



This guide is intended to assist you with your Downtown Development plans. Whether you are expanding an existing business, renovating a building, or just moving into a building, 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
- Jim Seitnater (Downtown) 620.694.2677



**Other Useful Contacts**

- Parks & Facilities 620.694.1900
- Engineering 620.694.1900
- Public Works 620.694.1900
- Utility Billing 620.694.2621
- Westar 800.383.1183
- Kansas Gas Service 800.794.4780
- Kansas Historical Society 785.272.8681

# DOWNTOWN DEVELOPMENT GUIDE

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



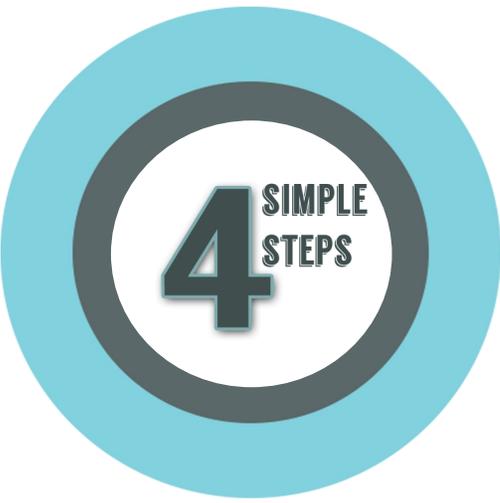
## City of Hutchinson

**Development Action Review Team**

125 E. Avenue B  
Hutchinson, KS 67501

620.694.2639  
CaseyJ@Hutchgov.com

[www.hutchgov.com](http://www.hutchgov.com)



# Downtown Development Guide

Hutchinson, Kansas

## Step One

### Pre-Development Meeting

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

## Step Two

### Walk Through Inspection & Historic Review

1. Schedule a walk-through inspection (620.694.2630) of the building.
2. Hire a Kansas licensed architect to prepare a code footprint and stamped plans, if needed.
3. Submit the Historic Review application, if your building is on the local, state or national historic register. Note: If your project is a Historic Tax Credit project, the Kansas State Historical Society will work with you for Historic Review.

## Step Three

### Building Permit



1. Submit your building plans 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. Request 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!**

