City of Lone Jack
Public Works Department
(Permit Application Package)

What you are given:

1. File Folder with Fee Schedule Stamped In Red Ink
2. Building Permit Application - Form
3. Permit File Log – Form
4. Residential Plan Review Checklist
5. To All Builders - Letter
7. Sewer Connection Permit - Form
8. Sewer Service Application - Form
9. Property Owner and Tenant Letter
10. Two (2) page Grinder Pump Installation Agreement – Document
11. Required Building Inspections - Document
12. Permit Inspection Record
13. LJ Community Services Guide
14. LJ City Business License Application

Received By: __________________________ Date Received: ________________

What you must return for review *(Completely Filled Out):*

1. The File Folder you were given with fee schedule stamped in red ink
2. Building Permit Application – Form *(Top Sections Completed, Approved & Signed)*
3. Permit File Log – Form *(Top Sections Completed, Approved & Signed)*
4. To All Builders – Letter *(Approved & Signed)*
6. Sewer Connection Permit – Form *(Completed & Signed)* *
7. Sewer Service Application – Form *(Completed, Signed & Dated)* *
8. Required Building Inspections – Document *(Signed & Dated)*
9. Residential Plan Review Checklist *(Completed)*
10. Plot Plan (2 Copies)
11. Complete Building Plans with Original Engineer Stamp (2 Copies)
12. Provide 1 Digital Copy of Plot Plan & Building Plans
13. Provide or Show Proof of a Valid Occupation (Business) License in the City of Lone Jack, MO

* = If Applicable, forms may not be applicable if applying for a fence permit for example.

Returned By: __________________________ Date Returned: ________________

207 N. Bynum Road • Lone Jack, MO 64070
Telephone No. (816) 697-2503 ext. #4 • Fax No. (816) 697-2304
Applicant: __________________________
Address: __________________________
Phone #: __________________________

**SUBMITTAL REQUIREMENTS:**
Completed permit application:

**Plot plan:**
2 Copies of construction drawings ______
Footings/Foundation Requirements ______
Footing & Column Pad & Grade Beams dimensions ______
Foundation wall thickness, height & reinforcement size and spacing ______

**Structural Concrete Floor Details:**
Beam & Column locations, size and material ______
Location of vertical supports for beams ______
Concrete reinforcement size & spacing ______
Concrete thickness & minimum compressive strength ______

**Floor Plan:**
Provide square footage of living area ______ garage area ______ unfinished basement ______ area
Designate the use of all areas such as living, storage, garage & attic storage ______
Mark location of emergency escape locations from bedrooms & basement ______
Show location & size of electric service panel & grounding location ______
Provide combustion air calculations for fuel burning appliances located in confined spaces ______
Designate R-values for all floor, wall, ceiling, roof/ceiling & garage ceiling areas ______
Detail any required dwelling unit area separations ______

**Joist, beams, headers & girders:**
Species & grade & size of all dimensional floor joist______
Location, size & material of beams, girders, headers & vertical supports______
Show location of joist under bearing partitions______
Identify any blocking or lateral restraint bridging required______
Identify any type of manufactured roof or floor truss to be used______
When roof or floor truss are installed, provide truss package for installation & layout______
Size, height & spacing of studs______
Identify braced wall locations & length of braced wall panels______
Specific type of wall bracing______
Specify exterior sheathing material______
Identify interior load baring walls______
Provide size, species & grade of rafter and ceiling joist______
Show locations of vertical supports & purlins______

*This check list is provided to assist in the preparation of construction documents & permit applications.*
THE CITY OF LONE JACK
Building Permit Application

Date Submitted ________________
Project Address
Locality ____________________________ Lot ___________
Block _______ Plat _______ Section _________ Township _________ Range _________
Applicant __________________________ Owner __________________________
Address __________________________ Address __________________________
City/State/Zip ______________________ City/State/Zip ______________________
Phone No. __________________________ Phone No. __________________________

DESCRIPTION OF WORK:
Single Family New Addition Alteration Repair Other
Multi Family New Addition Alteration Repair Other
Commercial New Addition Alteration Repair Other
Out Building New Addition Alteration Repair Other
Other

MATERIALS:
Foundation __________________________ Primary Floor Area _______________
Exterior ______________________________ Accessory Floor Area _______________
Roofing ______________________________ Total Floor Area _______________

SQUARE FOOTAGE:
Number of Rooms _____________________
Number of Floors _____________________
Height of Structure ___________________
Estimated Cost _______________________

SETBACK LINES:
Front Yard __________________________ Type of Sewage Facilities _______________
Side Yards __________________________ Total Value of Project: _______________
Rear Yard __________________________
Tract Dimensions ____________________
Area of Ground ______________________

The applicant hereby agrees to abide by and comply with the conditions of all building and health laws and by the Zoning Order of and furthermore, understands that any variance from the provisions of the above mentioned ordinances shall constitute cause for the retraction of this permit and subject to prosecution. I certify that the information furnished on this application is true to the best of my knowledge and belief.

