

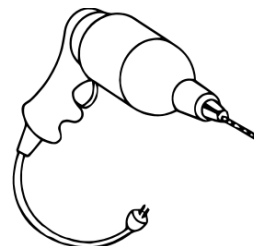
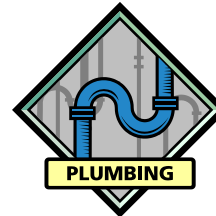
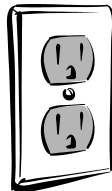
Can I Do the Work Myself ?

The owner, who shall be the occupant, of a single-family residence can perform work on the residence, even when this work requires a permit. However, the homeowner must obtain the proper permits prior to starting the work. If the work starts before a permit is obtained, a fine and/or the work already done may have to be removed if not to current codes and standards and installed in an unsafe manner. If you hire a contractor to do work on your home, that contractor must be licensed to do work in the City of Emporia, whether or not the work requires a permit. If a permit is required, the homeowner must communicate with the contractor to be sure the proper permits are obtained prior to starting the work. Typically the contractor obtains the permit on behalf of the homeowner.

If you are the owner of residential property, and you do not reside at that property, you must hire City of Emporia Licensed contractor to perform all work when a permit is required.



The information in this brochure is designed to include enough detail to be informative but does not include all the information that is required in obtaining all permit requirements. We suggest that you check with our office prior to beginning any work on your home project to avoid any issues associated with the current ordinances adopted by the City of Emporia.



WHEN ARE PERMITS REQUIRED?

Questions you've had...
but didn't know who to ask.



Code Services Department

521 Market Street
P.O. Box 928
Emporia, Kansas 66801

620-343-4270
(fax # 620-341-4337)

Revised - June 2016

We encourage you to contact the
Code Services Department
with any questions at
620-343-4270

Help is just a phone call away.

Below are questions with their answers that are most frequently asked of this department. If you have a question that is not answered here, please call the *Code Services Department* at 620-343-4274.

Do I Need A Permit For:

- Reroofing my house or detached garage?
YES
- Building a storage shed on my lot?
YES if the floor area is more than 120 sq. ft.
NO if the floor area is 120 sq. ft. or less
- Any addition to the house or garage?
YES regardless of size
- Installing or replacing storm windows or doors?
NO
- Replacing windows?
YES
- Building a deck?
YES if 30" or more above the ground level.
YES if there will be a roof projection and this pertains to any height of the deck.
- Pouring a concrete patio slab with no structure or roof projection over it?
NO
- Pouring a concrete patio slab with a structure over it now or in the future?
YES
- Installing or replacing siding?
YES
- Installing or replacing guttering?
NO
- Installing or replacing kitchen cabinets?
NO
- Hanging sheetrock or drywall?
YES
- Basement remodeling?
YES
- Hanging wallpaper?
NO
- Replacing carpet, linoleum, tile?
NO
- Painting the outside or inside?
NO
- Installing or replacing a sidewalk in front of my property on public property (near the street)?
YES please see the City Engineer's Office for permit requirements
- Installing or replacing a sidewalk on my own property?
NO
- Adding electrical outlets or lights?
YES
- Replacing plumbing fixtures such as a sink?
NO if the fixture is going back in the same location and you are not installing or relocating drains or water lines.
- Installing or replacing a furnace or air conditioner?
YES
- Installing or replacing a hot water heater?
YES