



611 Mulberry Road, Suite 300  
 Derby, KS 67037  
 Phone 316-788-6632 / Fax 316-788-6067  
[www.derbyks.com](http://www.derbyks.com)

**Application for  
 Commercial Plan Review**

Date: \_\_\_\_\_ Valuation: \$ \_\_\_\_\_ Plan Review Fee: \$ \_\_\_\_\_

The following information must be supplied in order to initiate plan review. An incomplete application will only delay your review until the information is obtained.

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

OFFICE USE ONLY	
Zone District: _____ (APZ?)	
Site Plan Review Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Do screening requirements exist: <input type="checkbox"/> Yes <input type="checkbox"/> No	Zoning Administrator
Parking Requirements: _____	
Fire Dept. Review/Approval: _____	_____
	Fire Chief
Engineering Review/Approval: _____	_____
	City Engineer

**Architect:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
 (City) (State) (Zip)

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

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

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

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

**Address:** \_\_\_\_\_

\_\_\_\_\_  
 (City) (State) (Zip)

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

- Proposed use:**
- |                                    |                                      |                                   |  |
|------------------------------------|--------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Church    | <input type="checkbox"/> Hotel/Motel | <input type="checkbox"/> Hospital | <input type="checkbox"/> Office          |
| <input type="checkbox"/> Retail    | <input type="checkbox"/> Restaurant  | <input type="checkbox"/> School   | <input type="checkbox"/> Service Station |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Other _____ |                                   |  |
- (describe)

Type of Work: New Remodel Repair Move In Addition

Scope of Work: \_\_\_\_\_

\_\_\_\_\_

**Structure Information**

1st Floor Sq. Ft.: \_\_\_\_\_ 2nd Floor Sq. Ft.: \_\_\_\_\_ Basement Sq. Ft.: \_\_\_\_\_

Addition/Remodel \_\_\_\_\_ Sq. Ft.

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).

\_\_\_\_\_  
Authorized Agent Signature Date

\_\_\_\_\_  
Title

=====

**The plans submitted with this application have been reviewed and comments have been returned to the Architect.**

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