



Common Items Missing from Permit Applications

Missing information can delay the review of your permit application and the issuance of a permit. The items below are some of the most common pieces of information applicants forget to include. This is not a complete list of all required materials, but it highlights frequent omissions that slow the review process.

Site Plan

Provide a site plan showing where the building sits on the property. At minimum, this should show the building's location in relation to the property lines.

Vicinity Sketch

Include a simple sketch that shows where the tenant space or room is located within the building. For example, it may show the location of a suite within a larger building or a specific room within a tenant space.

Electrical, Mechanical, and Plumbing Plans

Commercial permit reviews require electrical, mechanical, and plumbing plans. If these plans are not included with your application, the review cannot be completed and the permit will be delayed.

Room Uses

Your floor plan should clearly label how each room will be used (for example: office, storage, restroom, etc.).

Fire-Rated Walls and Doors

If any walls or doors have a fire-resistance rating, that rating should be clearly labeled on the plans.

Exterior Lighting Information

All exterior lighting must meet the City of Lincoln's Outdoor Lighting Design Standards. Your application must include lighting information for any exterior fixtures, including lighting for new parking lots. Missing this information will delay the issuance of a building permit.