Occupancy prior to final inspection is prohibited by law, and applicant or permittee in violation thereof shall be subject to prosecution.

______________________________
Signature of Owner

______________________________
Signature of Agent

Permit Fee _______________________
Sewer Tap Fee ___________________
Sewer Impact Fee ___________________
Grinder Pump Cost ___________________
Pump Installation ___________________
Permit Total: ___________________
Sewer Deposit Fee ___________________

Permit Approved By: ___________________
Inspectors Signature

______________________________
Date Approved
City of Lone Jack • Public Works Department
PERMIT FILE LOG

<table>
<thead>
<tr>
<th>Project Address/Lot/Locality</th>
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<tbody>
<tr>
<td>Applicant</td>
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**LIST OF CONTRACTORS/SUB-CONTRACTORS:**

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City of Lone Jack • Public Works Department
PERMIT FILE LOG

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The applicant and or agent hereby agrees to abide by and comply with the conditions of all building and health laws and by the Zoning Order of and furthermore, understands that any variance from the ordinances shall constitute cause for the retraction of this permit and subject to prosecution.

I certify that the contractor’s information furnished on this document is true to the best of my knowledge and belief.

_____________________________  _____________________________
Signature of Owner  Signature of Agent

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<tr>
<th>Description of Work:</th>
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<tr>
<td>Plan Review?</td>
<td>Yes:  ☐</td>
<td>No:  ☐</td>
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<td>Review Date:</td>
<td></td>
<td>By:</td>
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<td>Certificate of Occupancy?</td>
<td>Yes: ☐</td>
<td>No: ☐</td>
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<tr>
<td>Temporary Certificate of Occupancy?</td>
<td>Yes: ☐</td>
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<td>Date Issued:</td>
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<td>Date Issued:</td>
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207 N. Bynum Road • Lone Jack, MO 64070
Telephone No. (816) 697-2503 ext. #4 • Fax No. (816) 697-2304
City of Lone Jack, County of Jackson
Public Works Department
205 N. Bynum Road
Lone Jack, Missouri 64070

1. The City of Lone Jack has adopted the International Building Codes. The Board of Aldermen Further adopts any future revisions, modifications and updates of the above stated codes and such each becomes incorporated as a portion of Section 5.64 of the City Code. At this time the listed codes are being enforced for all new construction within the City of Lone Jack.

   2009-International Building Code
   2009-International Fire Code
   2009-International Mechanical Code
   2009-International Residential Code
   2009-International Plumbing Code
   1994-Uniform Administrative Code

2. The Building Permit should be displayed at all times in plain sight on the building site.

3. All construction or work for which a permit is required shall be subject to inspection, and shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes.

4. A twenty-four (24) hour notice must be given to the Public Works Administrative Assistant/Clerk prior to any inspection. The Public Works Administrative Assistant/Clerk will schedule times and dates for all inspections. Failure to comply can result in a delay of your inspection.

5. A representative of the calling party requesting the inspection is requested to be present at the inspection site at the time of the scheduled inspection. Any job requiring a re-inspection will be charged a fee of $40.00 (forty dollars) to the Building Permit. All work to be inspected must be completed prior to the scheduled inspection. (Inspections scheduled for after hours or weekends without prior approval of the Building Inspector will be charged to the Building Permit at $40.00 (forty dollars) per inspection.

6. Prior to any Building Permit being issued the following is required:
   a. Complete the Building Permit Application process by obtaining a Building Permit Application Package and detailed instructions from the City of Lone Jack, Public Works Department Administrative Assistant/Clerk.
   b. In ordinance with the city code, every person whether or not located in the city, desiring to engage in any business profession or occupation, including building contractors and subcontractors in the city, shall be required to obtain an occupation (business) license from the City of Lone Jack, City Clerk before engaging in such activities.
   c. A permit fee, sewer tap fee, sewer impact fee, and sewer deposit if required must be deposited with the City of Lone Jack, Public Works Department Administrative Assistant/Clerk.
   d. If a Septic System is required a “Certified Copy” of the Jackson County Permit must be supplied along with the tap fee before any Building Permit can be issued. (Said tap fee will be placed in Escrow until such time sewers are constructed at your location.)
   e. If a grinder pump is required please refer to the approved list of basin and pump packages. A list of installers is also provided.
   f. Please, make check or money order payable to the City of Lone Jack.

