

***THE NAME OF THE GENERAL  
CONTRACTOR AND PHONE #  
MUST BE LISTED  
ON THIS PERMIT  
APPLICATION BEFORE  
THE APPLICATION IS  
GRANTED!!***

***(The General Contractor can be the homeowner  
and if so, the homeowner is taking on all liability)***

***\*The application must be signed and dated by both  
the General Contractor and the owner of the  
property before the application can be reviewed.***

***ALL GENERAL CONTRACTORS AND SUB CONTRACTOR'S  
MUST BE LICENSED BY THE CITY!!***

***\*\*Note – If you are bringing in a wide load, contact the POA Office to  
have the North or South Construction Gates opened.***

***THANK YOU!***

***LINN VALLEY BUILDING INSPECTOR***

***DON RITTER***

***Cell (913) 731-1459***

***Office (913) 757-2995***

***TO ALL LOT OWNERS & CONTRACTORS***

***Effective June 4, 2001, the City of Linn Valley requires the lot corner pins to be located by a licensed professional surveyor prior to the start of any construction or lot clearing.***

THE FOLLOWING STEPS MUST BE OBSERVED FOR ALL CONSTRUCTION:

1. The lot perimeter must be staked and string lined before clearing or ground breaking. Remember to observe all required set backs: 25 ft. front, 10 ft. sides & back.
2. When staking is completed, the owner or contractor shall call for an inspection of the staking by the City Inspector.
3. All footing shall be a minimum of 28" deep- 8" thick x 16" wide and shall contain rebar. Footing must be inspected before they are poured. Rebar: 3" chairs support rebar in bottom of footing. All rebar 12" over splice lap.
4. When the permit is paid and staking is approved by the City Inspector, work may start.
5. Utility locates are required by Kansas Law. Please call before digging.

7 a.m.- 6 p.m.- 1-800-344-7233 (DIG SAFE)

Please make sure you have a valid building permit.

City of Linn Valley Building Inspector

Don Ritter  
Cell (913) 731-1459  
Office (913) 757-2995

1. Person picks up application and CONTACTS A LICENSED SURVEYOR TO LOCATE CORNER PINS.
2. List the General Contractor (must be licensed with the City) on building permit application. If the home owner is the General Contractor write "Self" on the application. Homeowner is taking on all liability if Self Contracting.
3. Return the application to Building Inspector, City Hall or the POA Office.
4. The Building Inspector reviews application and plan to determine fees. All applications for projects within the "Private Area" of the city must also be reviewed by the POA Architectural Committee. Call the building inspector to make sure the application has been approved by the Architectural Committee. **NO CONSTRUCTION WILL BE STARTED UNTIL ALL PERMIT FEES ARE PAID** and a permit inspection form are placed on property front when applicable. Permit fees must be paid at City Hall.
5. It is the responsibility of the homeowner or contractor to call the Building Inspector to find out if the application has been accepted and the permit is ready.

City Hall office hours are:  
Monday 8am-4pm Tuesday 8am-1pm and  
Wednesday 8am-12:30pm-1:30pm-4pm  
Or you may mail your permit fee to:

City of Linn Valley  
22412 E. 2400 Road  
Linn Valley, Kansas 66040  
913-757-2926

POA OFFICE  
Monday thru Friday 8:30am-5:00pm  
Saturday 8:30-1pm  
913-757-4591  
Mail Slot After Hours

6. All building permits will be reviewed and approved by the LVL POA's Architectural Control Committee.
7. Work can begin after permit is paid to the City of Linn Valley, corner pins are found and proper staking is done.
8. Contractor or homeowner contacts the Building Inspector for inspection at appropriate phases.
9. Inspections will be done in a timely manner but not promised before 24 hours.
10. Certificate of final inspection will be given and / or certificate of temporary or permanent occupancy. **NO OCCUPANCY** will be allowed until temporary or permanent occupancy permission is granted by the Building Inspector.

SEC R 104.7 of the IBC Code Supervisor (Building Inspector) shall keep official records of applications received, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued, such records shall be retained in the official records of City Hall for the period required for the retention of public records.

