



This guide is intended to assist you with your development plans. Whether you are expanding an existing business, renovating a building, or building a new one, let us help you through the process!



Development Action Review Team:

- Casey Jones (Planning) 620.694.2667
- Trent Maxwell (Inspection) 620.694.2631
- Tony Arpin (Fire) 620.694.2874
- Bruce Colle (Engineering) 620.694.2645



Other Useful Contacts

- Parks & Facilities 620.694.1900
- Public Works 620.694.1900
- Utility Billing 620.694.2621
- Westar 800.383.1183
- Kansas Gas Service 800.794.4780

Hutchinson DEVELOPMENT GUIDE

Getting to **YES**
in 4 steps or less!



City of Hutchinson

Development Action Review Team

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A Guide to Development in Hutchinson, KS

4 SIMPLE STEPS

Step One

Pre-Development Meeting

1. Prepare a list of items you would like to change in the existing building or if new construction, prepare a draft plan.
2. Contact the City (620.694.2639) to schedule a pre-development review meeting with the Development Action Review Team (DART).
3. Bring your team to the meeting (architect, engineer, contractor and partners).
4. Ask lots of questions to decide if your project is feasible with the resources you have.

Step Two

Site Plan Preparation/ Walk Through Inspection

1. For existing buildings with no planned modifications, obtain a Change of Occupancy permit and schedule a walk-through inspection (620.694.2630) of the building.
2. Obtain zoning approval. For new construction, some uses may require additional planning applications. Please contact Planning Staff for more information.
3. Hire a Kansas licensed architect to prepare a code footprint and stamped plans, if needed. If building new construction, prepare a site plan. A review of the submitted plans will be conducted and comments sent to your design professional.
4. Submit revised plans, if needed.

Step Three

Building Permit



1. Submit your building plans, electronically and on paper, to the Inspection Department, including payment of fees.
2. The Inspection Department will send comments to your design professional if revisions are required.
3. Submit revised plans, if needed.
4. **BUILDING PERMIT ISSUED!!!** Now, you can do work in your building.

Step Four

Construction

1. Inspections are required at various construction stages. Call 620.694.2630 to schedule inspections.
2. Construct your project according to the approved plans. Avoid costly delays by having any changes approved by the City prior to doing the work!
3. As your project nears completion, request a certificate of occupancy checklist.
4. Schedule the certificate of occupancy inspection.
5. Make any required corrections.
6. Obtain a sign permit if you are planning to have signage on your property or building.
7. **CERTIFICATE OF OCCUPANCY ISSUED!!!**

MOVE IN!

