

WHAT DOCUMENTS WILL I NEED TO APPLY FOR A BUILDING PERMIT?

If you are building a **NEW HOME you will need the following:**

1. Two (2) copies of the house plans which include square footage or;
2. Three (3) copies if you are building in the City of Fort Calhoun/ETJ, Villages of Arlington/ETJ, or Washington/ETJ.
 - a. One copy is kept at the Planning Office for the inspector
 - b. One is given back to you after the building inspector reviews.
 - c. One will be delivered by you to the City or Village Clerk.
3. Percolation Test results:
 - a. You must have the test done by a State registered septic company or State of Nebraska registered engineer. (refer to phone book or Internet under SEPTIC, we cannot recommend companies)
4. Legal description of the property: (you'll find this on your tax statement)
 - a. Site Plan - show where the house will be placed on the ground and show distance in feet to all property lines
5. Approach permit from County Highway Department (*if applicable*)
6. Rescheck Compliance Statement: The residential program is named REScheck and can be downloaded at www.energycodes.gov/rescheck. The commercial program is named COMcheck and can be downloaded at www.energycodes.gov/comcheck. User guides for each program can be found at these sites also under technical support tab.
7. Silt Fence Form (*Required if you are building in a subdivision, Cities of Fort Calhoun or Arlington*) (*We have this form in our office or it can be emailed*). The silt fence fee is \$350.00, you will need a separate check made out to JEO and given to Washington County at the time of application.

If your new home is a **MODULAR, MANUFACTURED OR MOVED-IN HOME, you will need the following:**

1. You'll need to know which type of home modular or manufactured:
 - a. Modular – built to Uniform Building Code standards. (*Look for the Nebraska Modular Housing Unit Seal in the living room window*)
 - b. Manufactured – built to Housing and Urban Development Code standards. (*A red and silver Federal Manufactured Home label is affixed to the rear end exterior of each transportable section of the home*)
2. Copy of your sales agreement for price of home
3. Copy of estimate for basement, if applicable
4. Moving permit from County Highway Department
5. All of above (except #5) under new home

****OTHER BUILDING PERMITS** (*including accessory buildings/pole barns, swimming pools*) require a building permit**

1. In a platted subdivision? If so, is there a house on the property? If yes, you will need the following: (If no house on property, see #2):
 - a. Site plan – Draw your land – draw in any house or buildings on ground – draw new structure and show distances between buildings and also distance to each property line.
 - b. Legal description (you'll find this on your tax statement) or address.
 - c. One (1) copy of your building plans, which includes square footage and truss specs
2. If the property is in a subdivision and there is no house on the property, you will not be able to build until the house footings have been inspected or a Conditional Use Permit has been obtained, after public hearing.

3. Silt Fence Form (*Required if you are building in a subdivision, Cities of Fort Calhoun or Arlington*) (*We have this form in our office or it can be emailed*). The silt fence fee is \$350.00, you will need a separate check made out to JEO and given to Washington County at the time of application.
 4. If the property is not in a subdivision, you will need a, b, and c above.
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GRAIN BIN PERMITS *require a building permit*

1. Site plan – Draw your land – draw in any house or buildings on ground – draw grain bin and show distances between buildings and also distance to each property line.
 2. Legal description (you'll find this on your tax statement)
 3. Will need diameter of grain bin and if dryer, electrical, etc. will be on bin.
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MISC. BUILDING PERMITS (*additions, remodels, windows, doors, demolitions, decks/porches/Sunrooms, solar panels*) *require a building permit*

1. Additions
 - a. One (1) copy of your building plans, which includes square footage.
 - b. Site plan – Draw your land – draw in any house or buildings on ground – draw new structure and show distances between buildings and also distance to each property line.
 2. Remodels - One (1) copy of your current floor plans and one of finished floor plans, which includes square footage, any walls being removed or created, any windows/doors being removed or created.
 3. Windows/Doors Only - one (1) copy of structural changes (only if making windows or doors larger)
 4. Demolition - a permit is needed when anyone is demolishing a building or structure. (There is no charge for a demo permit)
 5. Decks/Porches/Sunrooms
 - a. One (1) copy of your plans, which includes square footage.
 - b. Site plan – Draw your land – draw in any house or buildings on ground – draw new structure and show distances between buildings and also distance to each property line.
 6. Solar Panels
 - a. Site plan – Draw your land – draw in any house or buildings on ground – draw new structure and show distances between buildings and also distance to each property line.
 - b. Legal description (you'll find this on your tax statement) or address.
 - c. One (1) copy of your building plans, which includes square footage
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During the process we will:

1. Review the required inspections
2. Discuss any additional permits needed (electrical – mechanical – plumbing – septic)
3. Explain how an address is assigned
4. Explain the building deposit and silt fence fee, *if applicable*
5. Once the application has been completed, and paid for, it will be reviewed and upon approval the approved permit will be sent to you. The review and approval can take anywhere from 7 business days or more. (*Note: The Planning Department has up to sixty (60) days to review and approve/deny all building and/or zoning permit applications.*)
6. Building permit applications can take anywhere from 30 minutes or more to process, so we ask that when you come in plan accordingly and have all documents required. Best time to stop in

is prior to 11:30 pm and prior to 3:30 pm. This allows us time to process the application before lunch and closing at the end of the business day.

7. Once you have gathered all the required documents, please bring them to the Planning Office located in the courthouse at 1555 Colfax St., Blair, NE. We ask that you not send them through email or mail, as you will need to be present in order for our office to process the permit.
(Note: We will not accept the application, if all required documents are not provided at that time.)

Please plan accordingly, so that there are no delays in obtaining your permits. Thanks you.