Riley City Hall
222 S. Broadway
P.O. Box 314
Riley, KS 66531

(785) 485-2802
cityclerk@cityofriley.com
www.cityofriley.com

APPLICATION FOR BUILDING PERMIT **PERMIT NO._____**

NO CONSTRUCTION IS TO BEGIN UNTIL APPLICATION FOR BUILDING PERMIT HAS BEEN APPROVED BY THE PLANNING AND ZONING BOARD AND ISSUED BY THE CITY OF RILEY.

Applications must be submitted to the City Clerk's office no later than **five** (5) business days before the scheduled Planning and Zoning Board meeting to be considered for approval. "PERMIT ISSUED" placard will be permanently posted on the construction site where it can be readily seen from the street by City officials.

NOTE: All construction will be accomplished in accordance with the International Building Code, 2006 Edition and the International Residential Code, 2006 Edition (Riley City Ordinance #1498) and the storm shelter code (Riley City Ordinance #1500). Any deviation from the requirements of stated codes will result in revocation of the permit and be considered just cause for the removal of the structure or any portion of it determined to be in violation by the building inspector. Inspections will be done on all building projects. The cost will be $400.00 for inspections on new homes and $75.00 for all other projects. The cost for inspections must be included with the building permit fees. The City of Riley retains and pays the building inspector.

Inspection of the sewer line must be done by the City of Riley Public Works department. Sump pumps will be inspected to confirm they are not tied into the city sewer system.

PRESENT/PROPOSED USE _____

Applicants Name: _____ Applicants Phone #: _____

Owners Name: _____ Owners Address: _____

General Contractor: _____ Contractor Address: _____

Address of Building: _____ Legal Description: _____

E-mail address: _____

PROPERTY DESCRIPTION: (Drawing of existing and proposed structure(s) with regard to distances to all property lines and between all structures. Structure dimensions also need to be included with this application.)

Lot area _____ Sq. Ft.

Type of Zoning (circle):

A-1 Single Family Residential
B-1 Two Family Residential
B-2 Multiple Family Residential
B-3 Detached Multi-family Residential
C-1 Restricted Business
C-2 General Business
C-3 Highway Business
D-1 Industrial & Manufacturing
G-1 General Agricultural
H Floodplain

BUILDING SPECIFICATIONS: Must meet zoning regulations.

Type of building: _____ Proposed point of electrical entrance: _____

Sq. ft. area of building: _____ Proposed point of gas connection: _____

Proposed point of sewer connection: (must be a 4" line with double cleanouts): _____

Tracer wire to be included and must be 12 gauge underground and included in both water and sewer.

MATERIALS:

Footings/Foundation: _____ Basement walls_____

Wall Sheathing: _____ (new/used) Plumbing Material _____

Roofing/Shingles: _____ (new/used) Rafters/Framing _____ (new/used)

Siding/Exterior: _____ (new/used) Flooring Material _____ (new/used)

Estimated Construction Cost _____

Date work will commence: _____ Estimated date of completion_____

Construction is to be done by: _____

(NAME OF FIRM OR CONTRACTOR, IF ANY)

COMMENTS

APPLICATION CERTIFICATION

I hereby certify that I am the owner of record of the property where said construction is to be completed, or his or her designated representative as indicated by legal Power of Attorney submitted with this request, or the licensed contractor, hired by the property owner to build said structure. I further certify that all information entered on this form is true and accurate to the best of my knowledge and understand that any misrepresentation thereon will render any permit issued as a result of this application invalid and will be just cause for the removal of any structure(s) or modifications constructed.

_____ _____

Applicant's name – Printed Applicant's signature Date

After receiving and reviewing comments from all parties, the Planning and Zoning Board hereby recommends a Building Permit be issued to said applicant for the work shown on this application.

Planning and Zoning Board:

_____ _____

Date Date

_____ _____

Date Date

Proposed construction has been reviewed by all City departments to ensure that all aspects of proposed construction meet the criteria set out in the City Code and will not interfere with any currently existing utility or regulation.

_____ _____

City Clerk Date Public Works Director Date

NOTICE OF POTENTIAL IMPACT: The property for which this permit is issued is situated in an area that may be subjected to conditions resulting from military training at a nearby military installation. Such conditions may include the firing of small and large caliber weapons, the over flight of both fixed-wing and rotary-wing aircraft, the movement of vehicles, the use of generators and other accepted and customary military training activities. These activities ordinarily and necessarily produce noise, dust, smoke, and other conditions that may not be compatible with the permitted improvement according to established federal guidelines, state guidelines or both.

Document updated: 10/28/2026

Requirements for Completing an Application for Building Permit

1. Complete the application form in its entirety.

2. Ensure that you include a statement as to the present and/or proposed use or uses of land and structures. Use an attachment if necessary.

3. Include a plot plan or sketch that includes the entire property. It should accurately show all of the dimensions of the lot or tract of land along with the location, size and height of all existing and proposed structure(s) and buildings, accurate distance markings from all property lines and between each structure and building, existing and proposed streets, rights of way, easements, drainage courses and streams. Page 5 may be used for this purpose, or you may use another attachment. Applicant must demonstrate compliance on the proposed application/sketch with the applicable zoning regulation and density requirements. For further information that you may need on specific zoning regulations, contact the City Clerk.

