



Application is *not* approved until building permit is issued and payment received.
Do *not* begin construction until building permit is issued.

115 Locust Street
P.O. Box 127
Hickman, NE 68372-0127
Phone 402.792.2212
Fax 402.792.2210
www.hickman.ne.gov

RESIDENTIAL NEW CONSTRUCTION PERMIT # _____

Property Owner(s): _____ Phone # _____

Street Address: _____ Legal: Block ____ Lot ____ Addition _____

Contractor: _____ Phone # _____

New Residential Construction Permit Items

- Electrical Permit – License & Certificate of Insurance
- Residential Energy Code Certification
- Sedimentation Agreement, Ordinance & Notice
- Sidewalk Permit & Curb Cut Permit
- Plumbing Permit & HVAC Permit
- 3 Site Plans – Lot & Building Dimensions & Set Backs
- 3 Sets of Building Plans
- Window Schedule – 3 copies
- REScheck Compliance Certificate – 3 signed copies

** APPLICANT ** Please Complete In Full

Water Meter Size _____ (inches) Main Floor ft² _____
 Finished Basement ft² _____ 2nd Floor ft² _____
 Unfinished Basement ft² _____ Garage ft² _____
 Carport ft² _____ Deck/Patio ft² _____

OFFICE USE ONLY

Zoning District _____ Type of Construction _____
 Occupancy Group _____ Flood Plain Permit _____
 Front Setback _____ Rear Setback _____
 Side Setback _____ Other Setback _____
 Master Fee Schedule Valuation \$ _____

THE UNDERSIGNED HERBY CERTIFIES that they have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provision of any state or local law regulating construction or the performance of construction.

OFFICE USE ONLY

New Construction Fees (per Master Fee Schedule)

Sewer Fees \$ 1000.00
 Water Meter & Connection Fee _____ (inches) \$ _____
 Water Infrastructure Fees \$ 800.00
 Electrical Fees \$ 600.00
 Streets Fees \$ 400.00
 Parks Fees \$ 700.00
 Occupancy Permit \$ 100.00

Subtotal \$ _____

Inspection & Permit Fees (per Master Fee Schedule)

Permit Fees (\$50 + \$1.035 per \$1000.00) \$ _____
 Plan Review \$ 50.00 _____
 Foundation \$ 40.00 _____
 Framing Rough-In \$ 40.00 _____
 Deck Footing \$ 40.00 _____
 Plumbing Ground Work \$ 40.00 _____
 Plumbing Rough-In \$ 40.00 _____
 Plumbing Final \$ 40.00 _____
 Gas Rough-In \$ 40.00 _____
 HVAC Rough-In \$ 40.00 _____
 HVAC Final \$ 40.00 _____
 Electrical Temporary \$ 40.00 _____
 Electrical Rough-In \$ 40.00 _____
 Electrical Final \$ 40.00 _____
 Final Building \$ 40.00 _____
 Sidewalk Permit \$ 45.00 _____
 Driveway/Curb Cut Permit \$ 35.00 _____

Subtotal \$ _____

Fees Total \$ _____

Fees Payment Check # _____

New Construction Deposit of \$500.00*

New Construction Deposit Check # _____

*New Construction Deposit will be held until Final Occupancy Permit is issued and will be forfeited if signs of occupancy are visible prior to passing all Inspections and issuance of Occupancy Permit.

**Applicant Printed Name _____ Applicant Signature _____ Date _____

Building Inspector Signature _____ Date _____ Director of Permits, Zoning, and Codes Signature _____ Date _____
 RESIDENTIAL - New Construction - SFRG Master Fee Schedule Ordinance 2017-05



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CHECK LIST- NEW CONSTRUCTION

BUILDING PERMIT APPLICATION CHECK LIST:

Items to be turned in to the City Office for Consideration

- Building Permit Application- signed with H₂O meter size and sq. footage(s)
- Building Plans (2) Complete Sets - Including Stair Detail
- Site Plan (2) - Including lot dimensions, building dimensions & setbacks
- REScheck (2) or COMcheck (2) - signed
- Window Schedule (2)
- Electrical Permit - signed
- Plumbing Permit - signed
- HVAC (Mechanical) Permit - signed
- Nebraska Energy Code Certification - signed
- Curb Cut Permit - signed (max. 26' for two stall or 30' for three stall) NEW sizes**
- Sidewalk Permit - signed
- Sedimentation Agreement - signed

AFTER PERMIT IS APPROVED CHECKLIST *for Office Staff*

Information included with Approved Permits (Blue Permit Pouch):

- Green Card – Inspector’s Sign-off Sheet
- Building Plans – (1) One Set
- Inspector’s Contact Name and Phone Numbers
- Zoning Setback Regulations
- Sediment and Sidewalk Specifications
- Sediment Photo Sheet (BMP)
- Copy of Building Permit- signed with fee and deposit receipt numbers**



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ELECTRICAL PERMIT # _____

Date of Permit Application: _____

Job Address: _____

Description of work to be done: _____

Cost Valuation of Job: \$ _____ (only if separate from a new building permit)

Property Owner's Name: _____

Electrical Company Name: _____

Electrical Company Address: _____

Contact Person: _____ Phone #: _____

Electrician's Name: _____ (if different from Contact Person)

**State Law requires all Electrical Installation shall meet or exceed the
2014 National Electrical Code.**

The Electrician making the installation must have a copy of a **Master Electrical License** and **Proof of Insurance** attached or on file with the City of Hickman.

