



CITY OF ASHLAND BUILDING PERMIT NO. _____

A BUILDING PERMIT MUST BE APPROVED AND ALL FEES PAID PRIOR TO START OF CONSTRUCTION

TYPE OF PERMIT

- NEW CONSTRUCTION FENCE ALTERATION POOL
 ACCESSORY BUILDING DRIVEWAY/SIDEWALK HOUSE MOVING SIGN
 OTHER EXPLAIN: _____

LEGAL DESCRIPTION

ADDRESS _____ SAUNDERS _____ CASS _____
 LOT _____ BLOCK _____ SUBDIVISION _____

BUILDING DATA

NATURE OF WORK _____ FINISHED Sq. Ft. _____
 SIZE _____ X _____ HEIGHT _____ NO. OF UNITS _____ NO. OF STORIES _____
 WATER CONNECTION 3/4" 1" OVER 1" SEWER CONNECTION 4" OVER 4"

TOTAL COMPUTED CONSTRUCTION COST \$ _____

PER 2012 IBC SECTION 111.1: No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made, until the Building Official has issued a certificate of occupancy therefor as provided herein. **§ 9-601:** Failure to comply could result in possible fines of up to \$500.00 per day and/or legal action.

The above stated construction is the only work allowed under this permit; any additional work will require a separate permit. Work without a permit could result in a fine and possible legal action. TO SCHEDULE INSPECTIONS CALL (402) 944-3387

I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified or not, including, but not limited to, Plumbing, Mechanical and Building Codes, and Zoning Regulations of the City of Ashland.

YOUR SIGNATURE AUTHORIZES THE BUILDING OFFICIAL OR ANY DESIGNATED AGENT TO ENTER THE PROPERTY TO CONDUCT INSPECTIONS DURING REGULAR BUSINESS HOURS.

CONTRACTOR _____ EMAIL _____

CONTRACTOR ADDRESS _____ PHONE _____

PROPERTY OWNER _____ EMAIL _____

DATE _____ PHONE _____ SIGNED _____

(Owner or Agent's Signature)

