

# **CITY OF MERIDEN'S BUILDER'S RESPONSIBILITIES**

It is the responsibility of all **CONTRACTORS & SUB-CONTRACTORS** and **OWNERS** to know the Uniform Building Codes and Acceptable Materials. If you are not familiar with them, copies are available for review at City Hall or call the respective inspector.

**A copy of your plans and specifications must be left with the City Clerk's office before your permit can be issued.** It may take up to 14 working days from the time your completed application is submitted until a building permit is issued.

The Inspection Sheet must be posted on the job site at the time construction begins. The card must remain on the job site until all inspections are completed. **Please call Carl Matousek to arrange inspections at: 785- 851-0723**, or City Hall for any questions.

It is not the inspector's responsibility to police the job. Any work requiring an inspection that is covered up prior to inspection will be uncovered to fully expose said work. Let's work together to make everyone's job easier. Any doubt or question, please check it out.

**The Subs, General Contractor, or the Owner is required to give the City Inspector 48 hour notice when an inspection is needed.** Alternate times can be arranged but additional cost may be incurred.

Note if approved, your permit is based on the information provided by the applicant. Incorrect information may result in legal action by the City and denial of future permits applications

**NO OCUPANCY PERMIT SHALL BE ISSUED UNTIL  
ALL INSPECTION FEES ARE PAID IN FULL.A  
COMPLETED INSPECTION SHEET & A SIGNED  
CONTRACT FOR UTILITY SERVICES IS ON FILE AT  
CITY HALL. *Please retain all information for your records***

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The City of Meriden is a member of the Uniform

Building Code Compliance and has adopted by Ordinance

### **Helpful Numbers:**

#### **City Building Inspector:**

Carl Matousek 785-851-0723

[carl.matousek@gmail.com](mailto:carl.matousek@gmail.com)

#### **City Engineer:**

Mark Bachamp, PE

Olsson Associates

301 S 4th St

Suite 110

Manhattan, KS 66503

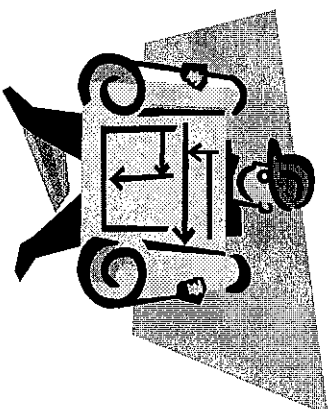
[mbachamp@olssonassociates.com](mailto:mbachamp@olssonassociates.com)

## **CALL BEFORE YOU DIG**

**1-316-687-2470 OR 1-800-DIG-SAFE**

## **BUILDING PERMIT**

## **INFORMATION**



## **CITY OF MERIDEN**

103 E. Main St.  
P.O. Box 262  
Meriden, KS 66512  
Phone (785) 484-3450  
Fax (785) 484-3707  
Official website: [meridenks.com](http://meridenks.com)

## NOTICE

### COMMERCIAL & RESIDENTIAL INSPECTIONS

- |                               |                         |
|-------------------------------|-------------------------|
| 1. Set Back Dimensions        | 10. Rough Electrical    |
| 2. Temporary Electrical       | 11. Rough Heating       |
| 3. Ground Work Plumbing       | 12. Finished Plumbi     |
| 4. Foundations & Flooring     | 13. Finished Electrical |
| 5. Basement or Stem Walls     | 14. Finished Heating    |
| 6. Basement Floors & Drives   | 15. Back Flow           |
| 7. Waterproofing & Foundation | 16. Fire Sprinkler      |
| 8. Rough Framing              | 17. Final               |
| 9. Rough Plumbing             |                         |

**Number of Inspections will vary per project**

### BUILDING PERMIT FEES:

**Single Family Dwelling- \$150.00**

**Commercial- \$250.00**

**Residential Additions- \$100.00**

**Commercial Additions- \$150.00**

**Misc. Permit (fence, deck, ect.) \$100.00**

**Demolition- \$50.00**

**Gas/Electric Hookup- \$75.00**

**Sewer Connection fee is \$750.00 for all new construction. This includes inspection fee.**

1. The fee for building permits is in accordance with City policy.

2. Non-portable buildings and structures are not allowed on easements. It is the applicant's responsibility to know where these easements are located.

3. The City of Meriden is zoned. There are restrictions on lot size, building area, building height, parking area, set backs ect. It is the applicant's responsibility to comply with these requirements.

4. This permit will be issued on the condition that the undersigned property owner certifies that the connections currently exist or will be made to the Public Sanitary Sewer System directly or indirectly, of roof drainage water, ground or storm water, foundation drains, garage or areaway drains. Violation of the City regulations, prohibiting the above mentioned connections shall be a misdemeanor and punishable by a fine.

5. This permit is issued in the condition that a Sewer Backflow Prevention Device is installed inline prior to sewer hook-up.

6. This permit becomes null and void if work or construction is not completed in a timely manner. Work/Construction must commence

within 60 days of the issuance of this permit. "Work/Construction must be completed within 180 days of the issuance of this permit unless this permit has extended the completion date."

7. This permit issued on the further condition that the undersigned authorizes the Building Inspector for Meriden, Kansas, or his/her authorized representative to enter the construction premises for purpose of inspecting the permitted conduct for compliance with all applicable ordinances, statues, rules, regulations, codes, ect.

8. Prior to occupation/use of the new structure, the Building Inspector shall inspect and approve the structure's electrical, plumbing and other mechanical systems. The Building Inspector shall also have authority to require such other inspections as may be necessary for determining the safety of such structure and it's compliance with applicable code.

9. Sewer Billing will commence after final inspection of sewer hook up and/or confirmation of water meter installation

*Please retain this information for your file*