

CITY OF FORT CALHOUN

Building Permit Application Information/Checklist

DO NOT START WORK UNTIL YOU HAVE THE APPROVED AND SIGNED PERMIT

Any person desiring to commence or proceed to erect, construct, repair, enlarge, remodel or rehabilitate any building, dwelling or other structure, such as to result in a structural alteration, or to demolish, or relocate such building or dwelling, or cause the same to be done, shall first file with the City Clerk for consideration by the Planning Commission or its designated member or members, an application for a building permit, and shall at all times fully comply with all the requirements of the Zoning and Subdivision Chapters of the Land Development Ordinance of this City and with all other applicable Federal, State and local laws, rules and regulations. **ORDINANCE # 533 (Adopted 5/19/03)**

Resolution 2005-04 (Adopted 5/16/05) Authorized an Interlocal Cooperation Agreement between the City of Fort Calhoun and Washington County for building inspections.

The Interlocal Agreement became effective June 1, 2005

General Guidelines of the Building Permit Process:

Permits for: **Electrical, Plumbing, Mechanical, Roofs, Siding, Windows, Pool (above or in ground), Residential Remodels and to move buildings** can be applied for at either the City office or the Washington County Planning Department at the Courthouse in Blair. The Building Inspector will review plans after the applications have been signed by the city's designated local official(s). Both the Inspector and County Planning Administrator sign the permit application. The approved permit(s) will be mailed to the applicant from the County Planning Department.

Permits for: **Residential Sidewalks, Driveways and Patios** require only local approval by the City Maintenance Supervisor. The City Clerk issues permits after the Maintenance Supervisor and Planning and Zoning Official approvals. **Driveways** located in the City's one-mile jurisdiction will require approval by the Washington County Road Superintendent and possibly the City Engineer; allow for extra time for this. The approved permit will be mailed from the City Office. Costs will vary.

Permits for: **Fences and Signs** require only local approval by the Planning Commission or their designees. These will be determined on a case-by-case basis. The approved permit will be mailed to the applicant from the City Office. For lighted signs, an Electrical Permit is required.

Permits for: **New Home Construction, Garages, Decks, Gazebos, Accessory Buildings, Demolitions and Commercial Buildings or Office Buildings (New or Renovation/Remodels) under 10,000 SF** require City approval and signature by Planning Commission designees for zoning, land use and use of space. The Building Inspector will then review plans for code compliance. The permit will be signed by the Inspector and the County Planning Administrator. The approved permit(s) will be mailed to the applicant from the County Planning Department. Permits can be applied for at either the County Planning Department or City Hall.

Permits for: **Commercial, Industrial and Office Buildings over 10,000 SF** require a full Site Plan Review by the Planning Commission at a regular Planning Commission Meeting (1st Monday of each Month, with some rescheduling for holidays) Agenda deadline – at least 14 days prior to the scheduled meeting. All building permit applications required may be applied for at either the County Planning Department or City Hall. Both the Inspector and County Planning Administrator sign the permit application. The approved permit(s) will be mailed to the applicant from the County Planning Department.

***Note: for commercial construction or renovation, plans must be filed with the State Fire Marshal's Office with their submittal application & fees. No local permits will be issued until written approval from the State Fire Marshal's Office has been received. Allow a minimum of three weeks for this review. For more information visit: www.sfm.ne.gov**

Items needed for a Building Permit:

- () Permit Application Forms will be completed at the time of application at either office
- () Two sets of Building Plans including the following: wall cross-section, footings, types of materials to be used for the construction, plot plan showing: actual dimensions and shape of lot, exact sizes and locations of all existing buildings, location and dimension of proposed building or alteration, setback distances from property lines, location of driveway (required off street parking) and required sidewalks, north arrow
- () Utility Location Form and Service Application Form (Water and/or Sewer Service)
- () REScheck or COMcheck, forms can be downloaded at: www.energycodes.gov/rescheck (or) [/comcheck](http://www.energycodes.gov/comcheck)
- () Perc Test if septic system will be installed. NDEQ Title 124, Chapter 6 requires the soil percolation test and septic system installation be done by a professional engineer, registered environmental health specialist, or a certified professional holding a certificate in a category of Inspector, Site Evaluator, Soil Evaluator, Master Installer or Journeyman Installer.
- () State Fire Marshal Approval for Commercial
- () Homeowners Verification for Electrical Wiring Permits – if applicable
- () Fees required for permit, deposit and signed Deposit Form(s)
- Contractors apply for Electrical, Mechanical and Plumbing Permits – preferably at the Washington County Office

NOTE: WATER & SEWER CONNECTION FEES ARE DUE PRIOR TO CONNECTION TO THE CITY SERVICES

Bring this form with you at time of application
INITIAL: _____ Date: _____

Revised 11.19.08