-----FOR OFFICE USE ONLY – BLDG DEPT FEES-----

SEWER & WATER UTILITIES APPLICATION PERMIT # _____ FEE \$ _____

CERTIFICATE OF OCCUPANCY DEPOSIT REQUIRED YES NO FEE \$ _____

SEPTIC SYSTEM _____ CURB CUT _____ PLUMBING _____

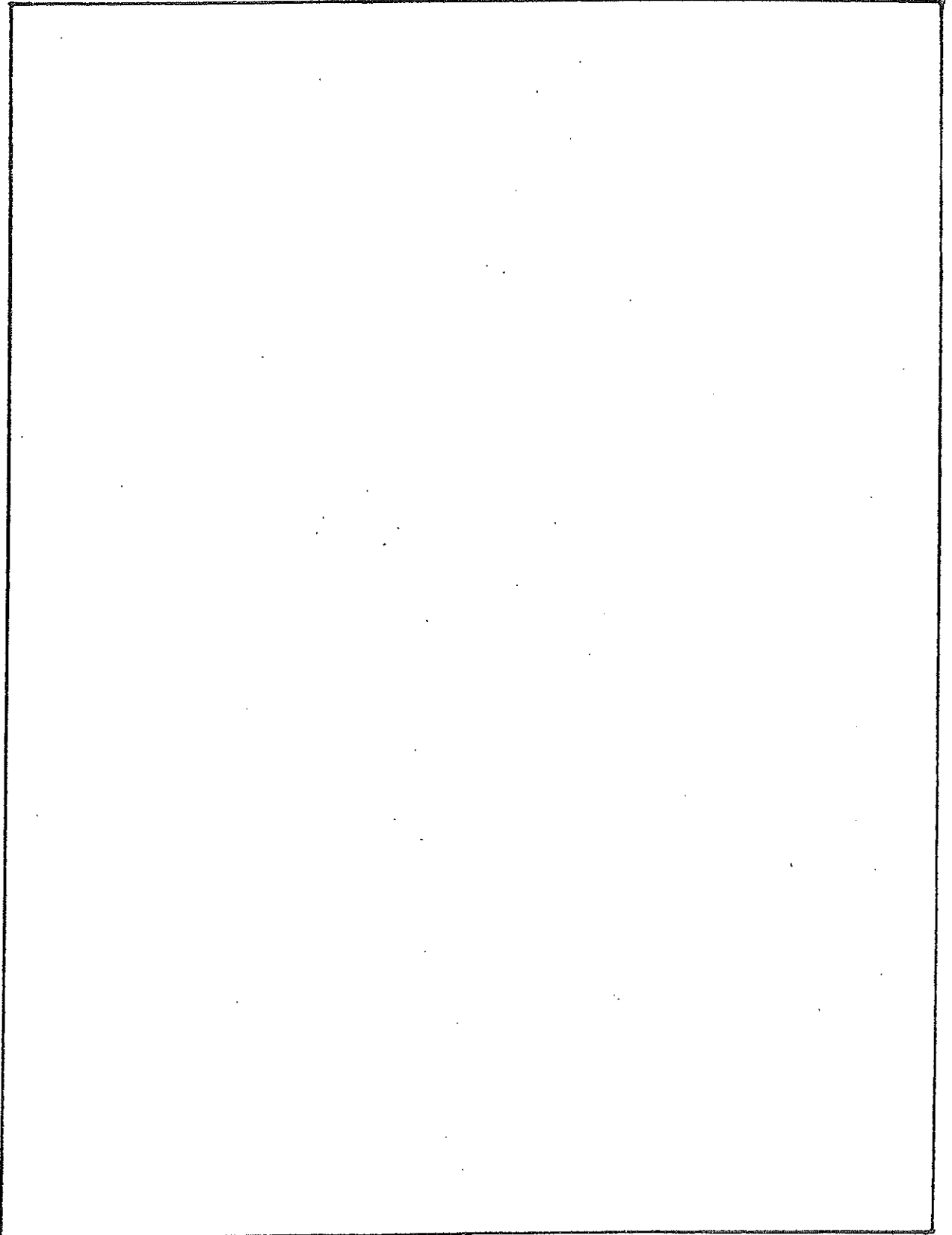
MECHANICAL _____ BUILDING _____ TOTAL \$ _____

REVIEWED BY _____ DATE _____ EXPIRES _____

APPROVED _____ DENIED _____ COMMENTS: _____

SITE PLAN

Indicate all structures, streets and/or alley, and N ↑.
Also include all dimensions between buildings and to property lines.



PLEASE KEEP FOR FUTURE REFERENCE

CITY OF ASHLAND POLICY and GUIDELINES FOR CONSTRUCTION PROJECTS

The following sets forth in summary form a process to be followed under normal circumstance in completing construction projects. This is only a guideline. The municipal code and state law shall take precedence in the event of a conflict, disagreement or interpretation.

Step One - When applying for a building permit, you will need to submit two (2) sets of plans and detailed drawings to the City Permits and Inspections Department.

- For a simple modification to an existing structure, a sketch showing changes and a written explanation of the proposed alteration will generally be sufficient.
- If you are constructing a garage, shed, addition, building or new home, more detail is required. In addition to two (2) full detailed sets of sealed building plans, you will need to provide an accurate plot plan and surveyor's certificate. The plot plan must include all lot dimensions and show the accurate location and exterior dimensions of all existing and proposed structures.

Step Two - Upon receiving plans the City will review the plans for zoning and building code compliance.

- The proposed project will need to meet the local zoning requirements. The City will review the application to see if the improvement complies with the zoning ordinances to make sure that the intended use is permitted.
- The City will review your plans for compliance with the adopted codes (building, mechanical, and plumbing, etc.) and make notations, if required, for items that may have been omitted and/or those that are generally misinterpreted. This is for the safety of the users and to identify potential compliance issues.
- The City will contact you and advise if changes to the plans are required and/or when the project is approved for construction.