4. The Planning and Zoning Board will require detailed drawings/plans with sectionals, footings, etc. to accompany building permit applications for any new commercial or complex structures over 3,000 SF.

5. The completed application must be submitted to the City Clerk's office no later than five (5) business days prior to the scheduled Planning and Zoning Board meeting to be considered for approval. The Planning and Zoning Board meetings are regularly held the first Wednesday of every month at 7:00 p.m., at Riley City Hall, 222 S. Broadway. If you have submitted a permit application, it is advisable to attend the meeting to answer any questions the board may have.

   Each application has a fee due upon approval. Fees are determined based upon the value of the building and will be assessed at $1 per $1,000 of value. All applications have a base fee of $25.

ALWAYS CALL BEFORE YOU DIG:

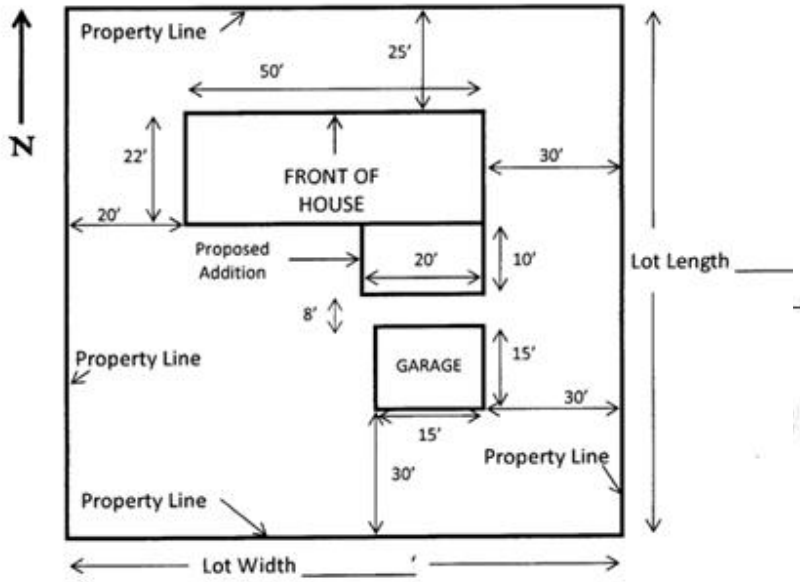
KS ONE CALL
800-DIG-SAFE
800-344-7233

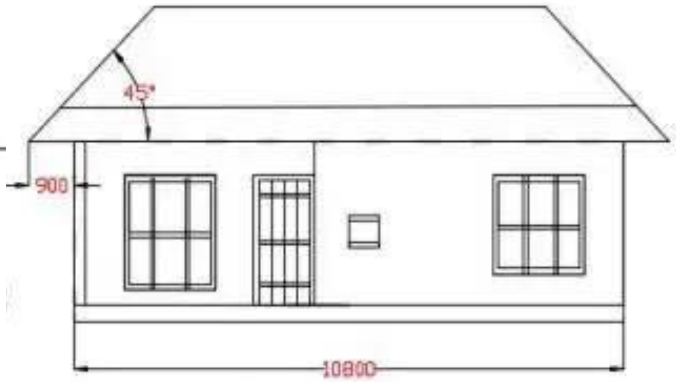
PLOT PLAN REQUIRED DATA

1. All dimensions of lot
2. All measurements of existing and proposed buildings
3. Designate existing buildings
4. Indicate street(s) and alleys – both streets if corner lot
5. Indicate front of building
6. Size of lot
7. Drawing must have accurate dimensions but does not need to be drawn to scale unless deemed necessary due to the complexity or other issues determined by the Planning and Zoning Board.

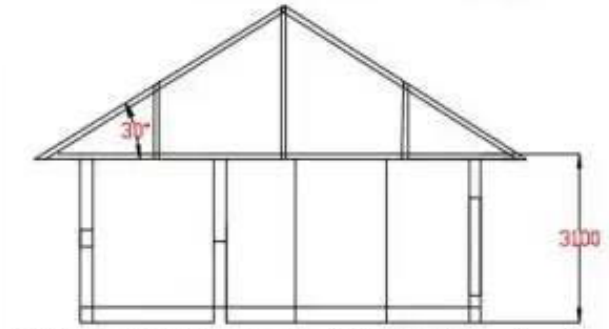
EXAMPLE:

SITE PLAN:





