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1. How can I find out what type of project I can build on my property?

The Planning, Inspection, and Enforcement (P.I.E.) division has information on each project in the City and what the Zoning district is. The Zoning district sets the requirements on what types of projects are allowed. You can call for information at (785) 628-7310.

2. When do I need plans for my construction work?

Plans are usually required for any project other than minor remodeling work, and minor plumbing, electrical and mechanical repairs.

3. How can I find out what plans are required, and what information I should provide?

You can obtain complete information on the requirements by obtaining a copy of the Requirements for Residential Projects and/or the Requirements for Commercial Projects. Information about these requirements can be obtained from the P.I.E. Division at the Public Works Main Office located at 1002 Vine or from the City of Hays web site at http://www.haysusa.com/Departments/Public_Works/PIE/pie.html.

4. Can I get specific questions answered before I submit for a plan review?

Yes. You can request either a preliminary review, or simply a pre-application meeting by calling 628-7310 and asking for one of the Inspectors in the office.

5. When must an Architect or Engineer seal the plans?

Plans are not required to be architectural or engineered, but must contain all information necessary to do a full review. If deemed necessary by the Chief Building Official, signed and sealed plans may be required. Any plans submitted for public record by an Architect or Engineer, must be signed and sealed by the Architect or Engineer who did the work. Plans must be prepared by an architect or engineer for the following plans:

Building Plans:

Any Commercial construction projects greater than \$25,000 in cost and all buildings of Occupancy Group A, E, and I intended for public use.

Electrical Plans:

Any construction project greater than 5,000 square feet in area and designed for public assembly or any electrical system requiring an aggregate service capacity greater than 400 amperes, or valuation of the electrical work greater than \$5,000.

Plumbing Plans:

Any construction project greater than 5,000 square feet in area and designed for public assembly or any plumbing system with greater than 250 fixture units or with a value greater than \$50,000.

Mechanical Plans:

Any construction project greater than 5,000 square feet in area and designed for public assembly or any mechanical system exceeding a 15-ton-per-system capacity or accommodates greater than 100 persons or with a value greater than \$50,000.

Site Plans:

If the construction area within the site is greater than 10,000 square feet, then the plans, calculations, and soils report must be signed and sealed by a Kansas registered engineer.

6. How long does it take to go through plan review?

This depends on the volume of work at any given time. It is best to check with the P.I.E. office upon submittal for a time estimate. Typically, residential plans are reviewed within two business days and commercial plans within two weeks. You can reach the planning office at 628-7310.

7. Can I start working without the plan review being completed?

Yes, you can. You can do site work (dirt removal/added, build up building pads, etc.) without a review being completed. A foundation only permit can be obtained to begin foundation work before complete plan review is finished. Foundation permit costs are based on 25 cents per linear foot of foundation. You cannot cover any of the work, and inspections will not be made until the permits are obtained. Any work that is done incorrectly must be corrected before any inspection can be approved.

8. How can I find out what fees are required for my project?

A complete fee schedule is available in the P.I.E. Division office or on the website (www.haysusa.com).

9. How is the job value for permit and plan review fees determined?

The job value, for the purposes of permit and plan review fees (plan review fees included in building permit), is based on the values published in the building valuation data table

produced by the International Conference of Building Officials. A copy can be obtained in the P.I.E. office.

10. Can my permit fees be refunded if I do not construct the job?

Permit fees are refundable on a case by case basis with special authorization from the Chief Building Official. If fees were calculated in error, or the permit was issued in error, refunds are available also.

11. Is a permit needed to do any kind of work?

You can do the following work without a permit:

- **Minor nonstructural repairs where the total for labor and material is \$500 or less,**
- **Repair faucet or valves and unstop clogged drains and sewer lines,**
- **Install A/C units (less than 3.5 tons), not connected to ducts,**
- **Painting, cabinets, carpet, floor tile, gutters,**
- **Roofing 500 square feet or less, stucco/siding 500 square feet or less,**
- **Fences six foot in height or less**
- **Concrete flatwork not in the city right-of-way**

12. Do I have to come to the City offices to pick up my permits?

Yes. Since payment is due upon receipt of the permit, applicants must come in to the office prior to the start of the project and pick up the permit. If the applicant calls ahead with all pertinent information, the permit can be ready upon arrival, thus eliminating any waiting time. If plan review is necessary, some waiting should be anticipated. Payment can be made in the form of cash, check, or credit card.

13. How do I obtain a list of contractors licensed with the City of Hays?

Call our office for a list or visit the City of Hays website at www.haysusa.com for a complete list.

14. Do I have to hire a contractor to do the construction work?

You must hire a contractor to do your construction work, except under the following conditions.

- You are the appropriate type of contractor, or

- You are a residential property owner who does the work yourself, on your own residence, or
- For residential work, the owner can be listed as general contractor for all work and hire anyone they want **except** for electrical, plumbing, or mechanical work.

15. If a homeowner pulls a permit, can he or she sub the work out to a contractor and pay them hourly?

A homeowner can hire laborers to assist him or her in the work, provided the laborers are supervised by the homeowner and the homeowner complies with the Kansas Statutes regarding worker's compensation, insurance and payroll taxes. A homeowner can contract the different areas of the building construction to the appropriately licensed contractor for the different categories of work, but cannot subcontract any electrical, plumbing, or mechanical work, for which he or she has obtained the permit.