Step Three - Once plans are approved the City will issue you a building permit.

5. **ELECTRICAL SYSTEM ROUGH-IN.** The electrical wiring must be inspected. Electrical permits and inspections shall be obtained from the State of Nebraska Electrical Division.

6. **FRAMING.** An inspection will be made after the structural elements are in place and the framing is complete, including installation of fireplaces, fire blocking and draft stops, weather proof barrier, roofing and all penetrations in top and bottom wall plates, floors and fire blocking are sealed with caulk or foam.

7. **ROUGH-IN INSPECTIONS.** Generally plumbing, heating and framing inspections are done simultaneously. An approved electrical rough-in sticker is required before framing will pass inspection.

8. **INSULATION.** The insulation must be inspected before the material is covered in the walls or ceiling to determine if the requirements for the minimum insulation "R-factors", window "U-factors" and attic ventilation provisions have been met.

9. **SEWER AND WATER INSPECTION.** The City will need to inspect sewer and water lines and taps before they are covered. These inspections will be performed by the Water and Sewer Department.

10. **FINAL INSPECTION.** A final inspection of each building project will be made when the project is complete. This covers such items as smoke detectors, exterior grading, riser and run on stairs, head room on stairs and under ceilings, stair railing height and spacing on spindles, electrical fixtures, proper electrical devices, heating and cooling equipment, plumbing equipment, and tempered glass, where needed. For new water services, the water curb stop must be visible at ground level. The City will perform all final inspections, except electrical, for single family and multifamily dwellings, commercial, industrial and public use facilities. You must contact the State Electrical Division for all electrical inspections.

11. **STATE FIRE MARSHALL plan review and final inspection** is also required, prior to commencing construction and prior to occupancy, on all new or altered commercial/industrial uses and residential buildings except one through four family dwellings.

Applicable codes, ordinances and inspections are intended to promote safety, to avoid maintenance and future functional problems and to help protect the investment in your project. We are here to help make that happen. If you need assistance or have questions, please call and we will do our best to help you through the process.

City of Ashland (402) 944-3387

• A permit will be issued after the appropriate building fee has been paid. In most cases the building permit is valid for a year.

• All lot pins will need to be exposed to determine where your property corners and property lines are. The City will check the building setbacks for compliance with the zoning setback requirements at the footing or foundation inspection.

Step Four - At appropriate times during construction, the City will perform an inspection of the work completed to date to ascertain if it complies with the plans and the codes.

• Call the City when the work is ready for inspection. Do not call until you are ready. If any inspection is made and you are not ready, you may be charged a \$30.00 reinspection fee.

• The City will endeavor to make an inspection within twenty-four (24) hours of your call, but there are exceptions to this policy. Inspections will be made within a reasonable amount time. Always check to be sure there will not be a conflict with your requested inspection time. The work will be tagged approved, or if deficiencies are noted, a "red tag" will be visibly placed on the project.

• You must correct all deficiencies noted by the inspector before proceeding with additional work. Upon correction of the deficiencies, call the City and they will reinspect the project for compliance.

• **On-site Inspections.** The number of inspections is dependent on the extent of the project and the different types of construction. The following are some of the inspections your project may need:

1. **FOOTING INSPECTION.** The City will inspect footing preparations prior to pouring concrete, including rebar installation, and will check building set back requirements. Footing inspections may also be required for most deck pier footings.

2. **FOUNDATION INSPECTION.** The City will inspect the foundation after it is completed, damp proofed and drain tile is installed. This needs to be inspected and approved prior to back filling.

3. **PLUMBING SYSTEM ROUGH-IN.** All plumbing must be inspected before it is covered. This includes a ground work inspection for all lines that will be covered by concrete and a rough-in inspection for those lines in areas that will be covered with sheetrock.

4. **HEAT SYSTEM ROUGH-IN.** The lines and ducts within the walls and ceiling spaces must be inspected before they are covered. A review will be made of the clearances for flues and plenum.