



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 _____ 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)

OFFICIAL USE ONLY

Permit Number _____

Zoning District _____

City Limits ETJ

Inspection – Official Use Only

Type of Inspection: _____

Date of Inspection: _____ Inspected By: _____

Notes _____

(Continued on reverse)

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.

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