

Date Received in Village Office: _____

VILLAGE OF ELMWOOD, NEBRASKA

221 South 4th Street; Elmwood, NE 68349 PH: 402-994-6705

email: villageofelmwood@msn.com

BUILDING/ZONING PERMIT APPLICATION

Return the application to the Elmwood Village Clerk. Application must be filled out completely and our designated Zoning Administrator will inspect and approve it in a timely manner.

PROPERTY OWNER INFORMATION	
NAME:	PHONE:
MAILING ADDRESS:	ALT PHONE:
EMAIL ADDRESS:	ESTIMATED START/COMPLETION DATES:

PROPERTY INFORMATION	
ADDRESS:	PARCEL ID:
LEGAL DESCRIPTION:	ZONING DISTRICT: (CIRCLE ONE) R1 R2 C1 C2 II TA
LOT AREA: (Width ' x Length ' = Sq. Ft.) Sq. Ft.	TOTAL AREA OF ALL EXISTING STRUCTURES: Sq. Ft.

CONTRACTOR/ARCHITECT INFORMATION	
CONTRACTOR NAME:	ARCHITECT NAME:
CONTRACTOR PHONE #:	ARCHITECT PHONE #:

Title XV and Usage §150.01 of the Municipal Code/Comprehensive Plan Zoning and Subdivision Regulations Adopted: 2002
Form Revision 01 – 10/18/2018

TYPE OF WORK:	
New Construction	
Repair	
Alteration/Remodel	
Addition	
Demolition	
Move*	
BUILDING USE DESCRIPTION:	
Residence - Single Family	
Residence - Multiple Family	
Accessory Bldg./Garage	
Commercial Bldg.	
Other:	
DIMENSIONS:	
Foundation Dimensions:	
Footing Depth:	
Roof Overhang Dimensions	
Area of Proposed Structure	
Sidewall Height	
Overall Structure Height	
BUILDING SETBACKS:	
Front	
Side Yard	
Side Yard	
Rear Yard	
From Existing Structure	

WALLS:	
Wood Frame	
Steel	
Timber/Pole	
Masonry Units	
Other:	
SIDING:	
Siding Wood/Composite	
Siding - Metal	
Brick	
Stucco	
Other	
DOES STRUCTURE REQUIRE:	
Sewer	
Water	
COST:	
Contracted Price or	
Estimate of Material + Labor	
EROSION CONTROL NEEDED:	
Temporary	
Permanent	

*Moved structure requires a photo of the structure attached to each copy of this application and a complete description of the improvement.

I understand that I am subject to all applicable codes, laws, statutes, ordinances, subject to any conditions of this permit, and certify that all the above information is accurate. The granting of a Permit does not presume to give authority to violate or cancel the provisions of any other State or Federal law regulating construction or the performance of construction.

APPLICANT SIGNATURE: _____ DATE: _____

APPROVAL CONDITIONS: _____

PLANNING COMMISSION APPROVAL: _____ DATE: _____

This application is approved by consideration of the Elmwood Village Board of Trustees and issued pursuant to the terms and conditions listed above.

ZONING ADMINISTRATOR: _____ DATE: _____

PROJECT DRAWING

DRAWING OF PROJECT MUST INCLUDE:	Checklist
Parcel Shape & Dimensions	
Adjacent Streets	
North Arrow & Scale	
Existing Buildings including distance from property lines	
Driveways, parking and loading areas	
Easements and Utility Lines (power, sewer, water, etc.)	
Proposed structure or addition including distance from property lines	

Elmwood Building Application Form Checklist

The building application form must be completely filled out. Use this checklist as a tool to ensure the application is finished completely and everything is submitted with the package including this checklist. This will streamline the approval process.

1. Property Owner’s Information:

_____ Name _____ Mailing Address
_____ Phone Number _____ Alternate Phone Number
_____ E-mail Address

2. Property Information:

_____ Address _____ Parcel ID
_____ Zoning District _____ Legal Description
_____ Lot Area _____ Total Area of all Existing Structures

3. Contractor Information:

_____ Name _____ Phone Number

4. Architect Information:

_____ Name _____ Phone Number

5. Description of Proposed Work:

_____ Type of Construction checked: (New, Alteration, Addition, etc...)
_____ Type of Structure checked: (Residence - Single Family, Multiple Family, etc...)
_____ Foundation Dimensions
_____ Footing Depth
_____ Wall information identified: (Wood frame, Steel, etc...)
_____ Roof Overhang Dimension
_____ Area of Proposed Structure in Sq. Ft.
_____ Type of Sewer Required
_____ Sidewall Height
_____ Overall structure height
_____ Building Setbacks:
_____ Front _____ Side Yard _____ Side Yard
_____ Rear Yard _____ From Existing Structure

6. _____ Sketch: Must show size of lot in feet, size, and location of proposed structure on lot including measurements of structure and distances from all sides of lot to structure.