District R-1, Single- Family Residential-Building Lots: The intent of this district is to provide for moderate density, single-family housing in a manner consistent with the character of Linn Valley.

A. Uses Permitted:

- 1) Single-family, detached dwellings.
- 2) Parks and playgrounds

B. Maximum Building Height: 30 Feet

C. Minimum Lot Size: 8,400 Square Feet

D. Minimum Lot Width: 70 Feet

E. Maximum Lot Coverage: 30 Percent

F. Minimum Front Yard Setback: 25 Feet

G. Minimum Side Yard Setback: 10 Feet

H. Minimum Rear Yard Setback: 10 Feet

G. Miscellaneous Restrictions:

- 1) These lots are restricted to permanent living structures (doublewide, modular, prefabricated or conventionally built homes) with a minimum of 600 square feet of living space.
- 2) All permanent or non-permanent residences shall be a minimum of 600 square feet of interior living space.
- 3) All permanent residences shall be connected to a public sewer or sewage holding tank of at least 1500 gallons. Holding tanks must be pre-approved and installed by a City of Linn Valley licensed contractor and must be located in an area, where a service truck can back within twenty feet of the tank service port.
- 4) No building materials, building material debris or construction equipment shall be kept or stored in the open on any lot which is not the site of a then valid building permit issued by the City.
- 5) No non-operative motor vehicle or motor vehicle or any form of RV Without a current state registration, if required by state law, shall Be stored or parked in the open at any one or more locations for longer than forty eight consecutive hours.
- 6) No signs shall be place or maintained on any lot at any time with the exception of one sign, not to exceed two (2) square feet in area, which identifies the property owner, owner's home town and lot number or address.
- 7) Only one recreational vehicle or permanent residence may be placed or stored on any lot except on a temporary basis while in actual use. Recreational vehicles, in excess of one, left unattended for more than twenty-four (24) hours are in violation of this Ordinance.

6. DISTRICT R-2, SINGLE FAMILY RESIDENTIAL- MULTI-PURPOSE/CAMPING LOTS: The intent of this district is to provide for single-family housing and/or camping and recreational activities in a manner consistent with the character of Linn Valley.
- a. Uses Permitted:
    - i. Single-family, detached dwellings.
    - ii. Camping and/or recreational vehicles and activities.
    - iii. Parks and playground.
  - b. Maximum Building Height: 30 Feet
  - c. Minimum Lot Size: 4,000 Square Feet
  - d. Minimum Lot Width: 50 Feet
  - e. Maximum Lot Coverage: 30 Percent
  - f. Minimum Front Yard Setback: 25 Feet
  - g. Minimum Side Yard Setback: 10 Feet
  - h. Minimum Back Yard Setback: 10 Feet

LINN VALLEY, KANSAS 66040  
PHONE- CITY HALL (913) 757-2926

(POA Use Only-)  
DEED VERIFIED-  
ASSESSMENTS CURRENT-

PERMIT # \_\_\_\_\_

LOT # \_\_\_\_\_ STREET \_\_\_\_\_

NAME (AREA CODE) PHONE#

ADDRESS CITY STATE ZIP CODE

ALL CONTRACTORS MUST HAVE A CURRENT CONTRACTOR'S LICENSE FOR LINN VALLEY

GENERAL CONTRACTOR \_\_\_\_\_ PHONE# \_\_\_\_\_

NOTE: An approved permit from the City of Linn Valley, Kansas is required for any development in the City of Linn Valley. A copy of this application will be sent to the Appraiser's Office. Copies of the City Permit applications are available at the POA office, City Hall or thru the Building Inspector- Codes Officer.

