



## Building Permit Application

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

### OFFICIAL USE ONLY

Permit Number \_\_\_\_\_

Zoning District \_\_\_\_\_

☐ City Limits ☐ ETJ

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 \_\_\_\_\_ Plumbing \_\_\_\_\_  
Name Phone Name Phone

Electrical \_\_\_\_\_ HVAC \_\_\_\_\_  
Name Phone 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 (basement-finished) \_\_\_\_\_ SF (basement-unfinished) \_\_\_\_\_ SF (deck) \_\_\_\_\_

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 \_\_\_\_\_

P.O. Box 189 ~ 170 North 3<sup>rd</sup> Street ~ Springfield, NE 68059

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

www.springfieldne.org

Rev. 3/2021

### **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 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.

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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 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  |     |          |
| cooling or absorption unit      | 17.05  |     |          | *COMMERCIAL APPLICANTS ONLY        |        |     |          |
| commercial exhaust hood w/ duct | 12.30  |     |          | <b>Total Mechanical Permit Fee</b> |        |     |          |

### Plumbing Fixtures

| Description                                     | Fee \$ | QTY | Total \$ | Description                         | Fee \$                              | QTY | Total \$ |
|-------------------------------------------------|--------|-----|----------|-------------------------------------|-------------------------------------|-----|----------|
| toilet                                          | 11.00  |     |          | gas fireplace                       | 11.00                               |     |          |
| urinal                                          | 11.00  |     |          | miscellaneous gas appliance         | 11.00                               |     |          |
| tub and/or shower                               | 11.00  |     |          | private septic system               | 83.50                               |     |          |
| 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           | 5.25                                |     |          |
| drinking fountain                               | 11.00  |     |          | lawn sprinkler w/backflow preventer | <i>amount charged on other form</i> |     |          |
| 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                               |     |          |
|                                                 |        |     |          | *COMMERCIAL APPLICANTS ONLY         |                                     |     |          |
| gas piping system (# of outlets)                | *      |     |          | <b>Total Plumbing Permit Fee</b>    |                                     |     |          |

**Electrical Fixtures**

| Description                                                | Fee \$ | Qty | \$ Total | Description                            | Fee \$ | Qty | \$ Total |
|------------------------------------------------------------|--------|-----|----------|----------------------------------------|--------|-----|----------|
| <b>*(first 20 @ \$1.25/each, \$.90/each for 21 and up)</b> |        |     |          | <b>Services</b>                        |        |     |          |
| # of outlets                                               | *      |     |          | > 600 volts up to 200 amps             | 35.05  |     |          |
| # of switches                                              | *      |     |          | < 600 volts 200 to 1000 amps           | 71.45  |     |          |
| # of light fixtures                                        | *      |     |          | < 600 volts over 1000 amps             | 142.95 |     |          |
| Fixed Elec. Appliances                                     | 5.45   |     |          | <b>Power Apparatus</b>                 |        |     |          |
| Private Swimming Pool                                      | 49.50  |     |          | <b>(rating of HP, kW, kVA or KVAR)</b> |        |     |          |
| Sign (one branch circuit)                                  | 28.30  |     |          | 1 and under                            | 5.45   |     |          |
| Pre-connect                                                | 27.00  |     |          | over 1 and not over 10                 | 14.10  |     |          |
| Temporary Power                                            | 27.00  |     |          | over 10 and not over 50                | 28.30  |     |          |
| Power Outage                                               | 27.00  |     |          | Up to 50 and not over 100              | 56.90  |     |          |
| Miscellaneous Apparatus/conduit                            | 20.95  |     |          | over 100                               | 85.65  |     |          |
|                                                            |        |     |          | <b>Electrical Issuance Fee</b>         | 30.00  | 1   | 30.00    |
|                                                            |        |     |          | <b>Total Electrical Permit Fee</b>     |        |     |          |

Describe work being done: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Electrical License No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Issuing Authority: \_\_\_\_\_

**Only a home owner that resides in the dwelling where work is being done is permitted to act as a contractor.****All other 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         |  |
| <b>Sheet Total</b> |  |