



Commercial Sewer Permit Checklists

Items 1 - 3 are required for City of Gardner Wastewater to initiate the permit review process. Items 4 - 6 are also required to initiate review where applicable. Food and/or Beverage establishments changing ownership shall also submit.

- 1. Application.** Complete the applicable Gardner Wastewater Commercial Sanitary Sewer On-Line Permit Application through the www.gardnerkansas.gov portal. Applications available are as follows:
 - a. Sanitary Sewer Commercial Application (including Shell Building)
 - b. Commercial Application including Food and/or Beverage Service Application (New Construction)
 - c. Commercial Application including Food and/or Beverage Service Application (Tenant Finish/Remodel)
 - d. Commercial Application including Food and/or Beverage Service Application (Change of Owner)
 - e. Commercial Application including Food and/or Beverage Service Application (New Common Interceptor by Building Owner)
 - f. Sanitary Sewer Commercial with Pool
 - g. Sanitary Sewer Commercial with Food and/or Beverage Service and Pool
 - h. Sanitary Sewer Commercial with Wash Bay
 - i. Sanitary Sewer Commercial with Manufacturing (IPP)

For any questions about which application form to use, please contact the Gardner Wastewater Commercial Permit Review Team at 913-856-0980 with questions.

2. Permit Execution Authorization. Gardner Wastewater permits shall be issued to the Deeded Property Owner. Complete information (full name, title, company name and valid email address for the person authorized to legally bind the Deeded Property Owner) is required for processing the permit application. The Deeded Property Owner will be required to acknowledge conditions of the permit and permit issuance and authorize other project team member access to the issued permit. Upon prompt from Gardner Wastewater during the review process, the Deeded Property Owner will provide the authorization electronically before the permit will be issued.

3. Please review the Gardner Wastewater Commercial Permit Plan Requirements document for Gardner Wastewater Permit Plan requirements and submit the project documents in PDF format as follows:

- a. For new construction: Submit PDF packages divided as follows:
 - i. Transmittal/Response Letter.
 - ii. Complete Building Plans. Upload electronically sealed PDFs including architectural, structural and foundation drawings, plumbing (and, if applicable, riser diagrams), mechanical, electrical.
 - iii. Complete Civil Site Plans and Landscape Plans. Upload electronically sealed PDFs.
 - iv. Other supporting information, electronically sealed calculations, etc.
 - v. Draft Final Plat (or other lot revision instrument)/Easements.
 1. Plat. Submit a copy of the draft final plat if the site will be platted, re-platted, or the existing lot is otherwise to be revised for this project. Please note that update of the lot shown on Gardner Wastewater's as-built drawings for the sewer mains is also required for all lot revisions. Please contact the engineering company that prepared the original as-built drawings to coordinate and submit the revised as-built drawings and a copy of the plat (or other lot revision instrument) to Gardner Wastewater's New Development Group.
 2. Easements. Submit a copy of the draft sanitary sewer easements when applicable.
- b. For all tenant finish and/or building additions: Submit PDF packages divided as follows:
 - i. Transmittal/Response Letter.
 - ii. Complete Tenant Finish Plans Upload electronically sealed PDFs including architectural, structural and foundation drawings (if applicable), plumbing (and, if applicable, riser diagrams), mechanical, electrical.
 - iii. Site Plan as applicable to show any external plumbing required for the space.
 - iv. Other supporting information, electronically sealed calculations, etc.



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4. Food and/or Beverage Service. Submit the following PDF package for all facilities with any type of food and/or beverage preparation or serving areas (**applies to all food/beverage service facilities changing ownership**):

- a. Copy of the menu.
- b. Copy of the business owner or local contact's driver's license.
- c. Include a copy of the kitchen equipment plan with the architectural package.
- d. For grease interceptors, upload an electronically sealed PDF of the interceptor sizing calculations if not provided on sealed drawings.