16. Can a contractor do any type of work that needs to be done?

A contractor can only do the work listed under the scope for his license. (e.g. a plumbing contractor cannot do electrical wiring; a mechanical contractor cannot construct a building).

17. How can I find out what kind of work a contractor can do?

You can call the P.I.E. Division office to obtain that information by calling 628-7310, or by checking our web site at www.haysusa.com under the contractor area.

18. Some contracting work such as painting, doesn't require a permit. Do these contractors have to be licensed?

These contractors are not required to be licensed by the City of Hays, but may have licensing requirements with the State of Kansas or some other jurisdiction. Feel free to ask about any contractor and the types of licenses needed.

19. What can I do if a contractor fails to do the work?

If a contractor fails to do the work properly, you can report the contractor to the P.I.E. Division office at 628-7310. The City of Hays has established a local Trades Board made up of local contractors set up to review circumstances such as these.

20. How do I know the work has been done correctly?

Any construction work that requires a permit must also be inspected by the City of Hays, and be given a final inspection approval. You can call the inspection office at 628-7310 to find out if the inspection has been approved.

21. How can I find out what inspections are required?

Upon issuance of a permit, a list of applicable inspections is given to the applicant that explains what inspections are needed, when to call, and the number at which we can be reached. If there is a question as to whether or not an inspection is needed, please call and ask one of the inspectors.

22. Who do I call to get an inspection?

You can request an inspection for any type of work by calling the Inspection Office at 628-7310. Be sure to have the address for which the inspection is needed, the type of inspection requested, the contractor doing the work, and the time when the inspection is needed. 24 hours notice is recommended for all inspections for a guaranteed time. Inspections will be performed on the same day if inspectors are available.

23. Can I call the City for an inspection if I feel there is something wrong with my building?

If you feel that your building doesn't meet minimum standards, or there is a hazardous or unsafe condition, you can call P.I.E. Division office at 628-7310. They will notify you of the process it takes to have an inspector inspect your building and notify you of any problems. If a problem is found, it is the owners responsibility to see that it is corrected.

24. What do I do if I have questions during construction?

You can call the P.I.E. Division office at 628-7310 between 8:00 A.M. and 5:00 P.M., Monday through Friday, and talk to an inspector directly. If an inspector is not available, please leave a message with the receptionist and you will be contacted when an inspector becomes available.

25. How soon can I get the power connected by the utility company?

Temporary power can be obtained for residential and commercial projects prior to the Certificate of Occupancy by completing the requirements for temporary power. A "blue card" from our office is required by the power company (Midwest Energy) before any power can be established at the job site. To obtain a blue card, call for an electrical inspection upon completion of such work by the electrical contractor. For gas service, a "green card" is issued before service can be established.

26. Is a Certificate of Occupancy required for all projects?

A certificate of Occupancy is required under the following conditions:

- All new construction, or

- Whenever the occupancy classification of a building changes.

27. How do I obtain a Certificate of Occupancy?

A Certificate of Occupancy can be obtained from the P.I.E. Division office by calling 628-7310. You must have final inspection approval on all permits, met all local requirements, and have paid all of the required fees before a C.O. can be issued.

28. What agencies are required to sign off before I can get my Certificate of Occupancy?

You must have final approval on the Building, Plumbing, Electrical, Mechanical, Gas, Fire, Landscaping, and Stormwater. Our office will perform all required inspections unless noted otherwise.

29. Where can I get a list of the codes that are enforced by the City of Hays?

A list of codes can be obtained from the P.I.E. Division office, free of charge, or you can print a copy from our web page at www.haysusa.com. Information about the appropriate city codes and technical manuals can also be obtained from our office.

30. Where can I acquire copies of maps and aerials?

You can acquire these at the following locations:

- Storm sewer maps – Public Works Office, P.I.E. division, 1002 Vine, Hays, Ks.
- Sanitary sewer maps - Public Works Office, P.I.E. division, 1002 Vine, Hays, Ks.
- Right-of-Way maps - Call 628-7310 for information on these.
- Zoning maps - Public Works Office, P.I.E. Division, 1002 Vine, Hays, Ks.
- Aerials - Call 628-7310 for information on these.
- Water line maps – Information on city water lines can be obtained at the P.I.E. Division office at 1002 Vine, Hays, Ks.

A fee may be charged for maps, depending on size, type, etc.

31. Who do I call for legal descriptions, property ownership, and folio information?

You can call the Ellis County Appraiser's Office, 1204 Fort St., Hays, Ks., at 628-9400.

32. Who do I call for sign information?

You can call the Zoning Administrator at 628-7310, or stop in at 1002 Vine St., Hays, Ks.

33. How can I acquire an existing site plan of my property?

If available, they can be obtained from the P.I.E. Division Office located at 1002 Vine St., Hays, Ks., 628-7310.

34. Who do I call to report Zoning violations?

You can call the P.I.E. Division office at 628-7310, or the City Managers office at 628-7320.

35. Where does one apply for permits to construct within the right-of- way?

You can inquire about right-of-way issues at the Public Works office located at 1002 Vine St. or call 628-7310 or 628-7350.