

Permitting & Inspection Process

City of Liberal
Building Department
324 N. Kansas Ave.
Liberal, KS 67905
(620) 626-2260



This information is intended to help our customers obtain building permits. Sections describing required steps in the building permit process and required reviews are included to assist you in preparing your building plans and other required submittal documents. Our goal is to make your visits to the Building Department as efficient as possible.

There are two basic phases to the building permit process:

- (1) Plan review phase
- (2) Construction inspection phase

During plan review, City staff will look for compliance with zoning regulations and review all architectural and site plans for compliance with the City's building codes.

Plan review must be completed prior to the issuance of a building permit.

Construction inspection takes place after a building permit has been issued. A Building Inspector approves each part of the project as it progresses, checking to see that the work is done safely and in accordance with the approved plans and codes.

Step 1: Zoning

Before any construction is contemplated, it is important that you contact the City Building Department to determine if the intended use of your proposed project fits with current zoning requirements.

The entire City of Liberal Zoning Ordinance may be accessed at the following location: <http://www.cityofliberal.org/images/stories/pdf/zoningordinance.pdf>

Step 2: Plan Review

Plans must be prepared in accordance with applicable City building codes. As guidelines to oversee the construction and building process, the City of Liberal, Kansas has adopted the following codes:

- 2006 Edition, International Building Code
- 2006 Edition, International Residential Code
- 2006 Edition, International Plumbing Code
- 2006 Edition, International Fuel Gas Code
- 2006 Edition, International Mechanical Code
- 2006 Edition, International Fire Code
- 2005 Edition, National Electrical Code

The full codes may be accessed at the following location: <http://www.iccsafe.org>

Architectural Plans

Residential: Single-family & Duplex

Two sets of plans need to be submitted to the City. Scale should be ¼ inch equals 1 foot. One set of plans will be returned to the builder. Plans need to include the following:

- (1) Four elevations.
- (2) Location of all furnaces, hot water heaters, sump pump, floor drains, size of beams, columns, footings, flue sizes and location(s) and types. Show sizes, spacing and lumber species to meet Codes.
- (3) One-hour fire rating between garages and living quarters.
- (4) Exterior elevations will show materials to be used and appropriate finished grades.
- (5) Foundation plan will show footing sizes, height of concrete walls and special footings, such as for fireplaces, basement emergency escape and rescue window or exterior door.

Commercial & Multi-Family

The Building Department requires that two or more complete sets of architectural plans be submitted. Plans required shall include structural, mechanical, electrical and plumbing. These plans shall be prepared, signed and sealed by a licensed architect and/or an engineer, registered in the State of Kansas.

If approved, one set of architectural plans shall be filed with the Building Department and the other filed with the Liberal Fire Department.

Site Plans

Residential: Single-family & Duplex

One set of fully dimensioned plot plans, showing walks, drives, patios, porches, retaining walls (if any), corners of building and side property lines. Plans should also show grades at each lot corner and curbs and grades of top of curbs at driveway and street juncture. Show the proposed elevation of each floor level and top and bottom of foundation wall. Provide direction arrows indicating how water will drain.

Commercial & Multi-Family

Two fully dimensioned plot plans, showing walks, drives, patios, porches, retaining walls (if any), existing and final grades at corners of building and side property lines, upstream and downstream of sewer top of manhole elevations and flow line elevations. Also show grades at each lot corner and curbs and grades of top of curbs at driveway and street juncture.

Plans should show the proposed elevation of each floor level and top and bottom of foundation wall. Provide direction arrows indicating how water will drain. The plans shall be prepared, signed and sealed by a licensed architect and/or an engineer, registered in the State of Kansas.

Step 3: Permitting

Residential: Single-family & Duplex / Commercial & Multi-Family

Once it is determined that your project falls within zoning requirements and your architectural and site plans meet building codes, the City Building Department will issue a Building Permit.

Remodeling in single-family residences:

If the homeowner residing in a single-family residence performs non-structural alterations (including electrical, plumbing and mechanical systems) exceeding what is considered maintenance or repair, the homeowner must submit plans and secure a "homeowners permit" from the Building Department.

The Building Inspector may perform inspections as are normally required for such work, and all work done by the homeowner shall comply with all applicable building codes.

Licensing:

ALL contractors requesting building, plumbing, mechanical and electrical permits MUST provide proof of registration with the City of Liberal. Permits will not be processed without licensing.

All applicable permits must be obtained before any work may begin.

Step 4: Inspections

The contractor, builder and/or subcontractor are responsible to see that the following inspections are done before work is covered. The inspector will check "pass" or "fail" on a "Report of Inspection" Form that will be posted at the construction site. Upon completion of the structure, a final inspection will be done. When approved, a Certificate of Occupancy will be issued by a building inspector.

No one is allowed to conduct business or reside in a structure before the Certificate of Occupancy is issued.

At least 4 hours advance notice is required for all inspections. Inspections are performed Monday through Friday between 8:00 a.m. and 5:00 p.m. To schedule an inspection, call 620-626-2261 or come to City Hall, 324 N. Kansas Ave. Other calls or questions should be directed to the Chief Building Inspector at 620-626-2262.

Required Inspections

Footing Inspection

When all excavation, forming and placement of reinforcing is complete and prior to pouring (minimum 24 hour curing before placement of wall panels; 30" frost line).

Foundation Walls Inspection

When all forming and placement of reinforcing is complete.

Ground Rough-in Inspection of Under-Slab Plumbing

No sewer connection is to be made until the rough-in inspection is completed, and all vents, drains and cleanouts have been plugged or capped to prevent infiltration and it is observed that the roofing is completed at the rough-in framing stage.

Building Sewer Connection

Prior to backfilling.

Driveway Approach

City Sidewalk

Rough-in Framing, Rough-in Electrical, Rough-in Plumbing, Rough-in Mechanical

Prior to insulation and drywall work.

Gas Line pressure Test

When the house gas piping is completed, and prior to ordering the meter, the piping is air pressure gauge tested at 20 lbs p.s.i. for a minimum of fifteen (15) minutes.

Final Inspection

When the building is complete (and before the building is occupied), final grading is done. A Certificate of Occupancy will be issued when all things are in order.