



# Planning & Zoning Department

Jefferson County Courthouse    www.jfcountyks.com/planningandzoning  
P.O. Box 628  
Oskaloosa, Kansas 66066

Phone: (785) 403-0000  
Toll Free: (844) 679-0748  
Fax: (785) 403-0783

## ***NOTICE:***

For the duration of the Statewide stay at home order issued by the State of Kansas, the Jefferson County Planning and Zoning office will be conducting business by Postal Service, Email, physical drop box, and Telephone.

You can obtain a building permit application by printing it from our website or contacting us and requesting it be sent to you by United States Postal Service. Please contact our office by phone or email prior to submitting your application so that we can determine your setbacks, identify potential floodplain issues, and determine the best course of action for getting your permit back to you in a timely manner.

Prior to submitting your building permit application, please make sure you have done the following in addition to completing all items marked on the process sheet:

- Call the Health Department and the Road and Bridge Department if you are doing any residential building permit to determine their updated procedures.
  - Residential Permits include new Houses/Dwellings, Additions to a dwelling, or any accessory structure that will need a sanitary sewer system.

We need to know where your building is going to be placed on your property – This can be done by either providing us a map printed from Google Maps or the Jefferson County GIS website. You will need to draw the building in its proposed location. Those maps can either be mailed or emailed to our office; OR we can print and physically mail you a map of your property that you can then use to draw the location of the building which can be returned to us by postal service or email. These site plans **MUST** be signed and dated by the property owner.

Completed building permit applications can be submitted in the following manners:

- Emailing them to [egeorge@jfcountyks.com](mailto:egeorge@jfcountyks.com) or [dparks@jfcountyks.com](mailto:dparks@jfcountyks.com)
- Faxing them to 785-403-0783 – This is a digital Fax service, so we can receive these even if no-one is in the office as they are sent to our emails.
- Mailing them to our P.O. Box (address is below)
- Placing them in an envelope labeled Planning and Zoning and placing them in the drop box at the south entrance to the Court House. (This method results in the Treasurer's office receiving them, and passing them along to us)

***Please note:*** If your permit application has a fee associated with it, you are still required to submit that by check to either the drop box or by mailing it to our P.O. Box. We do not recommend sending cash by Postal Service.

### ***Our Mailing Address is:***

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Oskaloosa, KS 66066