



**Daniel J. Squires, P.E.  
City Engineer**

January 11, 2016

REFERENCE: Adoption of 2012 International Residential and Fire Codes

The City of Derby recently adopted the 2012 International Residential Code (IRC) and International Fire Code (IFC) with amendments. The City remains on the 2006 International Building Code (IBC) but this code was amended to eliminate conflicts that would have resulted from adoption of the 2012 IFC. With a few exceptions the adopted codes are consistent with code requirements in Wichita and Sedgwick County; noteworthy differences include:

- Smoke detectors are required in each sleeping area
- Deck posts may be buried if specifically treated for in ground use
- Hazardous locations where tempered glass is required differ from requirements in Wichita and Sedgwick County
- Derby will continue to require sheathing attached to framing members
- Commercial buildings are required to have an ADA landing at all posted exits

Additionally, the adopted amendments include provisions for 3 and 4-family dwellings to be constructed in accordance with the IRC provided dwelling units are not stacked vertically and a 2-hour rated wall is constructed between each dwelling unit. Automatic sprinkler systems will not be required. Enforcement of these codes will begin with new permit applications submitted as of February 1, 2016.

Complete copies of the adopted standards and other city codes are available for inspection at Derby City Hall, 611 N. Mulberry, Derby, KS 67037. Questions should be directed to the City's Building Official - Dale Wasinger at (316)734-4258.

Regards,

Daniel J. Squires, P.E.  
City Engineer



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  
 Residential Building Permit & Certificate of  
 Occupancy  
 (New Single Family & Two Family Homes)**

**A SITE PLAN DRAWING & FLOOR PLAN MUST BE SUBMITTED WITH THIS APPLICATION**

Date: \_\_\_\_\_ Valuation\*: \_\_\_\_\_  
 (Market value of improvements, excluding land)

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

Bldg.Fee:	\$	_____
Sewer:	\$	1000.00
Manhole Deposit	\$	_____
C/O:	\$	25.00
Issuance:	\$	25.00
<b>TOTAL:</b>	<b>\$</b>	<b>_____</b>

The following information **MUST BE** supplied in order to process this application and thereby issue your permit. An incomplete application will delay your project until the information is provided.

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

**OFFICE USE ONLY:** Zoning District: \_\_\_\_\_

**Property/Project Owner Name:** \_\_\_\_\_  
 (First) (Last)

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

**Name of Contractor:** \_\_\_\_\_

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

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

**Phone # Day Time:** ( ) \_\_\_\_\_ **Cell:** ( ) \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_

**Electrical Contractor:** \_\_\_\_\_

**Plumbing Contractor:** \_\_\_\_\_

**Mechanical Contractor:** \_\_\_\_\_

**Project Description (check all that apply)\*:**  Single Family  Two Family  
 \*Additional permits may be required

**Structure and Lot information**

**Lot Size:** \_\_\_\_\_ Sq. Ft. **Width of Lot:** \_\_\_\_\_ **Depth of Lot:** \_\_\_\_\_  
**1st Floor Area Sq. Ft. :** \_\_\_\_\_ **2nd Floor Area Sq. Ft. :** \_\_\_\_\_  
**Basement Area Total Sq. Ft. :** \_\_\_\_\_; **Unfinished Sq. Ft.;** \_\_\_\_\_ **Finished Sq. Ft.**  
**Foundation Type:**  View Out  Walk Out  Non-View Out  Slab on Grade

**Attached Garage/Carport Sq. Ft.:** \_\_\_\_\_

**Attached Deck/Porch Sq. Ft.:** \_\_\_\_\_ **(Must be shown on plot plan.)**

Number of Dwelling Units: One Two Number of Stories: One Two Building Height \_\_\_\_\_

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

Plumbing: Full Bath #\_\_\_ Half Bath #\_\_\_ Total Fixtures\_\_\_ (Stools, Showers/Tubs, Sinks, Hot Water Tank)

Fireplaces: Masonry #\_\_\_ Prefabricated #\_\_\_

Total Rooms: Living #\_\_\_ Dining #\_\_\_ Kitchens #\_\_\_ Bedrooms #\_\_\_

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

**Minimum Setbacks Required By Zoning District**

**Actual Locations Proposed**

Front \_\_\_\_\_  
First Side \_\_\_\_\_  
Second Side \_\_\_\_\_  
Rear \_\_\_\_\_

Front \_\_\_\_\_  
First Side \_\_\_\_\_  
Second Side \_\_\_\_\_  
Rear \_\_\_\_\_

**USE THE FOLLOWING TO DETERMINE LOT COVERAGE ON THE PROPERTY**

House \_\_\_\_\_ sq. ft.  
Garage \_\_\_\_\_ sq. ft.  
Deck \_\_\_\_\_ sq. ft.  
Accessory Building(s) \_\_\_\_\_ sq. ft.

TOTAL \_\_\_\_\_ divided by lot size \_\_\_\_\_ sq. ft.

Total lot coverage equals \_\_\_\_\_% (Lot coverage can't exceed 30%)

Is the property in a FEMA Hazard Area: Yes No

Does the property require a minimum pad elevation? Yes No

Minimum Low Opening Elevation: \_\_\_\_\_

*I understand that sleeping areas in basements must comply with the 2006 International Residential Code. I further understand that I am responsible for the structure passing a final inspection, assuring that any manholes on the subject property are not covered during building construction and assuring that the building will not be occupied prior to the issuance of a certificate of occupancy. 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 hereby certify that the information given herein is correct and that I will comply with the zoning regulations and requirements of this application. I understand that a permit issued based on false statements, which are material to the issuance of this permit, shall make any issued permit null and void. Issued permits and/or certifications do not nullify any deed restrictions or restrictive covenants filed of record.

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

\_\_\_\_\_  
Owner/Contractor Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
CITY PLANNER

\_\_\_\_\_  
BUILDING TRADES OFFICIAL or  
CITY ENGINEER

\_\_\_\_\_  
Permit Issue 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’s designated location for the water meter box will be marked onsite with a blue stake and located for installation within 30 days of water meter purchase (Commercial meter installation scheduling will be coordinated as necessary).
- The proper pipe fitting (3/4”, 1”, 2” etc.) shall be left onsite 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 company will make the connection to the meter.
- 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.
  - 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 two 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. 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.

____ 3/4” = \$1,161.00 (\$1,075.00 + \$86.00 tax)	____ 1 1/2” = \$3,456.00 (\$3,200.00 + \$256.00 tax)
____ 1” = \$1,323.00 (\$1,225.00 + \$98.00 tax)	____ 2” = \$3,672.00 (\$3,400.00 + \$272.00 tax)

**ADDRESS OF NEW SERVICE** \_\_\_\_\_

**NAME** \_\_\_\_\_ **COMPANY** \_\_\_\_\_

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

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

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