

COVID-19 Impacts to Permitting, Licensing and Inspections

Derby City Hall closed to the public on March 18, 2020, and will be closed until further notice. City staff are working and available to assist you via email and phone.

We have changed the way we are handling business during this time to encourage social distancing.

- Applications are available inside the front doors of City Hall or at www.derbyks.com/204/PermitsApplications.
- Email completed forms to permits@derbyweb.com or put in the drop box in front of City Hall labeled "Water Payments Only."
- To pay using a credit/debit card, call 316-788-1519 or put a check in the water payment drop box.
- Large plans can be left in the designated box inside the front doors of City Hall along with corresponding application and payment.

The City has implemented new procedures for inspection of new water heaters and heating/air conditioning systems in homes currently occupied.

- Contractors installing water heaters and HVAC equipment will be given instructions on how to submit photos of installation so a City inspector does not need to enter the home. (see instructions on page 2)
- Inspections of new construction (unoccupied) will continue as normal.

Call 788-1519 for more information.

HVAC and Water Heater Photo Inspection Requirements

- Photo inspection submittals are required to include a picture of the address block of the residence.
- All pictures should be date stamped.
- A separate picture is not required for each listed item if a single picture can show proper installation of multiple items.

Pictures showing the following items are required for the listed installations:

Electric HVAC Installations

- Furnace Location
- Disconnect
- Furnace Manufacturers Label/Fuse, Breaker Size
- Condensate Drain
- A/C Service Receptacle
- A/C Disconnect
- A/C Manufacturer's Label
- A/C Fuse/Breaker Size
- A/C Unit Location

Gas HVAC Installations

- Flue Cap
- Flue Pipe
- Combustion Air
- Gas Shut-Off Valve
- Drip Leg
- Condensate Drain
- Furnace Location
- A/C Service Receptacle
- A/C Disconnect
- A/C Manufacturer's Label
- A/C Fuse/Breaker Size
- A/C Unit Location

Electric Water Heater Installations

- Disconnect/Breaker Size
- Water Shut-Off Valve
- T&P Valve/Pipe
- Heater Unit Location

Gas Water Heater Installations

- Flue Cap
- Flue Pipe
- Combustion Air
- Drip Leg
- Water Shut-Off Valve
- T&P Valve/Pipe
- Heater Unit Location
- Gas Shut-Off Valve

Random audits of photo inspections will be conducted.