



Minimum Requirements to Apply for a Commercial Building Permit

This guide outlines the minimum information required for the City to begin a complete review of a commercial building permit application. The list below is not exhaustive. Depending on the scope and complexity of your project, additional information may be required during the review process.

Some projects must be prepared or reviewed by a licensed professional (architect or engineer) as required by the Nebraska Engineers and Architects Regulation Act. More information is available here:

https://ea.nebraska.gov/sites/default/files/doc/NBEA_Handbook.pdf

Providing complete and accurate materials at the time of submission will help avoid delays and allow City staff to review your project as efficiently as possible.

1. Required Application Forms

Submit the following completed forms with your application:

- Building Permit Application
- Impact Fee Determination Form
- Curb Cut Permit (required if a new driveway or widened driveway is proposed)
- Review Request Form

Incomplete forms may delay the review process.

2. Project Information (Code Summary)

Provide a code summary sheet that includes the following information about the project:

- Occupancy type
- Description of the building or business operations
- Type of construction
- Total building square footage or square footage affected by the work
- Allowable building area compared to the actual area
- Whether the building has a sprinkler system (and type, if applicable)
- Whether fire alarms are provided
- Whether emergency lighting is provided
- Number of exits required and provided on each floor
- Occupant load calculations and factors used
- Plumbing fixture requirements
- Governing building codes used for the project
- IEBC compliance method (Prescriptive, Work Area, or Performance)

3. Site Plan

Submit a scaled site plan showing the following:

- Property boundaries, easements, required yards, and building setbacks
- Location and size of existing and proposed structures
- Parking areas, loading areas, and vehicle access
- Pedestrian access routes and sidewalks
- Utilities, service areas, lighting, landscaping, fencing, and screening
- Major site features such as drainage systems and grading contours
- A north arrow, scale, project date, and name of the property owner
- Name of the person preparing the plan
- If the project is within an existing building, include a vicinity diagram showing where the work area is located within the building.
- If required, the site plan must be sealed by a licensed Nebraska civil engineer.

4. Landscape Plan (for New Buildings or Additions)

If landscaping is required, submit a plan including:

- Property lines
- Location of landscaping areas
- Plant species and quantities
- Open space or landscape area calculations

5. Utility Plans

Submit plans showing site utilities, including:

- Water service
- Stormwater systems
- Sanitary sewer connections
- Electric service entrance
- Locations of underground utilities

6. Grading and Paving Plans

Provide plans showing site grading and paving, including:

- Streets and alleys adjacent to the site
- Existing and proposed curbs and driveways
- Parking spaces (standard and accessible) with parking calculations
- Sidewalks and accessible routes, including ramps
- Stormwater drainage patterns and collection points
- Erosion control plans (required if more than 1 acre is disturbed)
- Post-construction stormwater management plans (required if more than 5,000 square feet of ground is disturbed)

7. Architectural Floor Plans

Provide complete architectural drawings that include:

- Floor plans, roof plans, and reflected ceiling plans
- Plans should clearly show:
 - Room layout and dimensions
 - Door and corridor dimensions
 - Fixed equipment
 - Use of each room
 - Adjoining tenant space occupancy classifications
 - Wall types (new, existing, demolished, bearing, non-bearing)
- Accessibility information must also be shown, including:
 - Accessible restroom locations and dimensions
 - Elevator locations (if applicable)
 - Accessible routes throughout the building
- For renovation projects where full accessibility upgrades are not provided, documentation must show that required accessibility upgrades exceed 20% of the project cost.

8. Structural Plans

If structural changes are proposed, submit structural drawings and calculations that include:

- Structural modifications to walls, floors, or roofs
- Wind and seismic design information
- Structural analysis and calculations prepared by a licensed engineer
- Additional documentation may include:
 - Geotechnical soil reports
 - Prefabricated building calculations and manufacturer drawings
 - Details of lateral force resisting systems

9. Mechanical, Electrical, and Plumbing (MEP) Plans

Plans for mechanical, electrical, and plumbing systems must be prepared by a licensed professional or contractor, when required.

If the project does not include changes to these systems, clearly state this on the plans.

MEP plans may include:

- Mechanical Plans
- HVAC equipment and duct layouts
- Ventilation calculations
- Equipment schedules and specifications
- Exhaust systems and kitchen hoods (if applicable)
- Plumbing Plans
- Water supply, waste, and vent layouts
- Plumbing fixture schedules
- Roof drainage systems
- Gas piping diagrams and calculations (if applicable)
- Electrical Plans
- Electrical one-line diagram
- Lighting plans and emergency lighting
- Power plans showing outlets and switches
- Panel schedules and load calculations
- Grounding details
- Energy compliance documentation must also be provided using COMcheck or ASHRAE 90.1.