

## WHEN A BUILDING PERMIT IS NEEDED

All zoning districts require building permits including the Agricultural District.

A building permit is required prior to the start of any new construction, enlargement (i.e. increasing of the footprint of a building or structure), reconstruction, moving, or a change of use within a building or structure. Examples of structures are decks, storage containers, portable structures, grain bins and in-ground swimming pools. Building permits are not required for driveways, sidewalks and fences. Manufactured homes located outside of a mobile home park are required to be placed on a permanent foundation and require a building permit.

In the planning stages of your project, if there will be any plumbing and you are not on a municipal sewer system, it is recommended you discuss your project with the Environmental Health Specialist in the Planning & Development Department. If the interior remodeling doesn't require a building permit but is adding additional bedroom(s), please contact the Environmental Health Specialist to verify if the septic system is sized correctly.

Commercial, non-residential (industrial or place of assembly), multi-family, or an agritourism facility projects, please contact the Riley County Rural Fire Department #1, 115 N 4th St, Manhattan, KS, 785-537-6333 in the early stages of the planning process to discuss fire code compliance. Code compliance approval documentation will be required before processing a Permit to Build application.

## OTHER PERMITS

Contact the Floodplain Administrator in the Planning & Development Department to determine if the development is within a **Flood Hazard Area (FHA)**. If your development is within the 1% FHA, you will need to provide an **Elevation Certificate** prior to applying for a **Floodplain Development Permit (FDP)**. The FDP fee is \$75.00.

A **Floodproofing Certificate** is required for non-residential buildings that are below the base flood elevation.

A FDP must be issued prior to applying for a Permit to Build.

## ENVIRONMENTAL HEALTH

Environmental Health reviews each Permit to Build application to determine if the property is in compliance with the Riley County Sanitary Code.

If new construction, a process for determining the sewage disposal system will be conducted.

1. Site Evaluation\Soil Profile—fee \$150.00.
2. If soil profile fails, apply for a Wastewater Stabilization Pond. Permit fee \$300.00.
3. If soil profile passes, a percolation test will be conducted. Test fee \$300.00.
4. Apply for a Wastewater System with Standard Field, permit fee \$150.00. The size of system will be determined and information will be provided to the licensed installer.

For any other type of construction, whether or not plumbing is involved, the property must be in compliance with the Riley County Sanitary Code.

- Septic tanks shall be pumped and inspected a minimum of every five (5) years.
- Will the septic or waste system be negatively impacted from the proposed construction request?
- Illegal septic system?

If a violation is discovered during the review, the violation must be resolved before a building permit will be issued. This is to ensure construction will not interfere with any required remedy to the violation.

## AREAS OF RILEY COUNTY THAT REQUIRE BUILDING PERMITS

County building permits apply to all property outside the City Limits of Leonardville, Manhattan, Ogden, Randolph, and Riley.

For information on setbacks, see Building Setback Requirements or Guide to Agricultural District Setback Requirements.

## APPLYING FOR A BUILDING PERMIT

All applications for Planning and Development & Environmental Health are located at [www.rileycounyks.gov/planning](http://www.rileycounyks.gov/planning) as well as in our office.

Payment must be received before the Permit to Build application may be processed. Payment methods are cash, checks made payable to Riley County or credit cards (Visa, MasterCard, Discover & American Express; subject to a 2.5% service fee).

The Riley County Zoning Regulations require that a building permit be issued or denied within ten (10) days after the application is processed.

A separate building permit is required for each category; however, if a principal structure and an accessory structure are constructed simultaneously, the total fee for the two permits shall be \$50 above the permit fee for the principal structure. In the event construction is commenced prior to the issuance of a building permit, the permit fee shall be doubled to compensate for the direct costs and additional staff costs involved in enforcement activities.

## BUILDING PERMIT FEES

The Riley County Board of Commissioners adopted the following current fees on August 7, 2014.

Residential Principal Structure	\$150.00
*Commercial/Industrial Principal Structure	\$225.00
Residential Addition/Accessory Structure	\$150.00
*Commercial/Industrial Addition/Accessory Structure	\$225.00
*Includes non-residential (places of assembly and multi-family)	

## HOW LONG IS A BUILDING PERMIT GOOD FOR?

Construction must begin within six (6) months of the date the permit is issued, otherwise the permit becomes invalid.

## Accessory Buildings, Structures and Uses

### Standards

- a. Accessory buildings, structures or uses must be located on the same lot as the principal building, structure or use. No accessory building, structure or use shall be constructed or established prior to the construction or establishment of the principal building, structure or use.
- b. Mobile or manufactured homes, truck trailers/bodies, railroad cars, RV's or buses shall not be used as accessory buildings. Portable storage containers or shipping containers may be used as accessory structures but shall require a permit and must meet all set-back requirements.
- c. No accessory building shall be used as sleeping or housekeeping quarters unless expressly permitted in the zoning district in which the property is located.
- d. Prior to the issuance of a permit for an accessory building, the Environmental Health Specialist shall determine the building will not create a violation of the Sanitary Code nor impede the construction of a new sanitary system if a new system is required at the time of permit approval.
- e. Except for commercial and industrial zoning districts, accessory buildings shall not be rented or used for any business, profession, trade or occupation, other than as an accessory to an approved home occupation or small scale business occurring on the same lot.
- f. Except for commercial and industrial zoning districts, accessory buildings shall not be rented for storage.

### Density Requirements

- a. Accessory buildings, regardless of size shall be set back a minimum of five (5) feet from the side or rear lot lines.
- b. No detached accessory building shall be closer than 10' from the principal structure.
- c. Accessory structures shall not exceed a sidewall height of 16'.
- d. A maximum of two (2) detached accessory structures shall be permitted.
- e. Whether one or multiple accessory structures, the total cumulative floor area shall not exceed the maximum size allowed per lot size/zoning district calculations or the maximum square footage of the footprint of the principal structure; whichever is greater.

- f. Whether one or multiple accessory structures, the total cumulative floor area shall not exceed the maximum size allowed per lot size/zoning district calculations or the maximum square footage of the footprint of the principal structure; whichever is greater.

Lot Size (acres)	Zoning District	
	AG, SF-1, SF-2 & SF-3, C, D and N Zones	SF-4 and SF-5 Zones
Less than .50	1000 sf.	NA
.50 - .99	1000 sf. plus 50 sf. per additional .1 acre of lot area above .5 acres (1200 sf max)	NA
1 - 1.99	1250 sf. plus 50 sf. per additional .1 acre of lot area above 1 acre (1700 sf max)	NA
2 - 4.99	1750 sf. plus 50 sf. per additional .1 acre of lot area above 2 acres (3200 sf max)	1750 sf. plus 50 sf. per additional .1 acre of lot area above 2 acres (3200 sf max)
5 - 19.99	3250 sf. plus 100 sf. per additional 1 acre of lot area above 5 acres (4750 sf max)	3250 sf. plus 100 sf. per additional 1 acre of lot area above 5 acres (4750 sf max)
20 or more	5000 sf.	5000 sf.

*\* When calculating the cumulative area of all accessory buildings or total building height, fractions up to 0.5 may be disregarded and fractions of 0.5 or more shall be rounded to the next whole number.*

For More Information Contact:



**Planning & Development  
110 Courthouse Plaza  
Manhattan, KS 66502**

Phone: 785-537-6332

Fax: 785-537-6331

[www.rileycountyks.gov/planning](http://www.rileycountyks.gov/planning)

**RILEY COUNTY**

# GUIDE TO BUILDING

