**OTF BOARD OF DIRECTORS CONSTRUCTION / IMPROVEMENT PERMIT APPLICATION**

**(Applications MUST be approved prior to beginning work)**

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| --- | --- | --- | --- | --- |
| DATE OF SUBMISSION: | |  | RECEIVED BY BOARD: |  |
| NAME/EMAIL: |  | | | |
| ADDRESS: |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LOT #: |  | PHONE #: |  |  | CHECK IF PROJECT WILL REQUIRE A DUMPSTER |
|  |  |  |  |  | ON PROPERY DURING WORK |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| APPROX. DATES FOR CONSTRUCTION: | FROM: |  | TO: |  |

|  |  |
| --- | --- |
| WORK TO BE PERFORMED BY: |  |

TYPE OF APPLICTION (CHECK ALL THAT APPLY):

|  |  |
| --- | --- |
| DECK/PORCH – ENCLOSED/COVERED  DECK/PORCH - OPEN  DRIVEWAY – REPAIR/REPLACE | HOME ADDITION  WINDOW(S)  OTHER/GENERAL CONSTRUCTION |

DESCRIPTION OF PROJECT:

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PROJECT REQUIRES CITY PERMIT

if you are unsure if your project requires a permit from the city please contact the City Of Lee’s Summit Development Services Department at [816.969.1200](tel:816.969.1200), in person at City Hall, or online at <https://cityofls.net/>

**PLEASE ATTACH THE FOLLOWING:**

PHOTO OR SKETCH OF THE PROPOSED IMPROVEMENT/PROJECT, SHOWING MEASUREMENTS

MATERIALS BEING USED AND COLOR SAMPLES

HOMEOWNER SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPROVED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please drop-off completed applications in marked box at the Clubhouse (501 NE Clubhouse Dr.).

An approval or denial letter will be sent along with copy of this application within 10 days – THANK YOU!