

⇒ **Mechanical, Electrical & Plumbing Drawings**

These drawings must be stamped by a Licensed Kansas Engineer and may be required for new construction or remodels.

⇒ **Sign Plans**

All sign permit applications are required to contain detailed sign rendering plans.

In certain circumstances additional documentation/information may be required. Some of these requirements may include:

- **Zoning Ordinance Verification.** Building Inspections will work with applicants to verify that the proposed use of the property meets the current City of Great Bend Zoning Ordinances.
- **Plats.** If the property is not already platted or if there are lot splits it may be necessary to have the property platted prior to a building permit being issued. Some exceptions may apply.
- **Asbestos Survey.** Asbestos surveys must be provided to City Staff before permits can be issued for the demolition or renovation of commercial or public buildings.

Two full hardcopy sets of plans AND one digital set of plans are required to be submitted for all commercial construction (new and renovations).

**Current City of Great Bend  
Adopted Codes**

- 2018 International Building Code
- 2018 International Existing Building Code
- 2018 International Residential Code
- 2018 International Fire Code
- 2018 Uniform Plumbing Code
- 2018 Uniform Mechanical Code
- 2017 National Electrical Code
- 2010 Americans with Disabilities Act

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# Permit Application Submittal Requirements

All permits (residential building, commercial building, mobile homes, fencing, roofing, signs, plumbing, electrical and mechanical) require the submittal of a permit application. Building Inspections will review all submitted permit applications and will issue building permits once all the required documentation is obtained and approved.

The following permit types typically require additional documentation to be submitted along with the permit application:

- ⇒ All proposed new construction (residential and commercial)
- ⇒ Accessory structures
- ⇒ Signs
- ⇒ Mobile Homes
- ⇒ Fencing
- ⇒ Concrete / Flatwork

The following documents may be required when submitting permit applications for the projects indicated above:

⇒ Site Plan

This document shall include the following and is required for all permit types listed above:

- Boundaries of the property as shown on the approved plat
- Setback requirements
- Location of all existing and proposed building(s) or addition(s) including accessory structures
- Dimensions of all structures and distances to other structures and property lines
- Location of existing and proposed underground utility lines (i.e. water, sanitary sewer, storm sewer, gas, electric, communication, fire lines, fire hydrants, etc.)
- Location of utility easements per the approved plat
- Location map, north arrow and scale
- Location of existing and proposed ingress and egress

⇒ Architect Stamped Code Footprint

This document will be required for commercial and multi-family residential new construction. The Building Official will make the requirement determination for remodels.

⇒ Architectural Drawings

This document is required for new residential and commercial construction (accessory structures excluded).

⇒ Civil Plans

All new commercial and multi-family residential construction projects are required to submit completed civil plans stamped by a State of Kansas Engineer. These plans shall include the following information:

- Existing and proposed drainage features
- Existing and proposed contour lines (minimum 5 feet intervals or less)
- Landscaping
- Signage
- Elevations of all proposed buildings
- Screening
- Dumpster locations
- Parking and fire lanes
- Sidewalks