7. No Occupancy is permitted until the Final Inspection has been completed and approved. If additional fees have been accumulated payment is required before the Certificate of Occupancy can be issued. REF.: Chapter 502, Section 5.49 of the City Code.

_________________________  _______________________
Signature(s) of Property Owner or Agent   Date
To: All Builders

From: Building Official

Reference: Landscaping and Screening for New Construction within the City of Lone Jack.

Dear Builders:

The purpose of this Ordinance is to improve the aesthetic qualities of the City of Lone Jack and to protect and preserve the appearance, character and value of its neighborhoods. A landscaping and screening plan shall be required upon application for a Building Permit for new construction or structural alteration of buildings in all Zoning Districts excluding single family and duplex structures.

In cases where landscaping plan approval would cause harmful delay to the start of construction, the Building Official may issue footing and foundation permits for the project so that construction may proceed. Permits for construction beyond the footing and foundation shall not be issued until the landscaping plans have been submitted and approved.

This Ordinance shall not apply to structures for which landscaping and screening plans have previously been submitted and approved. Landscaping plans shall not be required for nonstructural alterations or in the area designated “Downtown”. Except as noted herein, Landscaping and screening plans shall be approved prior to the issuance of a Building Permit.

1. The minimum landscaping requirements for all uses, including single family, shall be two (2) trees per building lot. Said trees shall be planted in front of the structure, on private property, not on public property, and shall be not more than forty (40) feet apart. Said trees shall be a minimum of two (1-1 ½) inches in diameter.

2. The minimum landscaping requirements for all uses excluding single family and duplex developments shall be one (1) tree and two (2) shrubs per 5,000 square feet of total lot area.

3. All portions of the all sites including all landscaping strips, parkways, and screening areas dedicated to the public not covered with paving or buildings shall be landscaped. Open areas not covered with other materials shall be covered with turf or ground cover. Ground cover shall be utilized on all slopes in excess of twenty-five percent (25%).

These requirements are some of the minimum requirements for landscaping and screening. Please feel free to discuss your landscaping and screening plans with me prior to installation to avoid any future problems and/or violations.

City of Lone Jack, MO.
Building Official

The Applicant and/or agent hereby agrees to abide by and comply with the Landscaping and Screening Ordinance for New Construction within the City of Lone Jack.

______________________________  ________________________________
Signature of Owner  Signature of Agent

207 N. Bynum Road • Lone Jack, Missouri 64070
Telephone No. (816) 697-2503 ext #4 • Fax No. (816) 697-2304
Department approved basin and grinder pump packages:

Barnes Ecotran basin with generator receptacle on the panel and OGP2022CE model grinder pump

Barnes Engineered basin with generator receptacle on the panel and OGP2022AUE model grinder pump

E-one basin with generator receptacle on the panel and Extreme model grinder pump

Pentair basin with generator receptacle on the panel and Myers V2 model grinder pump

Redman basin with G-7 200 Series or AMGP pumps (no generator receptacle on panel offered)

Product and Services:

Barnes distributor
Alliance Pump and Mechanical
627 S Cottage Ave
Independence, MO 64050
816-833-4811
ATTN: Mark Peden

E-one distributor
Haynes Equipment
15725 South Pflumm Road
Olathe, KS 66062
913-782-4962
ATTN: John Bellerive

Myers distributor
Envrio-Line
PO Box 308
Oswatatomie, KS 66064
913-782-4443
ATTN: Tom Lay

Redman distributor
WET Environmental
1201 Commercial Drive
Excelsior Springs, MO 64024
ATTN: Mark Geisinger
SEWER CONNECTION PERMIT
LONE JACK SEWER SYSTEM

Final Inspection by: ___________________ Date: __________ Recorded: __________
Septic Tank Filled: ___________________ Date: __________ Sand Filter bypassed __________ Date: __________