Applicant (Printed Name) Signature Date

City Official (Printed Name) Signature Date

Office Use Only

If separate from Building Permit Application then:

Inspection Fee(s) # _____ x \$40.00 = \$ _____

Permit Fee \$50.00 if valuation < \$9,000.00 = \$ _____

OR If valuation > \$9,000.00 the Permit Fee \$50.00 + \$1.035 per \$1,000.00 valuation = \$ _____

Total = \$ _____

Receipt # _____

Contact Ray Paulson 402.416.8899 for Electrical Inspections



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PLUMBING PERMIT # _____

Date of Permit Application: _____

Job Address: _____

Description of work to be done: _____

Cost Valuation of Job: \$ _____ (only if separate from a new building permit)

Property Owner's Name: _____

Plumbing Company Name: _____

Plumbing Company Address: _____

Contact Person: _____

Phone #: (_____) _____ E-mail: _____

Applicant (Printed Name) Signature Date

City Official (Printed Name) Signature Date

Office Use Only

If separate from Building Permit Application than:

Inspection Fee(s) # _____ x \$40.00 = \$ _____

Permit Fee \$50.00 if valuation < \$9,000.00 = \$ _____

OR If valuation > \$9,000.00 the Permit Fee \$50.00 + \$1.035 per \$1,000.00 valuation = \$ _____

Total = \$ _____

Receipt # _____

Contact John Morris at 402.560.6610 for Plumbing Inspections



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MECHANICAL (HVAC) PERMIT # _____

Date of Permit Application: _____

Job Address: _____

Description of work to be done: _____

Cost Valuation of Job: \$ _____ (only if separate from a new building permit)

Property Owner's Name: _____

HVAC Company Name: _____

HVAC Company Address: _____

Contact Person: _____

Phone #: (_____) _____ E-mail: _____

Applicant (Printed Name) Signature Date

City Official (Printed Name) Signature Date

Office Use Only

If separate from Building Permit Application than:

Inspection Fee(s) # _____ x \$40.00 = \$ _____

Permit Fee \$50.00 if valuation < \$9,000.00 = \$ _____

OR If valuation > \$9,000.00 the Permit Fee \$50.00 + \$1.035 per \$1,000.00 valuation = \$ _____

Total = \$ _____

Receipt # _____

Contact Mark Howard 402.304.9135 for HVAC Inspections



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NEBRASKA ENERGY CODE CERTIFICATION

BUILDING PERMIT # _____

I _____ hereby certify the structure contained in
Print Name

this building permit complies with the Nebraska Energy Code. (RRS 81-1608 to 81-1626).

Party Responsible for IECC Compliance Signature

Date



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CURB CUT PERMIT # _____

Application is *not* approved until curb cut permit is issued and paid for.
Do *not* begin construction until curb cut permit is issued.

Property Owner(s) _____ Phone # _____

Job Address: _____

Contractor: _____ Phone #: _____

Residential

NEW CHANGE AS OF August 24, 2017 for Residential

Existing Cut _____ New Cut _____ Total _____

Two Stall Garage Maximum Total CURB CUT 26 FEET

Three Stall Garage Maximum Total CURB CUT 30 FEET

Commercial

Existing Cut _____ New Cut _____ Total _____

Existing Cut _____ New Cut _____ Total _____

ALL CURBS ARE TO BE PREMARK AND INSPECTED BY CITY PUBLIC WORKS PRIOR TO CUTS MADE

Property Owner or Contractor (Printed Name) Signature Date

City Official (Printed Name) Signature Date

Office Use Only

If separate from Building Permit Application than:

Applicant shall deposit with the City Treasurer a sum to be retained by the City for the purpose of replacing curb in the event the work is not satisfactory. Sum shall be set on a per square foot cost of construction basis. Section 6-106 Hickman Municipal Code.

Permit Fee = \$ \$35.00

Receipt # _____

Contact Bob Lovorn 402.432.1513 for Pre-Cut Inspection



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SIDEWALK PERMIT # _____

Permit to Repair, Replace, or Construct Sidewalk

I, _____, hereby make application, under the provisions of Section 6, Article 3 of the Municipal Code of the City of Hickman, for permission to repair / replace / construct (circle one) a sidewalk at the following address: _____

Applicant Signature

Date

Office Use Only

Permission has been granted to _____ to repair / replace / construct (circle one) a sidewalk at _____ in Hickman, NE. All work is to be done in accordance with the existing ordinances and subject to the supervision, including a pre-pouring inspection, of the Director of Public Works for the City of Hickman.

