

Development Process – Commercial NEW CONSTRUCTION

1 Planning Phase (785) 368-3728

Step 1: Initial Review

Contact Planning staff to determine if a new use of the property is allowed and schedule a pre-application meeting.

Step 2: Pre-application Meeting

We invite all reviewing departments to meet with applicant and determine requirements for planning and/or building permit applications. *If use is allowed under current zoning/platting, skip to Step 4.*

Step 3: Zoning/Platting Approval

Uses not allowed as proposed will require one or more of the following applications to be approved :

- **Re-zoning** – Must be approved by Governing Body after Planning Commission public hearing (\$500-\$950, 10-12 weeks)
- **Conditional Use Permit (CUP)** – Must be approved by Governing Body after Planning Commission public hearing (\$500-\$950, 10 weeks)
- **Platting of Subdivision** – Most plats can be approved by staff (min. \$150, min 3-4 weeks)
- **Variance/Appeal** – Must be approved by Board of Zoning Appeals (\$130, 5 weeks)

Property owner notices and/or neighborhood information meetings will be required for applications approved by the Governing Body or Board of Zoning Appeals

Step 4: Site Plan Review Approval

Once zoning/platting is approved, a Site Plan Review application must be submitted and approved prior to proceeding to Building Permit Phase. This includes stormwater plans. (2-3 weeks)

2-14 weeks

2 Building Permit Phase (785) 368-3704

Building Permit Application & Review

- Design professional submits complete application/fees for **building permit** with construction plans and civil engineering plans
- Plans are reviewed for compliance with following standards:
 - Building Code
 - Trades Codes
 - Mechanical
 - Plumbing
 - Electrical
 - Zoning/Platting
 - Fire Prevention
 - Traffic Engineering
 - Water
 - Sanitary Sewer
 - Stormwater
- Comments and revisions are sent back to design professional (2 weeks)
- Design professional makes any necessary revisions and resolves issues

6-week average

3 Construction Phase (785) 368-3905

Inspections & Certificate of Occupancy (CO)

- Contractor calls in for inspections during construction including Building, Fire, and Trades (mechanical, electrical, & plumbing)
- Includes but not limited to footings and foundations, framing, fire separations, mechanical, electrical, plumbing, fire prevention and suppression systems.
- Upon final inspection by all reviewing agencies, building official issues certificate of occupancy (CO)

Finish

