



Submittal Checklist for Free-Standing Metal Carports

- This checklist is to be completed by the permit applicant to assure a complete submittal.
- The permit technician will also use the checklist to confirm a complete submittal. If the submittal is incomplete, it will not be accepted and the permit applicant will be asked to hold on to all documentation until their submittal is complete.

The following documents shall be submitted with a permit application to construct a metal free-standing carport:

- A site plan or survey (in conformity with "City of Salina Site Plan Requirements for Residential Structures" showing the following information:**
 - Drawn to scale (usually 1:20) with a north arrow.
 - Identify the house by address and legal description.
 - Size and dimensions of the lot showing all easements.
 - Show all locations and sizes of all existing structures (including covered decks & porches).
 - Show the location of the proposed carport and distance to the property lines
 - Show location of overhead electrical and phone lines and underground gas lines.
 - Show how the carport will be accessed from the public street.
 - Building and foundation plans shall be stamped by a structural engineer licensed in the State of Kansas.
 - The plans shall include the manufacturer's name and information
 - The plans shall indicate the size of the carport and whether it is enclosed or open.
 - The plans must indicate how the contractor will anchor the carport to the concrete slab and foundation.
 - If the carport is to be installed in a mobile home park, the permit applicant shall obtain written and signed approval from the park owner and submit that approval document with the permit application.
 - The permit application shall include the names of all contractors. Contractors are required to be licensed.
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General Code Requirements

- Carport shall be anchored to the ground, foundation or slab per manufacturer's instructions.
- Asphalt surfaces shall be permitted at ground level in carports.
The area of floor used for parking of automobiles or other vehicles shall be sloped to facilitate the movement of liquids to a drain or toward the main vehicle entry door.
- Foundation Inspection Required
- Final Inspection Required

Plan Review (Allow 5 working days for plan review to be completed)

The plan reviewer will:

1. Review for compliance with the zoning regulations, including setbacks, and complete a zoning certificate.
2. Review for clearances from utilities.
3. Review for compliance with the building code.
4. Obtain approval from other departments (such as Planning and Engineering) when necessary.
5. Confirm that the contractor is appropriately licensed with the City of Salina.