7. _____ Copy of the Surveyor Certificate

8. _____ PDF of new construction drawing/plans must be submitted.

FAQs about Building/Fence Permits in Elmwood:

1. What are the Building Codes in Elmwood?

The Village has adopted the 2012 International Building Code, the 2012 International Residential Code, plus related mechanical and plumbing codes. The state electrical Division requires that all work done in the State of Nebraska comply with the requirements of the most recent version of the National Electrical Code. The building codes will ensure minimum standards of quality in workmanship and safety have been met. This is a good thing not only for individual homeowners, but for the entire community.

A copy of the 2012 IBC, IRC, and related codes are available for inspection and reference at the Village Office, 221 South 4th Street, Elmwood, NE.

2. Do I need to follow the Building Codes?

The individuals doing the work must understand requirements of the Building Code and Village Ordinances. Ignorance of the requirements of these regulations does not excuse compliance failures. The planning commission will do everything possible to answer any questions relating to the Code and Ordinances, but it is your responsibility to design and construct your project correctly.

3. I did not know that a permit or inspections were required for my project. The work is nearly done. Am I in trouble?

Typically, No. There are provisions in both the Building Code and Village Ordinances that can cause permit fees to double, charge for investigating and additional inspections, and related penalties. These measures, however, will only be taken if an individual property owner or contractor is willfully disregarding these regulations and operating in bad faith. The goal of the Building Code is to provide minimum standards of quality and safety within the community, not to persecute the citizens. Contact the planning commission directly, or fill out a Permit Application. Most problems can be easily resolved.

4. Where do I get a Building or Fence Permit?

The Building Permit and the Fence Permit form are located on the Village website, www.elmwoodnebraska.com then click on the Village tab ->Village Documents->Forms. The forms are also available at the Village Office.

5. What is the approval process for a Building or Fence Permit Application?

The required forms and the application fee are submitted to the Village Clerk. The Village Clerk reviews the document(s) to ensure it has been completed completely. The application is then forwarded to two members of the Planning Commission for review along with the Zoning Administrator. They will all review and if there are no questions and everything looks like it is in regulation the Zoning Administrator will approve the permit immediately.

6. How deep do my footings have to be?

Frost footings in this area should be 42" below grade.

7. Do I need a permit to put up a small shed?

Sheds up to 150 sq. feet do not require a permit.

8. Do I need a permit to put up a fence?

Yes. See the Zoning Ordinance book for guidance; Section 7.11 Fences.

Remember to call Digger's Hotline at 1-800-331-5666 at least 48 hours before digging any postholes.

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13. Is a permit required for building a deck?
Decks lower than 30" above grade do not require a permit if they are not permanently attached to the main building.
14. Does my deck need a railing?
If your deck is higher than 30" above grade, it needs a rail. Remember, the railing must be constructed in such a way that a 4" ball will not fit between any parts of the railing system.
15. Sidewalks:
Sidewalks are required for all new homes being built. Village Ordinance requires the developer of any property to install suitable walks if sidewalks are not already in place. If a sidewalk was removed it must be replaced. Please contact the Planning Commission for approved sidewalk details and requirements.
16. Who is responsible for maintaining sidewalks?
By Ordinance, all property owners are required to maintain safe walks. If walks are not maintained, the owner will be given notice to repair unsafe walks. If walks are not repaired in a timely manner, the Village may elect to do the work and bill the owner of the property.
17. Is a permit required to tear down a building?
Demolition Permits are required by ordinance. Inspection is required to make sure that all utilities are abandoned properly, that all debris is correctly removed from the site, that any backfill is correctly placed and compacted, that no health or safety hazards are created during demolition, and many other factors.
18. How do I connect to Village Utilities?
Your plumber makes the connection, and the Village Maintenance personnel will inspect the work. The connection fee must be paid prior to the service being turned on.
19. What is a curb cut? When is one required?
The term "curb cut" refers to the opening that must be made in an existing street curb to accommodate installation of a new driveway. The owner's contractor typically does this work. A curb cut fee is charged so that Village Maintenance Personnel can coordinate and inspect the work. In addition, a deposit is collected at the time of application of the permit. This deposit is returned after proper installation of the new device.
20. Is a permit required to repair a front porch?
No. If the repair does not alter the design of the structure as originally constructed, or effect major structural elements such as foundations or framing, no permit is required.
21. Setback requirements: See the Elmwood Zoning Code Book located online at www.elmwoodnebraska.com ->Village->Village Documents->Ordinances/Codes.

This list FAQs may not answer all of your questions. If you have further questions about building permits and codes, please contact Elmwood's Maintenance Supervisor or the Village.

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