the point at which the customer’s service line may be connected to the company’s main or equipment. The customer is responsible for providing a water service line to the meter location.

- The City designates the location for the water meter box and it will be marked on site with a blue stake and located for installation within 30 days of water meter purchase. If any alterations of the location are required, please call Jason Bradshaw at 788-1151 ext. 4200. (Commercial meter installation scheduling will be coordinated as necessary).
- The proper pipe fitting (1”, 2” etc.) shall be left on site to allow connection to the company’s equipment.
- The water line shall be placed at a depth of roughly 3 ft. at the location of the meter. If the water line is installed prior to meter installation and the proper fitting is provided, the City will make the connection to the meter. If it is not ready, it is the customer's responsibility to make the connection.
- Water service will be provided by tapping the smallest diameter water line available to the property. If the property is a corner lot and/or has multiple water mains to connect to, the shortest distance may be used.
- If the only available option is to tap a large diameter line (larger than 8”), customer is responsible for tapping the main and installation of a valve to isolate the meter and service the line from the main. An inspection will be required.
  - For each water meter 2” or smaller, a 2” gate valve must be installed.
  - The gate valve can be connected with a fitting or tapping sleeve.
- **Do not remove utility flag and paint locates.** This will delay the installation of the service for a minimum of three working days. Utility locates must be in place prior to water meter installation.
- The staked meter location should be kept clear of debris and any items that may interfere with the installation of the meter. Failure to maintain the staked area from interferences will result in the installation being rescheduled or postponed.

The City will charge for replacement or repairs due to negligent or intentional acts of the customer or the customer’s agents, licensees or invitees.

- Upon completion of water service installation, the customer will be responsible for the cost of repair or replacement, if damaged.
- Every effort will be made to avoid conflict between meter location and established sidewalk. Customer is responsible for replacement of sidewalk if the city finds necessary to remove for completion of service installation.

The undersigned requests the City of Derby Utilities/El Paso Water Company to supply metered water and/or sewer service at the address given below. Water meters are the property of the City of Derby. The undersigned agrees to use and pay for the service rendered at this address and agrees to conform to all the rules and regulations governing the service now on file with the utility regulatory body. It is understood the City of Derby/El Paso Water Company may discontinue service for misuse of service or failure of the undersigned to pay for service when due.

\_\_\_\_1” = \$1,836.00 (\$1,700.00 + \$136.00 tax)      \_\_\_\_2” = \$3,996.00 (\$3,700 + \$296.00 tax)

**PROPERTY ADDRESS** \_\_\_\_\_

**BUILDING, UNIT OR SUITE #(S):** \_\_\_\_\_

**PURPOSE OF METER:** \_\_\_RESIDENCE\_\_\_BUSINESS\_\_\_IRRIGATION ONLY\_\_\_OTHER:\_\_\_\_\_

**BILLING NAME/COMPANY** \_\_\_\_\_

**TAX ID #** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**BILLING ADDRESS** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_