

**CITY OF MEDICINE LODGE LICENSE & PERMIT  
Questions & Answers**

**Q. Who needs a license?** **A.** Professional and insured house wreckers, sign hangers, panel posters, builder contractors, electricians, plumbers, gas-fitters, building movers/haulers/transporters.

**Q. How long is a license valid?** **A.** One (1) year, January to January, but a license can be obtained any month of the year and the fee will be prorated.

**Q. Who needs a permit?** **A.** The same groups of professionals listed above needing a license are those who need a permit. Typically the contractor obtains a permit on behalf of the business or homeowner (their customer). Also, folks who do their own work will need a permit.



**Q. How long is a permit valid?** **A.** Six (6) months from the date obtained.

**Q. Is there a “grandfather” clause if I have been a professional contractor in Medicine Lodge prior to the newly adopted municipal codes requiring licenses and permits?** **A.** No.

**Q. If my company is not based in Medicine Lodge can I obtain a license or permit?** **A.** Yes, if qualified and insured.



**Q. Why has the City of Medicine Lodge adopted the policy of requiring licenses and permits?**

**A.** The City has had some form of licensing and permitting in place since 1903. These policies help ensure that the building trade industry provides safe materials and practices.

**Q. What projects require a permit?** **A.** Construction, remodeling and demolition. A permit **IS** required to install, remove, alter, repair or replace heating, ventilation or air conditioning systems, and/or water, sewer, drainage or gas piping. A permit is **NOT** required to open clogged drains, replace washers, sinks or toilets unless new pipes and relocation is required.

**Q. Do I need a permit for a garden shed in my back yard or for a fence?**

**A.** Yes, both items fall under the zoning permit application process.

**Q. What are the steps for obtaining a zoning permit?** **A.** There are four steps:

**Step 1:** fill out the application and draw the proposed building and surrounding area in the box located on the right-hand side of the form or attach engineer drawings.

**Step 2:** make a check or money order out to the City of Medicine Lodge and return the form and fee to City Hall.

**Step 3:** contact Kansas One-Call (Dig Safe) at 1-800-DIG-SAFE (1-800-344-7233) or contact them at [www.kansasonecall.com/homewoners](http://www.kansasonecall.com/homewoners), and have utilities flagged at the proposed site. Once you have returned the form and fee, and the DIG SAFE flags are in place, proceed to

**Step 4:** notify Jan Ackerman at White Barn Services (785) 675-2155 that Step 1, 2 and 3 are complete and your site will be inspected. Please note, the inspection will take place within ten (10) days of receipt of the application in the WBS office. Also please note, depending on the location of your project site (residential or business) various zoning regulations apply and the project may need to be adjusted in order to make it feasible within the zoning requirements.

**Q. Where can I obtain an application for a license or permit?** **A.** Applications are available at City Hall, 114 W. First Street, Medicine Lodge, KS 67104 or online at [www.medicinelodge.kansas.gov](http://www.medicinelodge.kansas.gov).

**Q. Who can I call if I have questions about filling out an application?** **A.** If you have any questions, please feel free to contact Jan Ackerman at White Barn Services, (785) 675-2155.