NOTE: NEW MATERIALS MUST BE USED ON ANY BUILDING. ALL CONSTRUCTION MUST BE COMPLETED WITHIN SIX MONTHS FROM APPROVAL. PERMITS EXPIRE IN SIX MONTHS AND REQUIRE RE-SUBMISSION FOR RE-APPROVAL. A LETTER OF INTENT MUST BE SUBMITTED BEFORE RE-APPROVAL. DOUBLE WIDE, MODULAR, AND SINGLE-WIDE HOMES MUST HAVE A FULL PERIMETER FOUNDATION OF REINFORCED CONCRETE, BLOCK OR STONE.

\*PLEASE CHECK ALL ITEMS THAT APPLY ON THIS PERMIT. ATTACH ANY CLARIFICATIONS  
\*ANYTHING CHECKED BELOW MUST BE PUT ON YOUR SITE DRAWING

( ) Lot# \_\_\_\_\_ Street \_\_\_\_\_ Lot Dimensions \_\_\_\_\_

( ) Building Lot ( ) Camping Lot ( ) Multi Purpose Lot

(x) Corner Pins and Intermediate Pins(irregular lots) Must Be Marked By a Licensed Surveyor.

\* Note Surveyor Letter Must Accompany This Application

( ) Tree and/or Brush Clearing \*Note (Burning Permits issued at POA Office)

( ) House \*Note (Lot Front Easement (25ft) Side and Back Easements (10ft))

( ) Wood Frame

( ) Structural Steel Frame

( ) Masonry (Wall Bearing) House Dimensions \_\_\_\_\_

( ) Reinforced Concrete #of Floors With Finished Living Space Including Basement \_\_\_\_\_

( ) Modular

( ) Manufactured (Singlewide, Doublewide) Year of Manufacture \_\_\_\_\_

( ) Other *Specify* \_\_\_\_\_

( ) Foundation \*Note (Lot Front Easement (25ft) Side and Back Easements (10ft))

( ) Basement

( ) Crawl Space Foundation Dimensions \_\_\_\_\_

( ) Slab On Grade ( ) Concrete ( ) Block ( ) Stone

( ) Other *Specify* \_\_\_\_\_

( ) Garage \*Note (Lot Front Easement (25ft) Side and Back Easements (10ft))

( ) Attached ( ) Unattached Garage Dimensions \_\_\_\_\_

( ) Carport \*Note (Lot Front Easement (25ft) Side and Back Easements (10ft))

( ) Wood Frame ( ) Metal Carport Dimensions \_\_\_\_\_

( ) Accessory Buildings \*Note (Lot Front Easement (25ft) Side and Back Easements (10ft))

( ) Workshop ( ) Skid Shed (Non Permanent Foundation) ( ) Shed (With Permanent Foundation)

Accessory Building Dimensions \_\_\_\_\_

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( ) Room Additions or Additions to Any Existing Structure

\*Note (Lot Front Easement (25ft) Side and Back Easements (10ft))

Room Addition Dimensions \_\_\_\_\_

- Decks/Porches **Specify Building Material** \_\_\_\_\_ Deck/Porch Dimensions \_\_\_\_\_  
\*Note (Lot Front Easement (25ft) Side and Back Easements (10ft))
- Holding Tanks \*Note ( All Tanks must be a minimum of 1500 Gallons and must be placed so that a service truck can back to within 20 feet of the tank service port)
  - Potable Water Tank
    - Precast  Poured In Place  Tank Size \_\_\_\_\_ Gallons
  - Sewer Tank
    - Precast  Poured In Place  Tank Size \_\_\_\_\_ Gallons
- Rural Water
- POA Water
- Yard Sprinkler System
- Electrical Service (KCP&L)
  - 100 Amps
  - 200 Amps
  - Other **Specify** \_\_\_\_\_
  - Upgrade Service
    - 100 Amps
    - 200 Amps
    - Other **Specify** \_\_\_\_\_
- Adding or Altering Existing Electrical Circuits Inside or Outside
- Propane Tank \*Note (Tank must be minimum of 20 feet from house)
- Gravel Driveway and/or Pads Dimensions \_\_\_\_\_
- Flatwork
  - Driveway
  - Sidewalk
  - Patio
  - Boat Ramp
  - Other **Specify** \_\_\_\_\_ Flatwork Dimensions \_\_\_\_\_
- Retaining Wall
  - Landscaping
  - Sea Wall **Specify Wall Materials** \_\_\_\_\_
- Culverts \*Note(Length and Diameter will be specified by the Building Inspector)
  - Galvanized
  - Corrugated Plastic
- Fence \*Note (Materials can be Wood Fencing, Factory Preformed Plastic Fencing, Wrought Iron, or Chain Link)
  - \*Note (Fence Cannot Be Over 6 Feet Tall, Finished Side Must Go to the Outside and Not Extend past Your Property Line)
- Dock \*Note (Min. 120 Sq. Ft., Max. 450Sq. Ft., Center Line of Dock Must be at Center of Lot line)
  - Specify Dock Materials** \_\_\_\_\_
- Swimming Pools
- Hot Tubs
- Adding Fireplace to Existing Structure
- Remodeling Inside or Out When Original Foundation, Structure, Electrical or Plumbing is Altered)
- Exterior Finish Will Be  Paint/Stain  Vinyl/Metal Siding  Masonry  Other **Specify** \_\_\_\_\_
- Other Projects Not Listed** **Specify** \_\_\_\_\_

