

DOCUMENTS AND DETAILS

****If building permit is for Arlington or Washington or the 1 mile surrounding each, an approved Zoning Permit will be required BEFORE a building permit application can be submitted. See additional under 'Zoning Permit'.****

NEW HOMES require the following:

1. Completed building application, Contractor Permit Signature Authorization form (if applicable), and Credit Card Authorization form (if applicable).
2. Two (2) hard copies of the house plans including building specs, square footage, site plan or;
3. A third hard copy **may** need to be provided to Arlington or Washington **if** building in the Villages of Arlington/ETJ or Washington/ETJ. Please contact that office to see if it will be required at the time of submitting the zoning application.
 - a. One copy is kept at the Planning Office for the inspector.
 - b. One is returned after the building inspector reviews and **is required to be on site.**
4. Legal description of the property: parcel number, tax lot or lot number
 - a. Site Plan - showing house location and distance in feet to all property lines.
5. Percolation Test results:
 - a. Test must be done by a State registered septic company or State of Nebraska registered engineer.
6. REScheck Compliance Statement:

Residential program is named **REScheck** and can be downloaded at www.energycodes.gov/rescheck. **The last page, titled IECC Energy Efficiency Certificate, will need to be signed and dated by the General Contractor prior to the final inspection.**

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.
7. **Silt Fence Application is required:** inspector will determine which permit & fee applies. All stormwater/silt fences must be installed and then inspected by the county inspector prior to the excavating of foundation/footings.
8. **An approved driveway permit is required** if driveway is accessing a county road or state highway.
9. **As of 05/07/2024, we are also requesting an electronic copy of the house plans for record keeping only.**

Separate permits are required for all electrical, mechanical, plumbing and septic systems.

MODULAR, MANUFACTURED OR MOVED-IN HOME require the following:

1. 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. Being placed on a foundation or a basement *(2 sets of plans for a finished, partially finished or unfinished).*
3. **All of the above under 'New Home'.**

OTHER BUILDINGS (including accessory building, pole barn, Lean-To, etc.) require a building permit:

1. If there is a house on the property, provide the following: (If no house on property, see #2):
 - a. Site plan showing any house or buildings, location of new structure, distances between buildings, location of septic tank & drain field, well and all property lines.
 - b. Address or Legal description if no address.
 - c. One (1) copy of building plans, which includes square footage and building & truss specs. Buildings 5000 sq ft and over require engineered prints.
2. If there is no house on the property, building will not commence until the house footings have been inspected or a Conditional Use Permit has been obtained.
3. **Silt Fence application is required. *See #6 under 'New Home'***

GRAIN BINS or FARM BUILDINGS may require a building permit and will require a zoning permit:

1. Site plan showing any house or buildings on ground, location of new grain bin and distances between buildings, well, septic & drain field and distance to each property line.
2. Address or Legal description if you do not have an address.
3. Building specs, diameter and value of grain bin. **An electrical permit may be required by the state.**

MISC. (additions, remodels of basements and accessory buildings, windows, doors, demolitions, decks/porches/Sunrooms, solar panels, swimming pools) require a building permit:

1. **Additions, Remodels, Decks/Porches/Sunrooms, Solar Panels, Swimming Pools:**
 - a. Two (2) copies of building plans, including building specs & square footage. (Preliminary walk-thru inspections will be assessed an inspection fee.)
 - b. Site plan showing any existing house or buildings, location of new structure, septic tank/drain field, well,

distances between buildings and distance to each property line *if* adding square footage, accessory building or swimming pool.

C. Address or Legal description if you do not have an address.

2. **Windows:**

a. Two (2) copies of structural changes (if changing size).

3. **Doors Only:**

a. Two (2) copies of structural changes (if changing size).

4. **Demolition:**

a. A permit is needed when a building or structure is being demolished. (no charge for a demo permit)

b. Address or Legal description if you do not have an address.

