



OWNER INITIATED DEMOLITION PERMIT PROCESS

When application is made for a permit to demolish a structure on a property, the owner must send utility disconnect notices to all utility companies, being sure to tell the utility that this is a disconnect for demolition. The owner is responsible for any costs associated with the disconnections, and should ask the utility to notify the city when the work is finished. Also required is a Land Disturbance Permit obtained through the City of Leavenworth Public Works Dept. The owner or contractor must also engage a city-licensed plumber to cap the sewer prior to demolition; when this is done the City of Leavenworth plumbing inspector will check the sewer cap, sign off and notify the Community Development office.

A demolition permit cannot be issued until confirmation of all utility disconnects have been received by this office. The Demo Permit can be paid at any time in the process, but, as stated above, **the demo may not proceed until all preliminary work is done and the fee(s) paid.**

A contractor is required to provide the Community Development office a copy of their Certificate of Insurance listing City of Leavenworth, 100 N. 5th Street, Leavenworth, KS 66048 as the Certificate Holder, and include “demolition work” under the Description of Operations.

Evergy https://www.evergy.com	Call 1-800-383-1183	1-800-383-1183	No charge
Kansas Gas Service www.kansasgasservice.com	Christopher.Zubler@onegas.com Let him know if you plan on rebuilding in the future	918-947-7000 Fax: 785.431.4224	No charge if not rebuilding
Leavenworth Water Department www.lvnwater.com	Christine Owens cowens@lvnwater.org (line from the main to the meter has to be disconnected)	913-682-1513	\$500 charge
Spectrum www.spectrum.com	Joe Heckelbeck Joe.Heckelbeck@charter.com	816-215-8842	No charge
AT&T www.att.com	Tyler Haffner Th083y@att.com	785-409-3515	No charge
City of Leavenworth Public Works (Land Disturbance Permits)	Cailynn Acree Cailynn.Acree@firstcity.org	913-684-0378	No charge
City of Leavenworth Community Development (Demo Permit/Utility Disconnects)	Clerk planning@firstcity.org	913-680-2627	See below

Demolition permit fees should be made payable to the City of Leavenworth.

\$ 10.00	Sheds and structures 120 sq ft or less
\$ 15.00	Garages or structures 121 sq ft up to 900 sq ft
\$ 50.00	Houses and single structures over 900 sq ft
\$150.00	Multifamily, commercial and industrial structures regardless of the number of buildings on the site to be demolished

DEMOLITION PERMIT APPLICATION

DEMOLITION TYPE

Owner Initiated:	<input type="checkbox"/>
City Initiated:	<input type="checkbox"/>
Fire Damage:	<input type="checkbox"/>
Other:	<input type="checkbox"/>

CITY OF LEAVENWORTH, KANSAS
100 N 5th Street, Leavenworth, KS 66048
(913) 680-2627 (913) 680-2702 - Fax

Application # _____
Fee \$ _____
Received By: _____
Date: _____

NOTICE: PERMIT EXPIRES SIXTY (60) DAYS AFTER ISSUANCE

Property Address _____
Owner's Name _____ Contact # _____
Owner's Address _____ E-mail Address: _____
Contractor's Name _____ Contact # _____

STRUCTURE

Principal Use: _____ Type: _____
Proposed Date of Demolition _____

UTILITIES

	Requested Disconnect/Comments	Date Disconnected/Date Removed
Gas	_____	_____
Telephone	_____	_____
Electric	_____	_____
Cable TV	_____	_____
Water	_____	_____
Sewer	_____	_____

Land Disturbance Permit #: _____ Approving Official: _____

Disposal Site Name: _____

Disposal Site Address: _____

Note: Foundation rubble (concrete or rock) left onsite shall be no larger than 12" in diameter.

REMARKS

I consent to this application and hereby certify that information contained on this application and in the accompanying materials is correct to the best of my knowledge. I agree to abide by and conform to all applicable city codes regarding this permit

Signature of Contractor: _____ Date _____

Signature of Property Owner: _____ Date _____

OFFICE USE ONLY:

Zoning Official Approval for Issuance: _____

Final Site Inspection Date: _____ Inspector: _____