

City of Holdrege, NE

Municipal Services Office - 502 East Avenue
Phone: 308-995-8681 - Fax: 308-995-5486

Building Permit Applicants

January 1, 2008

The following procedures will be followed in applying for and receiving a Building Permit.

APPLICATION:

1. An application for Building Permit must be filled out.
An application for Curb Cuts, Sidewalks, Parking Lots, Signs, Awnings, and Fences must be filled out.

PLANS:

2. A detailed set of plans shall be submitted for all new buildings, structures, additions and alterations showing sufficient data as required by the Building Official. All plans except for single family and two family residential dwellings and accessory uses shall be stamped by an Architect or Engineer and also include a signed and stamped affidavit of code compliance form. All plans shall be to 1/4 scale and include but not limited to the following:
 - a. Site Plan.
 - b. Footings, foundation, basement plan, wall detail, stair detail, egress window schedule and detail.
 - c. Floor plan of all floors, exterior elevation plans, and plumbing plans.
 - d. Approval of State Fire Marshall and an Affidavit of Code Compliance. (All but Residential)
 - e. Sidewalk, parking lot, loading areas, curb cut, sign, awning and fence plans. (When Applicable)
3. After receipt of plans and a code review has been completed, a Code of Compliance Review form may be issued for any clarifications, corrections, or changes needed on the plans. Then after the plans have been resubmitted with the necessary clarifications, corrections or changes, a permit will be issued. No construction shall begin until a permit is issued.
4. Separate sign and/or awning permit is required.
5. Separate plumbing permit is required.
6. Separate curb, sidewalk, fence and parking lot permit is required.
7. After a Building Permit has been issued it is mandatory that the permit will be posted at the job site in a conspicuous place.
8. Address shall be posted at the job site so as to be seen from the street.

Return the completed application and documents to the City Offices, 502 East Avenue, PO Box 436, Holdrege NE 68949-0436.

If you require further information from the Building Official, please call 995-8681. If the Building Official is not available, please leave a message and your call will be returned as soon as possible.

Thank you for your cooperation.