

Pottawatomie County  
Office of Planning and Development

207 N. First St. P.O. Box 284 Westmoreland, KS 66549  
Phone (785) 457-3551 Fax (785) 457-3591 www.pottcounty.org

**Residential Building Permit Application**

Permit No. \_\_\_\_\_

**Applicant Information**

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Site Address or Legal Description: \_\_\_\_\_  
(Location of new construction – if different than above)

**Manufactured Home (less than 22' wide)**

Make or Model \_\_\_\_\_ Size \_\_\_\_\_ Year \_\_\_\_\_

To be Occupied By: Property Owner \_\_\_ Relative \_\_\_ Farm Employee \_\_\_ Market Value \$ \_\_\_\_\_

**Site Built/ Modular Home / Manufactured Home (more than 22' wide)**

Dwelling Type: Ranch \_\_\_ Conventional \_\_\_ Bi-Level \_\_\_ Split-Level \_\_\_ Earth Contact \_\_\_ Other \_\_\_\_\_

Square Footage:

Basement \_\_\_\_\_ 1st Floor \_\_\_\_\_ 2nd Floor \_\_\_\_\_ Attached Garage \_\_\_\_\_

Total Number of (all floors): Bedrooms \_\_\_\_\_ Baths \_\_\_\_\_ Market Value \$ \_\_\_\_\_

**Utilities – (check one)**

Gas: Propane \_\_\_ Natural \_\_\_ None \_\_\_

Water: Rural Water \_\_\_ Dist.# \_\_\_ Well \_\_\_ City \_\_\_ Other \_\_\_\_\_

Electric: BlueStem \_\_\_ Westar \_\_\_

Wastewater: Septic \_\_\_ Lagoon \_\_\_ Sewer District \_\_\_ City \_\_\_

**Miscellaneous Construction**

Square Ft. Or Dimensions

Market Value / Construction Cost

\_\_\_ Addition \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_ Garage (detached) \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_ Accessory / Storage Building \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_ Farm Building \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_ \$ \_\_\_\_\_

**Contractor** – if different than applicant

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Plan Approval** - If building in an area that requires development plans to be approved. (This is done as a courtesy to the developer / homeowners association. It is NOT a requirement by Pottawatomie County)

Plans Approved by Developer/Homeowners Association: \_\_\_\_\_  
(Signature of Developer/Homeowners Association Agent)

**Property Owners Signature**

Applicant / property owner agrees to abide by the County's Unified Development Regulations (zoning regulations)

Date: \_\_\_\_\_ Applicant(s) signature: \_\_\_\_\_

Date: \_\_\_\_\_ Property Owners Signature: \_\_\_\_\_  
(If different than Applicant)

**Permit Fees**

Farm Exempt Yes No

Building Permit Fee \$ \_\_\_\_\_ Penalty \$ \_\_\_\_\_

Sewer Connection Fee \$ \_\_\_\_\_ Water Meter \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_ \*Checks can be made payable to Pottawatomie County Zoning

**Building Setbacks**

Please be sure to abide by the required building setback regulations. Front yard setbacks are measured from the road right-of-way. If individual plats have a greater setbacks than county minimum, you must follow the plat setback requirements

Front:

Notes:

Side:

Side:

Rear:

**For Zoning Office Use**

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

Twp Code \_\_\_\_\_ RE# \_\_\_\_\_ Zoning \_\_\_\_\_ Plan \_\_\_\_\_ Acres \_\_\_\_\_

School District \_\_\_\_\_ Flood Zone \_\_\_\_\_ FIRM Panel(s) \_\_\_\_\_

Lot of Record Yes No Parcel# \_\_\_\_\_

Property / Legal Description \_\_\_\_\_ S-T-R \_\_\_\_\_

Census Tract \_\_\_\_\_ Temporary Permit: Yes No 4 Mo. 6Mo. 12 Mo. Expires: \_\_\_\_\_

**Approved:** Yes No Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Zoning Administrator)

By: \_\_\_\_\_  
(Zoning Enforcement Officer)