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## **COMMERCIAL BUILDING INFORMATION AND GUIDELINES**

*“OUR MISSION IS TO ENCOURAGE AND PROMOTE SAFE, QUALITY DEVELOPMENT AND CONSTRUCTION WITHIN THE CITY OF COFFEYVILLE; AND TO ADVANCE THE HEALTH, SAFETY AND WELFARE OF ITS CITIZENS WITH THE BUILT ENVIRONMENT”*

2012 International Building Code	Section 8-19
2012 International Fire Code	Section 20-98
2012 International Mechanical Code	Section 8-20
2012 International Plumbing Code	Section 8-114
2011 National Electrical Code	Section 8-46
ADAAG	K.S.A 58-1304

### **Introduction**

The Building Permit and Inspections Office is a division of the Coffeyville Planning and Engineering Department, and along with the Water/Wastewater Utility and Electric Service Utility, is one of the departments that are regularly involved in the permit review process. The Inspections Office is responsible for the administration and enforcement of the City’s building, electrical, mechanical, plumbing, minimum housing and related codes. This office issues permits for building, electrical, and plumbing work, as well as performs inspections to verify compliance with local ordinances.

The City of Coffeyville recognizes that each building project is unique and has a unique schedule and sequence. In order to standardize and streamline the permitting process, we offer several categories for obtaining permits with the intention that these services will better meet your specific project needs.

We have divided the permitting into three broad categories, each requiring specific information to: meet state statutes, meet local ordinance requirements, and review specific information to assure protection of the public’s health, safety and welfare. These three Application and Checklist forms cover One and Two Family Dwelling Projects, Multiple Family Dwelling Projects, and Commercial Projects.

### **Commercial Projects**

The accompanying checklist and application has been designed to assist you with the permitting process. Though developed primarily for new building permits, it also will be useful for other types of building permits, including additions, interior or exterior alterations and accessory buildings. We recognize that each building project is unique and this checklist may not address all specific issues associated with an individual new project, and therefore some information may not be applicable.

This checklist identifies the items needed for the city staff to perform a complete review of your construction intentions. This checklist identifies the information required to assess many, but not necessarily all of the code and ordinance issues that may arise on a project.

### **Compliance with American with Disabilities Act**

In 1992, the Kansas Legislature adopted K.S.A. 58-1304 which requires city building inspectors to enforce the following federal regulations: non-discrimination in state and local government services, 28 CFR Part 35; and non-discrimination on the basis of disability by public accommodation and

commercial facilities, 28 CFR Part 36, as required by the Americans With Disabilities Act of 1990, 42 USCA 12101 et seq., enacted on July 26, 1990.

State law requires that all new construction and alterations be done in conformance with the Federal Regulations, including the Americans With Disabilities Act Accessibility Guidelines (ADAAG) for buildings and facilities that are adopted by the regulations (Appendix A to 28 CFR Part 36). The effective date of the state law was July 1, 1992.

ADAAG Section 4.1.6(2) requires that any alterations which affect or could affect the usability of an area containing a primary function, then the provisions of Section 4.1.6(2) will apply. ADAAG requires that all new building additions must be fully compliant with the guidelines and that if the general public (non-employees) has access to any portions of the existing building the same requirements as alterations would apply.

### **Special Information**

Anyone digging in Kansas must call before digging. Kansas One Call provides a free location service for customers of their member utilities.

**Before You Build:** Check for overhead and underground utilities. **Call 1-800 DIG SAFE (344-7233).**