City of Scott City

How do I know if I need a permit?

A permit is required to erect, construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure. Also, to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system. This type of installation or construction is regulated by city code. Cosmetic interior remodeling, such as replacement of cabinets, doors, carpeting and plumbing fixtures do not require a permit.

Do I need a permit to build a detached building or garage?

Yes, a permit is required for any detached structure or accessory building. A shed cannot exceed 400 sq. ft. Contact the Building Inspection department prior to building any structure for information on allowable sizes and building setbacks.

Do I need a permit to finish my basement?

Yes, building walls, adding plumbing, electrical, and mechanical always requires a permit.

Do I need a permit to replace my windows or siding?

Yes and no, let us explain. If you are just replacing windows and not enlarging the existing opening or changing the structure in any way, then you do not need a permit. If you are putting back bigger windows that require enlarging the opening then, yes you do need a permit. If you are replacing siding or adding stucco to your house, you will need a permit. Contact the Building Inspection department with any questions.

Do I need a permit to re-roof my house?

Yes. Roofing contractors must be licensed and registered with the state, as well as, with the City. Some exceptions do apply for contactors. Please visit the Kansas Attorney General's Roofing Registration website for more information.

Do I need a permit to place or replace a sign?

Yes, most situations require a permit. Contact the Building inspection department for more information.

Do I need a permit to install or replace a fence?

Yes, check with the Building Inspection department for details before beginning you project.

Does the City require business licenses?

We do require that Contractors or Subcontractors be licensed with the City of Scott City and hold an appropriate Certificate of Liability Insurance prior to applying for permits.

What if I do the construction work myself?

An owner may act as a General Contractor and perform construction work only if they, *Own and Occupy as their primary residence,* the property listed on the permit as the site address. They are subject to the same code inspections as a contractor would be.

Where do I apply for a permit?

Please contact City Hall at 620-872-5322. Most projects that require a permit do not require you to complete a permit application. However, if you are a General Contractor overseeing subcontractors for a large building project (new home, apartment complex, new business, etc.) you may be asked to complete an application, including site plans, to assist us in serving you by preparing you beforehand of the expectations placed on our contractors, such as licensing/insurance requirements and permit types/fees.

Please call if you have any questions.
Monday – Friday 8am to 5pm.
City of Scott City --- 620-872-5322
Jerek Wasinger----- 620-874-8255

***Disclaimer**: This is a checklist to be used for preparation of an inspection. It is a summary of applicable codes and does not cover all codes or possible conditions. Please refer to the applicable codes for more information. Code books can be viewed at City Hall.*
Updated 7/2017