



**Building Inspection Department**  
 P.O. Box 1567 • 125 E. Avenue B, Hutchinson, KS 67501  
 Phone (620) 694-2631 • Fax (620) 694-2691  
[www.hutchgov.com](http://www.hutchgov.com)

**RESIDENTIAL PERMIT APPLICATION**

**NEW ONE & TWO FAMILY DWELLINGS & ADDITIONS TO DWELLINGS**

Application Number: \_\_\_\_\_

Date: \_\_\_\_\_

Site Address: \_\_\_\_\_

Legal Description \_\_\_\_\_  
   Lot(s)  Block  Addition/Subdivision

Type of Occupancy: \_\_\_\_\_ Zoning: \_\_\_\_\_

**1. Property Owner Information:**

Name: \_\_\_\_\_

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

Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Documents Required:** (check what is submitted)

Site Plan                       Floor Plan                       Elevation (all sides)

**3. Type of Construction:**

Single Family                       Addition to House                       Porch  
 Duplex                                       Addition to Attached Garage                       Deck  
 Townhome                                       Other: \_\_\_\_\_

**4. Project Valuation:** \$ \_\_\_\_\_

**5. Project Information Regarding New Dwelling Unit (New Housing):**

Total Building Height: _____	Gross Floor Area: _____
Number of Floors: _____	Attached Garage Square Footage: _____
Basement: <input type="checkbox"/> Finished <input type="checkbox"/> Partial Finished <input type="checkbox"/> Unfinished	

**6. Project Information Regarding Addition to Housing Unit (Additions Only):**

Size of Addition/Deck/Porch: _____	Addition Height: _____
# of Rooms Adding to House _____	Type of Room(s): _____

**7. Construction Details:**

Footing Type:	<input type="checkbox"/> Trench	<input type="checkbox"/> Pier	<input type="checkbox"/> Spread Footing
Footing dimensions:	Basement wall dimensions:		
Ceiling Joists:	Size:	Spacing:	Height:
Roof Rafters:	Size:	Spacing:	Length:
Floor Joists	Size:	Spacing:	Length:

Exterior Studs:	Size:	Spacing:	Height:
Framing Material:	<input type="checkbox"/> Wood	<input type="checkbox"/> Steel	<input type="checkbox"/> Concrete   <input type="checkbox"/> Masonry
Roofing Material:	<input type="checkbox"/> Composition	<input type="checkbox"/> Wood	<input type="checkbox"/> Tile   <input type="checkbox"/> Metal Seamed
Exterior Wall Covering	Material:		
Driveway/Approach:	<input type="checkbox"/> Concrete	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Culvert
	Driveway width:	Culvert size:	

**Other Information:**

**7. General Contractor:** \_\_\_\_\_

**8. Sub-Contractors:**

Plumbing: \_\_\_\_\_

Electrical: \_\_\_\_\_

Mechanical: \_\_\_\_\_

Other Subs: \_\_\_\_\_

Other Subs: \_\_\_\_\_

Other Subs: \_\_\_\_\_

**Completion Requirements** The following items must be met/completed before final inspection per the City of Hutchinson Zoning Regulations.

Building setbacks per city code and filed subdivision plat (Measured from the roof overhang).

Front Yard: \_\_\_\_\_ Rear Yard: \_\_\_\_\_ Side Yard(s): \_\_\_\_\_

Easements/Sight triangle: \_\_\_\_\_

All garages and carports shall have a paved driveway with concrete, asphalt or asphalt millings with slurry seal, except that driveways leading to an unpaved alley may be surfaced with crushed rock.

**I hereby certify that the information submitted is correct and I agree to comply with all applicable city codes.**

\_\_\_\_\_  
Signature

I understand that the City of Hutchinson has a Neighborhood Revitalization Plan Tax Rebate Program and that property owners intending to apply for rebates under that program are required to submit the NRP Application Form at the time of Building Permit application. Late applications will not be accepted. For more information visit: [www.hutchgov.com](http://www.hutchgov.com).

