

WHAT DOCUMENTS WILL I NEED TO APPLY FOR A BUILDING PERMIT?

If you are building a **NEW HOME** you will need the following:

1. Two (2) copies of the house plans which include square footage or;
2. Three (3) copies if you are building in the City of Fort Calhoun/ETJ, Villages of Arlington/ETJ or Washington/ETJ.
 - a. One copy is kept at the Planning Office for the inspector
 - b. One is given back to you after the building inspector reviews.
 - c. One will be delivered by you to the City or Village Clerk.
3. Legal description of the property: *(you'll find this on your tax statement)*
 - a. Site Plan - show where the house will be placed on the ground and show distance in feet to all property lines.
4. Percolation Test results:
 - a. You must have the test done by a State registered septic company or State of Nebraska registered engineer. (refer to phone book or Internet under SEPTIC, we cannot recommend companies)
5. Rescheck Compliance Statement: The residential program is named REScheck and can be downloaded at www.energycodes.gov/rescheck. The commercial program is named COMcheck and can be downloaded at www.energycodes.gov/comcheck. User guides for each program can be found at these sites also under technical support tab.
6. Silt Fence Form (**Required** if you are building in a subdivision, Cities of Fort Calhoun, Villages of Arlington and Washington) *(We have this paperwork in our office or it can be emailed)*. The silt fence fee is \$350.00, you will need a separate check made out to JEO and given to Washington County at the time of application along with paperwork.

NOTE: If a silt fence is required please provide a copy of the site plan on either 8 ½ x 11 or 8 ½ x 14 sheet size paper as it will need to be copied.

If your new home is a **MODULAR, MANUFACTURED OR MOVED-IN HOME**, you will need the following:

1. You'll need to know which type of home modular or manufactured:
 - a. Modular – built to Uniform Building Code standards. *(Look for the Nebraska Modular Housing Unit Seal in the living room window)*
 - b. Manufactured – built to Housing and Urban Development Code standards. *(A red and silver Federal Manufactured Home label is affixed to the rear end exterior of each transportable section of the home)*
2. Whether it is being placed on a foundation or a full basement *(if basement is it finished, partial finished or unfinished)*.
3. **All of above under 'New Home'**

OTHER BUILDINGS *(including accessory buildings/pole barns, includes Lean-Tos, etc.) require a building permit*

1. If there is a house on the property, you will need the following: (If no house on property, see #2):
 - a. Site plan showing any house or buildings, location of new structure, distances between buildings and also distance to each property line. A site plan can be printed from GIS system in our office upon application submittal.
 - b. Address or Legal description, if you do not have an address. *(you'll find this on your tax statement)*
 - c. One (1) copy of your building plans, which includes square footage and truss specs

2. If there is no house on the property, you will not be able to build until the house footings have been inspected or a Conditional Use Permit has been obtained after public hearing.
 3. Silt Fence Form (**Required** if you are building in a subdivision, Cities of Fort Calhoun, Villages of Arlington and Washington) (We have this paperwork in our office or it can be emailed). The silt fence fee is \$350.00, you will need a separate check made out to JEO and given to Washington County at the time of application along with paperwork.
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GRAIN BINS or FARM BUILDINGS require a building permit:

1. Site plan showing any house or buildings on ground, location of new grain bin and distances between buildings and also distance to each property line. A site plan can be printed from GIS system in our office upon application submittal.
 2. Address or Legal description, if you do not have an address. (*you'll find this on your tax statement*)
 3. Diameter of grain bin. If it has a dryer, an electrical permit will be required.
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MISC. (additions, remodels including basements and accessory buildings, windows, doors, demolitions, decks/porches/Sunrooms, solar panels, swimming pools) require a building permit

1. Additions

- a. One (1) copy of your building plans, which includes square footage.
- b. Site plan showing any house or buildings on ground, location of new structure and distances between buildings and also distance to each property line. A site plan can be printed from GIS system in our office upon application submittal.
- c. Address or Legal description, if you do not have an address. (*you'll find this on your tax statement*)

2. Remodels

- a. One (1) copy of your current floor plans and one of the finished floor plans, which includes square footage, any walls being removed or created, any windows/doors being removed or created.
- b. Address or Legal description, if you do not have an address. (*you'll find this on your tax statement*)

3. Windows/Doors Only

- a. one (1) copy of structural changes (only if making windows or doors larger)

4. Demolition

- a. A permit is needed when anyone is demolishing a building or structure. (There is no charge for a demo permit)
- b. Address or Legal description, if you do not have an address. (*you'll find this on your tax statement*)

5. Decks/Porches/Sunrooms

- a. One (1) copy of your plans, which includes square footage.
- b. Site plan showing any house or buildings on ground, location of new structure and distances between buildings and also distance to each property line. A site plan can be printed from GIS system in our office upon application submittal.
- c. Address or Legal description, if you do not have an address. (*you'll find this on your tax statement*)

6. Solar Panels

- a. Site plan showing any house or buildings on ground, location of new structure and distances between buildings and also distance to each property line. A site plan can be printed from GIS system in our office upon application submittal.
- b. Address or Legal description, if you do not have an address. (*you'll find this on your tax statement*)

c. One (1) copy of your building plans, which includes square footage

7. **Swimming Pools**

A One (1) copy of your plans, which includes square footage.

d. Site plan showing any house or buildings on ground, location of new structure and distances between buildings and also distance to each property line. A site plan can be printed from GIS system in our office upon application submittal.

e. Address or Legal description, if you do not have an address. (*you'll find this on your tax statement*)

f. Silt Fence Form (**Required** if you are building in a subdivision, Cities of Fort Calhoun, Villages of Arlington and Washington) (*We have this paperwork in our office or it can be emailed*). The silt fence fee is \$350.00, you will need a separate check made out to JEO and given to Washington County at the time of application along with paperwork.

During the process we will:

1. Review the required inspections

2. Discuss any additional permits needed (electrical – mechanical – plumbing – septic), *if applicable*

3. Explain how an address is assigned, *if applicable*

4. Explain the building deposit and silt fence fee, *if applicable*

5. Once the application has been completed, and paid for, it will be reviewed and upon approval the approved permit will be sent to you. The review and approval can take anywhere from 7 business days or more. (*Note: The Planning Department has up to sixty (60) days to review and approve/deny all building and/or zoning permit applications.*)

6. **Building permit applications can take anywhere from 30-60 minutes to process, so we ask that when you come in you plan accordingly and have all documents required.** Best time to stop in is prior to 11:30 pm and prior to 3:30 pm. This allows us time to process the application before lunch and closing at the end of the business day.

7. Once you have gathered all the documents required, please bring them to the Planning Office located in the courthouse at 1555 Colfax St., Blair, NE. We ask that you not send them through email or mail, as you will need to be present in order for our office to process the permit.

If you have further questions, please feel free to contact our office at 402-426-6872, Office hours: Monday - Friday 8:00 - 4:30 .

IMPORTANT: The City of Blair has a two mile jurisdiction from the city limits, if you are within the City or the two miles then you will need to contact them at (402) 426-4191.

IMPORTANT: Kennard has a one mile jurisdiction from the village limits, if you are within the village or the one mile, then you will need to contact them at (402) 427-7311.

NOTE: The City of Fort Calhoun & the Villages of Arlington and Washington have a 1 mile jurisdiction, but all permits for those areas and within rural Washington County are obtained with our office.

The permit shall become invalid if the work authorized by such permit is (1) not commenced within 180 days after its issuance; (2) if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced; (3) or the work is not completed by the expiration date.