Permit No. ___________________________ Date Issued: __________________________
Location: ___________________________ District: __________ Class: __________ Fee: __________
Lot No. ___________________________ in __________ Addition
Street Address: ___________________________________________________________________
Owner: ___________________________________________________________________________
Location Outside District: Sec. __________ Twp. __________ Range __________
Legal Description: __________________________________________________________________

__________________________________________________________
Address: _______________________________________________________________________
Owner: __________________________________________________________________________
Contractor: Name or Company ______________________________________________________
Address: ______________________________________________________________________
City: __________________________________________________________________________
Phone: _________________________________________________________________________

Pipe Material: PVC Gravity Pipe (ASTM D3034, SDR 35) □, PVC Pressure Pipe (1 ¼": ASTM D1784, Schedule 80) or (1 ½" – 12": ASTM D2241, SDR 21) □, HDPE Pressure Pipe (1 ¼": ASTM F714 and ASTM D1248) □

Note: Sanitary sewer should be constructed of the pipe designations listed above unless otherwise approved. The pipe designations shall be stamped on the pipe installed. All pipe materials must be approved prior to installation. Plumber shall locate and uncover the sewer service wye at the collection point prior to constructing the service line. All construction shall be in conformance with the Missouri Department of Natural Resources Regulations.

Warning: No person shall make connection of roof downspouts, exterior foundation drains, areaway drains, or other sources of surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sewer.

Approved: ___________________________ District Inspector __________ Applicant’s Signature __________
Date: __________ FEE: Residential = $ __________ Commercial/Industrial = $ __________

*All plumbing or sewer work shall be done by contractors properly licensed. Inspection required prior to backfilling or covering work.
CITY OF LONE JACK, MISSOURI
SEWER SERVICE APPLICATION FORM

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<tr>
<th>Name of Property Owner(s) or Applicant(s)</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>Property/Service Address</td>
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<tr>
<td>Mailing/Billing Address</td>
<td>Alternate/Cell Phone Number</td>
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<tr>
<td>E-Mail</td>
<td>Work Phone Number</td>
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| SSN# | D/L | DOB |

I, ____________________________, State that I am the owner/renter, or I am buying or renting on contract the above listed premises and do hereby request the sewer service be billed to me in my name and I also hereby deposit the sum of $100.00 to be retained by the City until sewer service is discontinued and the final bill is computed and satisfied. The City may use the deposit at anytime to satisfy my delinquent account, and I agree to an additional deposit. In return for the City providing me sanitary sewer service, I also specifically agree to the following instructions:

1. If these premises are rented or leased to another party or parties and charges are to be billed to other than the owner, then a new application for service must be filed with the City of Lone Jack, Public Works by the lessee. The owner shall remain jointly and severally liable with the occupant(s) for payment or sewer services.

2. If I fail to pay my sewer use charge account, then I hereby agree that the City may enter upon my property and disconnect the in-line water valve on my side of the water meter pit, secure such valve and reserve the right to only restore water service when my sewer use charge account has been satisfied. Disconnect and reconnect fees will apply.

This application and acceptance thereof by the City of Lone Jack shall constitute a contract and shall be subject to all ordinances in force or that may hereafter be adopted by the City.

X
Owner(s) or Applicant(s) Signature

DATE: ______________________
NAME: ______________________
TITLE: ______________________

Please be aware that the Water Dept. also requires a deposit.

Please initial _____________

ljpw form 08-10-4 revised 10-14-08, 3-16-10
City of Lone Jack • Public Works Department

REQUIRED BUILDING INSPECTIONS

All inspections are required before receiving a Certificate of Occupancy

1. The Building Permit should be displayed at all times in plain sight on the building site.

2. All construction or work for which a permit is required shall be subject to inspection, and shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes.

3. An Occupational (Business) License is required before any inspection will be performed.
   
   1) In accordance with the city code, every person whether or not located in the city, desiring to engage in any business profession or occupation, including building contractors and subcontractors in the city, shall be required to obtain an occupation (business) license from the City of Lone Jack, City Clerk before engaging in such activities.

4. All inspections require a twenty-four (24) hour notice. The 24 hour notice must be given to the Public Works Administrative Assistant/Clerk prior to any inspection. The Public Works Administrative Assistant/Clerk will schedule times and dates for all inspections. Failure to comply can result in a delay of your inspection.

