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## Wichita-Sedgwick County Metropolitan Area Building and Construction Department

### **MABCD DIRECTIVE #14-B6 (BUILDING DIRECTIVE)**

**ISSUE: Procedure for Issuance of a Conditional Permit**

**EFFECTIVE DATE: August 12, 2014**

- B6.1 Conditional permits may be administered regarding commercial projects (and some limited residential projects) to allow some level of clearly agreed upon work to initiate while a plan is being refined by the owner, architect or contractor. Before a conditional permit can be allowed the following must be accomplished:
- B6.2 Form #5 (Conditional Permit Request) must be completed and approved by a MABCD plans examiner.
- B6.3 After a plans examiner has approved the conditional permit he/she will send electronic copies of MABCD form #5 to the MABCD Assistant Director, Senior Plans Examiner, and Senior Program Specialist.
- B6.4 The Assistant Director, or his/her designee, will insure that all appropriate inspection staff in the field are notified of the conditional permit issued and will direct staff to make sure the terms and agreements of the conditional permit are adhered to during the process. Any change to the terms or agreements of the conditional permit may only be approved by the Senior Plans Examiner, the Assistant Director, or the Director of MABCD.
- B6.5 The Senior Program Specialist will be responsible for tracking the conditional permit process and notifying the Assistant Director and/or Senior Plans Examiner when the deadline time has expired regarding the conditional work. The Senior Program Specialist, or their designee, will also be responsible for scanning the completed MABCD Form #5 into the building case located in the department software system.
- B6.6 All requests for projects involving Planning Department actions, flood related conditions or Fire Department requirements shall be scheduled for review at the MABCD Variance Committee. If approved, the Variance Committee will establish the length of time the conditional will be valid. The approved document will be forwarded to the project plans examiner for processing of the request and a copy sent to the Senior Program Specialist for processing as described under B6.5 above.

Thomas J. Stolz  
Director – MABCD  
8/11/14