



# INTEROFFICE MEMORANDUM

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**Date:** August 26, 2009

**To:** Code Services Staff

**From:** Brad Claussen, Building Official

**Subject:** Application of Building Permits to Governmental Entities

This memo is intended to give guidance and information for application of City building permits to government projects. By governmental entities, I intend to include federal, state and county owned properties as well as the school district.

Any of the above mentioned entities are generally exempt from the cities building permit and inspection process. In many cases there are legal decisions which support this position or there are statutes which require another process for construction projects. The school district is one of those. Kansas statutes require local school districts to go through a process with the state school board in which their plans and construction are approved by that board as well as the state architect.

Occasionally, one of these governing bodies will approach the city with a request to involve us in a project or projects they are undertaking. That is currently the case with the USD 383 bond issue projects. In those cases, we may assist as requested. There are also buildings, such as the Riley County Law Enforcement Center, which we permit and inspect because they are either partly or fully funded through the city.

Whenever we are requested to issue a permit to one of the above governmental units, the full permit fee should apply, unless waived by the governing body of the city. City of Manhattan projects require permits and inspections, but no fee is typically charged.

As always, if you have any questions, please let me know.