Exterior Maintenance That Exceeds \$5000

**Specify Maintenance Below**

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Approximate Total Cost of all Improvements on this Application:

\$ \_\_\_\_\_



MAKE A SITE DRAWING ON THIS PAGE

LOT#\_\_\_\_\_

SHOW ALL LOT DIMENSIONS, CORNER PINS, EXISTING STRUCTURES,  
FRONT STREET, SIDE STREETS, IF ANY, AND ALL IMPROVEMENTS THAT  
YOU CHECKED OFF ON THIS APPLICATION.

## POSSIBLE INSPECTIONS

A copy of this inspection sheet with the appropriate inspections (checked off) for your project, will accompany your permit copy at the time you pay for your permit.

- Staking and String Lining of Lot Lines
- Footing
- Foundation Walls
- Plumbing under slab
- Electrical Under Slab
- Pier Holes
- Poured Holding Tanks (4 Inspections: Floor, Walls, Cap, and Plumbing Hook up)
- Precast Holding Tanks (2 Inspections: Level Set on 6 Inches of Gravel, Plumbing Hook up)
- Structural as per Approved Plans (Inspected as constructed)
- Electric Service Approval (When you are ready for power)
  - \*Note ( KCP&L gives an open trench and conduit inspection from service pole to meter box and is the responsibility of the Contractor or Owner to call before the trench can be backfilled)
- Potable Water Line (open trench)
- Underground Electrical Circuits from house service panel to other areas of lot (open trench and conduit)
- Propane Line (open trench)
- Green Rock in appropriate areas
- Fire Rock in appropriate areas
- Culvert (Building Inspector will approve diameter and length)
- Rough Electric
- Rough Plumbing
- HVAC
- Skid Shed (Set Level)
- Shed on Foundation (Footing, Stems if any)
- Dock (2 Inspections: Final anchoring and centering)
- Other \_\_\_\_\_
- Final for Completion of project and/or Certificate of Occupancy

\*Note: It is the responsibility of the Contractor or Owner to contact the City Building Inspector at the appropriate phases for inspection. Inspections will be as soon as possible after notification but no longer than 24 hours after notification.

Keep Pages 1 through 6 for your reference. Fill out pages 7 through 10 completely. Leave this sheet, page 11, with the Application and the City Building Inspector will check off the inspections that apply to your project. The Applicant will receive a copy with the permit.

This Application can be turned into City Hall or the POA Office. Remember, in the "Private Area" called "Linn Valley Lakes" the POA Architectural Committee MUST review your application before the City will write a permit. They meet twice per month on the 2nd and 4th Thursdays (Daylight Saving Months) or the 2nd and 4th Tuesdays (Non-Daylight Savings Months). Consider these things so that your application can be expedited as quickly as possible.

Thank You

Don Ritter  
City Building Inspector  
913-731-1459  
913-757-2995