



Building Permit Application

Permits are valid for six months from the date of issue.

Date _____

Applicant Name _____

Home/Office Phone _____ Cell Phone _____

E-mail Address _____

Property Owner _____

Project Address _____

Legal Description _____

Lot

Block

Addition

Tax Lot _____ Section _____ Township _____ Range _____

Contractor _____ Name _____ Phone _____ Plumbing _____ Name _____ Phone _____

Electrical _____ Name _____ Phone _____ HVAC _____ Name _____ Phone _____

☐ Fence ☐ Deck ☐ Detached Garage ☐ Yard Shed ☐ Roof/Cover ☐ Swimming Pool

☐ Interior Remodels/ Finished Basements ☐ New Home Construction ☐ Commercial Construction

☐ Other (describe work) _____

Length _____ Width _____ Height _____ Type of Materials _____

SF (main level) _____ SF (second level) _____ SF (garage) _____ SF (deck) _____

SF (basement-finished) _____ SF (basement-unfinished) _____ Basement = walk-out? ☐ Yes ☐ No

Curb: ☐ Cut ☐ Grind Sprinkler System: ☐ YES ☐ NO Water Meter Size _____ Water & Sewer Tap Size _____
(Curb Cut is a \$50 fee and requires a separate \$125 check to be returned upon final inspection approval; no fee for curb grind)

Total Value of proposed work \$ _____ (include all trades, materials, labor)

Inspection – Official Use Only

Type of Inspection: _____

Date of Inspection: _____ Inspected By: _____

Notes _____

(Continued on reverse)

P.O. Box 189 ~ 170 North 3rd Street ~ Springfield, NE 68059

Phone (402) 253-2204 ~ Fax (402) 387-5116

www.springfieldne.org

Rev. 3/2022

OFFICIAL USE ONLY

Permit Number _____

Zoning District _____

☐ City Limits ☐ ETJ

Submittal Requirements

To obtain a permit, please submit this completed application along with the following to City Hall:

- ☐ Two complete sets and one electronic version of building plans, including plumbing, hvac & electrical information, if applicable. Plans must include square footage information for the house, basement, garage, deck, etc.
- ☐ Two plot plans of the property showing the property lines, the location and square footage of all structures on the property, and the distance from the new structure to all property lines and existing structures.
- ☐ Signed ResCheck/ComCheck report, if applicable (energy efficiency report required for new construction).
- ☐ Mechanical/HVAC, Plumbing & Electrical application, if applicable.
- ☐ See appropriate building permit information handout for specific requirements needed for your project.
- ☐ Sanitary Improvement District (SID) developer written approval of building plans.

***Commercial and Multi-Family Dwelling/Apartment Building Permit Applications:** The applicant is responsible for obtaining proper permits from the Nebraska Electrical Division and Nebraska State Fire Marshal.

Any construction in the City of Springfield must meet front, side, street-side and rear yard set-back requirements. These setback requirements differ by zoning district.

Please contact City Hall for additional information on permit requirements concerning other types of construction projects, including, but not limited to, curb cuts, roof replacement, patio covers, window/door replacement, electrical updates, sign installation, sprinkler systems, demolitions, etc.

If the property is located within a Sanitary Improvement District (SID), please have the developer approve the building plans and stamp/sign each copy. If the property is located within a homeowners association, please check with the association for covenant requirements.

For information on the setback requirements for your property, please contact City Hall.

Springfield City Hall
(402) 253-2204

The City of Springfield contracts with the Sarpy County Building Department for inspection services. **For construction and building plan or electrical questions, and to schedule building inspections, please contact:**

Sarpy County Building Department
(402) 593-1555

For utility tap and curb cut questions and inspections, please contact:

Springfield City Hall or City Maintenance Department
(402) 253-2204 (402) 253-2992



Mechanical/HVAC, Plumbing & Electrical New Residential Application Supplement to Building Permit Application