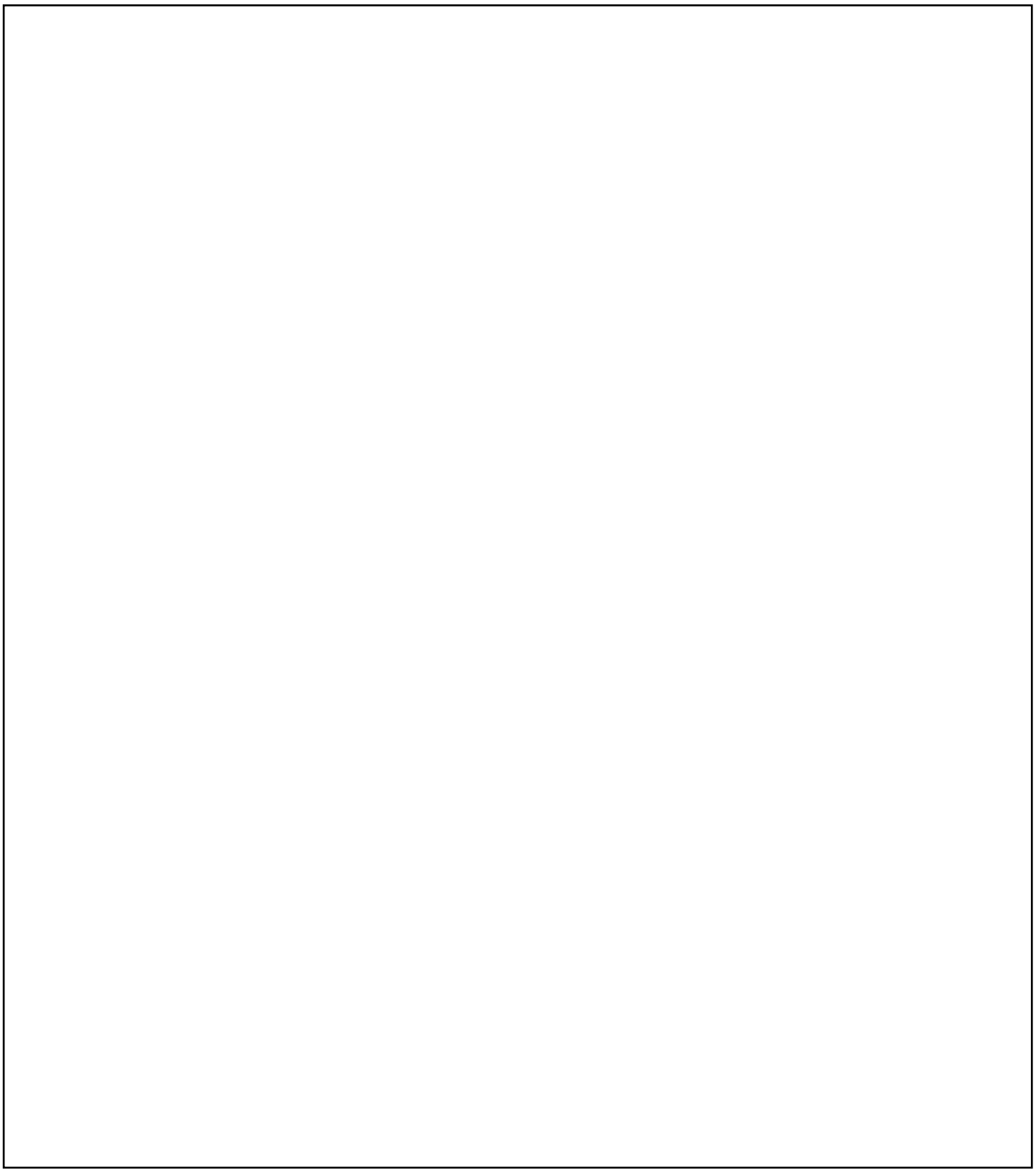
FRONT ELEVATION



SECTIONAL ELEVATION A-A

SIZE OF LOT: _____

NORTH



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BUILDING PERMIT
Check List

Accessory Buildings in A-1 District:

Section 4 Setbacks –

- ☐ Minimum Front yard depth of 25 feet (All sides abutting a street)
- ☐ Minimum Side yard depth of 5 feet (10 feet away from the principal building / Garages may be 5 feet from the principal building)
- ☐ Minimum Rear yard depth of 5 feet from the rear property line.
- ☐ Maximum lot coverage of 30% over 8,500 sq. feet. 35% under 8,500 sq. feet.

Section 12 Requirements -

- ☐ No detached accessory building shall occupy a required front yard. Detached accessory building can be located no closer to the front property line than 10 feet behind the front of the dwelling.
- ☐ Any accessory building shall not exceed 1,500 sq. feet or the overall square footage of the main living floor of the principal structure.
- ☐ Any detached accessory structure over 250 square feet in any residential zoning district. A roof with a minimum pitch of four (4) vertical inches for each twelve (12) horizontal increases (33% slope) need to have a one (1) foot overhang and siding material and color consistent with similar buildings in the residential neighborhood. Specifically prohibited are high-gloss exterior finishes, including silver or any other highly-reflective materials. These provisions are not applicable to fabricated storage buildings less than 120 square feet in size and detached carports, except that high-gloss and highly reflective finishes are prohibited.
- ☐ Roof height shall not exceed 16 feet.

Public Works Director -

- ☐ Confirm knowledge of where the water and sewer lines are in relation to the building