5. The following information is required to be given to the Public Works Clerk when scheduling each inspection:
   
   1) Permit Number
   2) Type of Inspection
   3) Street address
   4) Locality (Subdivision)
   5) Lot Number
   6) Builder ( Permit Applicant)
   7) Inspection For (Contractor's Name and Company Name)
   8) Phone Number (Requestors)
   9) Fax Number (If a copy of inspection record is requested)
   10) The Date & Time the premises will be ready for Inspection

6. A representative of the calling party requesting the inspection is requested to present at the inspection site at the time of the scheduled inspection. Any job requiring an extraordinary inspection or re-inspection will be charged a fee of $40.00 (forty) to the Building Permit. All work to be inspected must be completed prior to the scheduled inspection. (Inspections scheduled for after hours or weekends without prior approval of the Building Inspector will be charged to the Building Permit at $40.00 (forty) per inspection.

7. No Occupancy is permitted until the Final Inspection has been completed and approved. If additional fees have been accumulated payment is required before the Certificate of Occupancy can be issued.
   
   REF.: Chapter 502, Section 5.49 of the City Code.

8. In some cases Occupancy is permitted before payment is made. All accumulated fees are due upon receipt of invoice.

9. Please, make check or money order payable to the City of Lone Jack.

10. The building inspections are required by the City of Lone Jack, Public Works Director.
11. Please, notice that the following required inspections do not all have to be done in the same order as listed below:

1) Plan Review
2) Permit Review
3) Footing
4) Foundation / Wall (Only over 10ft)
5) Ground Rough Plumbing
6) Total Rough In
   a. Framing
   b. Plumbing
   c. Electric
   d. Gas (Pressure Test)
   e. Mechanical
7) Electric Service (Trench / Conduit)
8) Electric Service Line (Connection)
9) Water Service Line (Trench/Pipe)
10) Sewer Service Line (Trench/Pipe)
11) Sheetrock/Drywall & Rated Drywall
12) Exterior Concrete/Flatwork
    a. Driveways (Approach)
    b. City Sidewalks
    c. Piers
13) Porches/Decks
14) Fence
15) Above/Below Grade Pool
16) Final Inspection for Occupancy

The applicant or agent hereby agrees to abide by and comply with the conditions of all building and health laws and by the Zoning Order of and furthermore, understands that any variance from the ordinances shall constitute cause for the retraction of this permit and subject to prosecution. Occupancy prior to final inspection is prohibited by law, and applicant or permittee in violation thereof shall be subject to prosecution.

I hereby certify to agree to abide by and comply with the required building inspection rules and regulations provided to me in this document.

__________________________  __________________________
Signature of Owner         Signature of Agent
SECTION 5.48 INSPECTION REQUESTS

A. It shall be the duty of the holder of the permit or their duly authorized agent to notify the building official in advance of when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspection of such work for any inspections that are required by this Title.

Final inspection is required prior to any use of the permitted project in accordance with Section 5.49.
Dear Property Owner and Tenants:

As you may be aware, your property is connected to a low-pressure sewer (LPS) system and utilizes a grinder pump unit (GPU) to pump and grind your wastewater to the sanitary sewer. Not all Properties have an individual pump, but gravity flow to a pump station. In a continuing effort to inform property owners, we are giving a reminder notice about the use of your Grinder Pump (GPU). The following items **SHOULD NOT** be put down the drain or otherwise introduced into the Grinder Pump (GPU) or into the Gravity Flow Sewer System!

*Grease, sand grit (cat litter, aquarium gravel) or petroleum products*

*Glass, Powder Detergents*

*Metals of any kind (pennies, dimes, nuts/washers, screws & nails)*

*Diapers, wet wipes, cleaning wipes, female products, rags, cloth, paper towels of any kind*

*Plastic objects (toy utensils, etc...)*

*Explosives*

*Flammable materials*

*Strong Chemicals*

*Gasoline, diesel fuel, parts cleaner, kerosene, all oil and flammable products*

*Building material-drywall mud*

*Any or all sources of groundwater and rain water (sump pump)*

In the event of a Grinder Pump malfunction, a red warning light will activate and an audible alarm will sound on the Grinder Pump control panel that is located on the outside of your house. If you experience a pump malfunction, please contact the emergency line at 1-800-846-5508 that is located on the front door of the grinder pump control box on the outside of the house. They will notify the public works employee of the problem and will dispatch them to the address the issue. Under no circumstance should the home owner pull the pump out of the sewer tank or take the green lid off of the tank. Do not allow a plumber to pull the pump or clean the service line without notifying the public works office first.

By following these simple rules, you will help extend the life of your Grinder Pump and the Gravity Flow Lift Stations.

Thank You

Lone Jack Public Works