4. **Silt Fence application is required.** *See #6 under 'New Home'*

Zoning Permit: Building permit applications for Arlington, Washington and the 1-mile jurisdictions will need to:

1. Fill out 'Zoning Permit Application' as directed **prior** to applying for a Building permit.
 2. Fax or take application and plot plan to information listed on the application.
 3. Once approved, building permit application can be submitted to WCPZ.
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During the process we will:

1. Review the required inspections.
2. Discuss any additional permits needed (electrical – mechanical – plumbing – septic), the building deposit and silt fence fee, *if applicable*.
3. Explain how an address is assigned, *if applicable*.
4. Once the application has been submitted, paid for, reviewed, and approved, a permit will be issued. The process can take 7 or more business days. (*WCPZ has up to sixty (60) days to review and approve/deny all building and/or zoning permit applications.*) **Work commencing prior to obtaining an approved permit shall be subject to a fine equal to the applicable permit fee.**
5. **Bring all of the required** documents to WCPZ located in the courthouse at 1555 Colfax St, Blair, between the office hours of 8:00 - 4:30. Building permits can take 30+ minutes to process so please plan accordingly.

IMPORTANT: The City of Blair has a two-mile jurisdiction from the city limits. If within the City or the two miles, contact them at (402) 426-4191.

IMPORTANT: Kennard has a one-mile jurisdiction from the village limits. If within the village or the one mile, contact them at (402) 427-7311.

IMPORTANT: Herman has a one-mile jurisdiction from the village limits. If within the village or the one mile, contact them at (402) 456-7500.

IMPORTANT: Fort Calhoun has a one-mile jurisdiction from the city limits. If within the city or the one mile, contact them at (402) 468-5303.

IMPORTANT: Electrical permitting needs, please go to <https://electrical.nebraska.gov/inspections-inspectors>

NOTE: The Villages of Arlington (402-478-4212) and Washington (402-660-6860) have a one-mile jurisdiction and will approve/deny the zoning permits for their areas. However, all building permits are obtained through WCPZ.

The permit shall become invalid if the work authorized by such permit (1) is not commenced within 180 days after its issuance; (2) does not show progress every 180 days; or (3) is not completed by the expiration date.

INSPECTIONS & EXPIRATION DATES

All required inspections must be completed prior to the permit expiration date. Please schedule all required inspections with the office as soon as possible. Prior to the permit expiration date, extensions may be granted upon approval of the Building Inspector.

****All deposits will be forfeited upon permit expiration, failure to call for inspections, occupancy of new buildings prior to a 'passed final' inspection or approval by the building inspector****

REFUNDS

- Permits purchased with a credit card are charged a 2.75% processing fee. **This processing fee is non-refundable.**
- When a building and or zoning permit (*including mechanical, plumbing, and septic permits*) is **NOT GRANTED**, all fees paid by the applicant more than \$20.00 shall be refunded to the applicant. (Washington County Resolution No. 2005-20)
- **Building/Sub Permit fee paid **when not issued**. All fees paid by the applicant more than \$20.00 shall be refunded to the applicant when the application has been submitted for approval but cancelled before the permit could be issued.
- **Permit fee **erroneously paid** or **collected**. The building official may authorize the refunding of any fee paid hereunder which was erroneously paid or collected within 60 days. (*Example: Within City's ETJ or another's ETJ*).
- **Building Permit fee paid when **No Work Done**. The building official may authorize the refunding of not more than **80 percent** of the *Building Permit Fee Paid when no work has been done under a permit issued in accordance with these provisions within 60 days. (*Refundable Deposit would be refunded if applicable*)
- **Sub Permit fee paid when **No Work Done**. All fees paid by the applicant more than \$20.00 (**Issuance Fee**) shall be refunded to the applicant when no work has been done under a permit issued in accordance with these provisions within 60 days.

* Building Permit for New Home, Modular, Manufactured or Moved-in Home including but not limited to accessory buildings/pole barn, additions, remodels, windows, doors, decks/porches/Sunrooms, solar panels, swimming pools.

**ICC Residential Code R108.5

05/2024