

Permit Requirements

1. You will need to fill out the appropriate permit form which can be found on our website here: <https://www.sedgwickcounty.org/public-works/permits/>. You will also find the bonding schedule under the permit form as described in #4 below.
2. Permits require a \$150.00 non-refundable permit fee at the time they are submitted. The fee can be paid by cash, check or credit card in person or over the phone. Please do not email credit card info as it is not secure. Also note that paying by credit card will incur a processing fee of 2.19% (\$3.28).
3. In compliance with Section 9 of the permit form, you will need a Certificate of Insurance listing Sedgwick County as additional insured. Limits must be at or higher than on the permit form.
4. In compliance with Section 7 of the permit form, you will need a bond in an amount sufficient to cover the liability as described on the Schedule of Minimum Bond Deposits.

Cash bonds are accepted, deposited, and refunded at the end of construction if in compliance. It takes approximately 4-6 weeks to process a refund.

Standing Surety Bonds are recommended and must be in the amount of \$10,000.00.

Everything has been set up so you do not have to come to our office unless you want to. It's acceptable to submit your permit and insurance by email. You can email a copy of a Surety bond, but we must have the original on file, so it will need to be mailed to us. You can mail checks for the permit fee and bonding if that is the path you choose, or you can pay the fee over the phone with a credit card.

We have strived to make this process as easy as possible for our customers. If you require any assistance, please do not hesitate to contact us.