**Office Use Only:**

**Date Approved:** \_\_\_\_\_

**Special Requirements:** \_\_\_\_\_

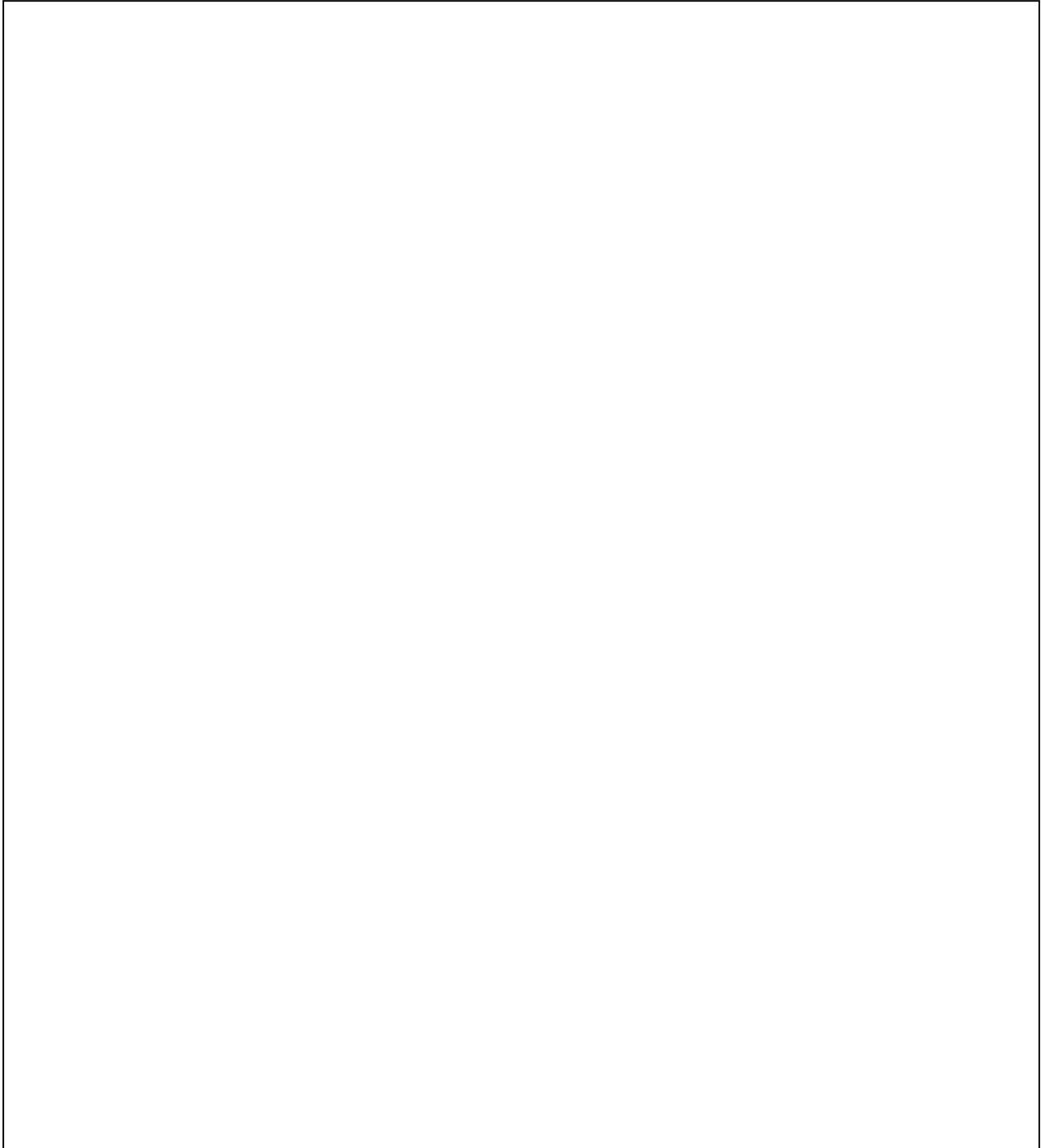
**Approximate distance from the street Center Line to the Property Line:** \_\_\_\_\_

Flood Zone: \_\_\_\_\_ Historic Review: # \_\_\_\_\_ Site Plan Approved: \_\_\_\_\_

\_\_\_\_\_

**PROPOSED SITE PLAN**

Please provide a site plan or survey drawn to scale in a legible manner with straight lines. Draw the layout of the lot and the proposed structure. Include the dimensions of the lot, the dimensions of all existing and proposed structures, distances between structures, distances between structures and property lines, and any other details that may be necessary to evaluate the application.

A large, empty rectangular box with a thin black border, intended for the applicant to draw a site plan or survey. The box is currently blank.