Date _____ Building Permit No. _____

Applicant Name _____

Home Phone _____ Business Phone _____ Cell Phone _____

Project Address _____

_____ One or Two Family Dwelling _____ Multi-Family Dwelling/Apartments _____ Commercial/Industrial

Mechanical Fixtures

Description	Fee \$	QTY	Total \$	Description	Fee \$	QTY	Total \$
new Furnace/Heater (btu/hr)				absorption/Evaporative cooling	12.30		
up to 100k Btu/h	17.05			air handlers (cfm)			
over 100k Btu/h	21.01			up to 10,000 cfm	12.30		
a/c or heat pump	17.05			over 10,000 cfm	20.90		
ventilation fan w/ duct	8.35			boilers, compressors			
alteration of ductwork	12.30			up to 3 hp	16.95		
wood burning fireplace	12.30			greater than 3 hp and up to 15 hp	31.35		
heating appliance	17.05			greater than 15 hp and up to 30 hp	43.00		
miscellaneous equipment	12.30			greater than 30 hp and up to 50 hp	64.00		
incinerator	16.70			over 50 hp	107.00		
refrigeration unit	17.05			mechanical issuance fee	30.00	1	30.00
cooling or absorption unit	17.05						
commercial exhaust hood w/ duct	12.30			Total Mechanical Permit Fee			

Plumbing Fixtures

Description	Fee \$	QTY	Total \$	Description	Fee \$	QTY	Total \$
toilet	11.00			miscellaneous gas appliance	11.00		
urinal	11.00			private septic system	100.00		
tub and/or shower	11.00			private well	100.00		
sink or lavatory	11.00			sand/oil/grease interceptor	22.25		
kitchen sink w/disposal	11.00			kitchen grease trap	22.25		
laundry tub	11.00			water treatment/softener	5.25		
clothes washer	11.00			water piping alter/repair	5.30		
drinking fountain	11.00			lawn sprinkler w/backflow preventer	16.50		
floor drain	11.00			backflow preventer 2" or less	13.75		
roof drain	11.00			backflow preventer greater than 2"	27.60		
miscellaneous plumbing fixture	11.00			public pool	102.25		
sanitary sewer/repair	5.25			public spa	68.00		
electric water heater	13.75			private pool	68.00		
gas water heater	13.75			private spa	34.00		
*(\$7.00 first 5 outlets; \$1.25 each 6 and up)				Plumbing issuance fee	30.00	1	30.00
gas piping system (# of outlets)	*						
gas fireplace	11.00			Total Plumbing Permit Fee			

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Electrical Fixtures

Description	Fee \$	Qty	\$ Total	Description	Fee \$	Qty	\$ Total
Temporary Power Pole	30.00			Total Square Footage	.04/ SF		
Pre-Connect (Per Service)	30.00			Square footage to include each level			
				Stairways, and attached garages.			
Services				Excluding unattached garage			
1 to 100 amps	30.05						
101 to 200 amps	45.00			Electrical Issuance Fee	30.00	1	30.00
201 to 600 amps	65.00			Processing Fee	8%		
601 to 800 amps	105.00						
801to 1000 amps	145.00			Total Electrical Permit Fee			

Describe work being done: _____

*Electrical Contractor: _____

Address: _____ Phone No. _____

Electrical License No. _____ Expiration Date: _____ Issuing Authority: _____

***All new residential projects require a Licensed Electrician.**

I hereby state that the information submitted on this application is accurate and correct. I recognize that the issuance of this building permit shall not grant approval to violate any of the provisions of the building codes or zoning ordinances enforced by this jurisdiction, state or federal law, and that this permit shall not prevent the building official from requiring construction to be in compliance with all applicable code provisions during field inspections. The building permit is issued for the express purpose of work stated on this application and shown on the approved plans. Any changes to the construction plans that affect area or scope of work shall be approved by the building official prior to construction and may require separate permit application.

Applicant Name (Print clearly): _____ Signature: _____

Person to answer questions regarding construction drawings and other code compliance questions.

Contact Name (Print clearly): _____ Phone: _____ Fax: _____

Contact email: _____

Office Use Only	
Mechanical	
Plumbing	
Electrical	
Sheet Total	