Date of Application Accepted: _____ Approved by: _____
Director of Permits and Zoning

Date of Pre-Pouring Inspection: _____ Approved by: _____
Director of Public Works

Office Use Only

If separate from Building Permit Application than:

Permit Fee = \$ _____ **\$45.00** _____

Receipt # _____

Contact Bob Lovorn 402.432.1513 for Pre-Pour Inspection



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SEDIMENT NOTICE

BUILDING PERMIT # _____

SEDIMENT IN PUBLIC RIGHT-OF-WAY OR STORM DRAINAGE SYSTEM FORBIDDEN

**Hickman Municipal Code Chapter 6, Article 1 §6-104:
Sediment On Public Ways; Nuisance; Notice to Remove; Penalty**

A. Any person responsible for sediment deposited into or upon any street, alley, sidewalk public way, storm drainage system, or public ground as a result of tracking, runoff or other erosion and sedimentation from a building or development site, shall remove the same within a reasonable period of time as required by the City of Hickman, Department of Environmental Quality, or other agency. Whenever the person responsible for sediment deposited into or upon any street, alley, sidewalk, public way, storm drainage system, or public grounds refuses or neglects to remove the same, the City may elect to remove the sediment and the expense of such removal shall be recoverable by the City.

B. If the City, Department of Environmental Quality, or other agency determines that the conditions described above constitute an immediate nuisance and hazard to public safety, the City shall issue a written notice to abate and remove such nuisance or hazard within 24 hours. If such person responsible shall have failed or refused to abate and remove such nuisance at the expiration of 24 hours from delivery of notice, the City may remove such nuisance and the expense of such removal shall be recoverable by the City. (Ord. No. 2007-20, 12/11/07)

Property Address: _____

Contactor/Property Owner (Print): _____

Acknowledgment

I _____ understand the above ordinance and will comply with this City Ordinance and all other State and Federal laws regarding sedimentation and storm water run-off. I also understand that if I fail to comply with the above ordinance, the City of Hickman may pursue all legal remedies, including lien filing available to them.

Print Name

Signature

Date

City Staff Signature

Title

Date



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Contractor Information Sheet Sediment and Sidewalk Specs

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STANDARDS FOR SIDEWALK CONSTRUCTION

- The sidewalk shall be four (4) feet in width with four (4) inch thick concrete.
- The concrete shall be sand/gravel mix or an approved equal mix and shall be 3000 psi – 28 day strength.
- Joints in the sidewalk shall be on four (4) foot centers, and are to be one-fourth (1/4) inch wide and one-half (1/2) inch deep.
- The elevation of the sidewalk shall be five (5) inches above the tip of the curb.
- The back side of the sidewalk shall be located at the property line. A trail should be one foot off of the property line. If there are any questions call the Public Works Director at 402.432.1513.
- The transverse slope of the sidewalk shall be a minimum of one-fourth (1/4) inch per foot and a maximum of one-half (1/2) inch per foot with all slopes toward the street curb.



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BUILDING PERMIT INSPECTION INFORMATION

<u>Name</u>	<u>Type</u>	<u>Phone Number</u>
Dale Stertz	Building Inspector	402.440.5963 – leave a msg
Plan Review Fee	\$50.00	
Footing	\$40.00	
Frame Rough-In	\$40.00	
Building Final	\$40.00	
John Morris	Plumbing Inspector	402.560.6610 / 402.475.2599
Plumbing Ground	\$40.00	
Plumbing Rough-In	\$40.00	
Plumbing Final	\$40.00	
Mark Howard	HVAC Inspector	402-304-9135
HVAC Rough-In	\$40.00	(Alternate Inspector Dave Hochstetler)
HVAC Final	\$40.00	(402.418.1136)
Ray Paulson	Electrical Inspector	402.416.8899
Temporary Electric	\$40.00	
Electric Rough-in	\$40.00	
Electric Final	\$40.00	
Bob Lovorn	Public Works Inspector	402.432.1513
Water Main/Sewer Line Tap	\$ 0.00	
Curb Cut (max 25 feet)	\$35.00	
Sidewalk	\$45.00	

Building permit and inspection card will be issued after approval and payment received. **The building permit and inspection card are to be posted at the building site.** For new construction it is suggested that the permit pouch including inspection card be hung by the furnace.

**IT IS THE RESPONSIBILITY OF THE CONTRACTOR / BUILDER TO
 SCHEDULE INSPECTIONS DIRECTLY WITH INSPECTORS ABOVE.**

When the construction project is finished and **all** inspections have been successfully completed and signed for, the inspection card must be returned to the City Office.

A Certificate of Occupancy will be issued after all inspections have passed and the inspection card is returned to the office.

The Certificate of Occupancy must be issued before the residence is occupied and before the Pre-Connect deposit can be refunded.