



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: _____ City/State: _____

Contractor Email: _____ 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 & Fuel Gas Permit
- ☐ 2 Site Plans – Lot & Building Dimensions & Set Backs
- ☐ 2 Sets of Building Plans (minimum of 2 sets)
- ☐ Window Schedule – 2 copies
- ☐ REScheck Compliance Certificate – 2 signed copies

**** APPLICANT ** Please Complete In Full**

Main Floor ft² _____ 2nd Floor ft² _____

Finished Basement ft² _____ Garage ft² _____

Unfinished Lower/Upper Floor ft² _____ combined total

Carport ft² _____ Deck/Patio ft² _____

OFFICE USE ONLY

Zoning District _____ Type of Construction _____

Occupancy Group _____ Floodplain 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	\$ 1300
1" Water Meter & Connection Fee	\$ 975
Water Infrastructure Fees	\$ 1040
Electrical Fees	\$ 780
Streets Fees	\$ 520
Parks Fees	\$ 910
Occupancy Permit	\$ 100

Subtotal \$ 5625

Inspection & Permit Fees (per Master Fee Schedule)

Permit Fees (\$50 + \$1.35 per \$1000)	\$ _____
Plan Reviews (\$50 per hour)	\$ _____
Foundation	\$ 50 _____
Framing Rough-In	\$ 50 _____
Plumbing Ground Work	\$ 50 _____
Plumbing Rough-In	\$ 50 _____
Plumbing Final	\$ 50 _____
Fuel Gas Rough-In	\$ 50 _____
Fuel Gas Final	\$ 50 _____
Deco Fireplace	\$ 50 _____
HVAC Rough-In	\$ 50 _____
HVAC Final	\$ 50 _____
Electrical Temporary	\$ 50 _____
Electrical Service (Panel)	\$ 50 _____
Electrical Rough-In	\$ 50 _____
Electrical Final	\$ 50 _____
Deck Footing	\$ 50 _____
Final Building	\$ 50 _____
Sidewalk Permit	\$ 45 _____
Driveway/Curb Cut Permit	\$ 35 _____

Subtotal \$ _____

Fees Total \$ _____

Fees Payment Check # _____

New Construction Deposit of \$500*

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



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CHECK LIST- NEW CONSTRUCTION

BUILDING PERMIT APPLICATION CHECK LIST *for General Contractors*

Items to be turned in to the City Office for Consideration:

- ☐ Building Permit Application- signed with Water Meter size and Sq. Footage(s) provided
- ☐ Building Plans (at least 2) Complete Sets - Including Stair Detail
- ☐ Site Plan (at least 2) - Including lot dimensions, building dimensions & setbacks
- ☐ REScheck or COMcheck - SIGNED
- ☐ Window Schedule
- ☐ Electrical Permit - signed
- ☐ Plumbing Permit - signed
- ☐ Fuel Gas Permit – signed (If needed)
- ☐ HVAC (Mechanical) Permit - signed
- ☐ Nebraska Energy Code Certification - signed
- ☐ Curb Cut Permit - signed (max. 26' for two stall or 30' for three stall)
- ☐ Sidewalk Permit – signed (check to see if a trail is in the ROW (Baylor Heights or Terrace View)
- ☐ Sedimentation Agreement - signed

AFTER PERMIT IS APPROVED & PAID CHECKLIST *for Office Staff*

Information included with Approved Permits (Blue Permit Pouch):

- ☐ Green Card – Inspector's Sign-off Sheet
- ☐ Building Plans – (at least 1) Set
- ☐ Inspector's Contact Name and Phone Number
- ☐ Sediment and Sidewalk Specifications
- ☐ Sediment Photo Sheet (BMP)
- ☐ Copy of Building Permit- signed with permit fees and deposit receipt numbers recorded



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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, by Department of Public Works for the City of Hickman.

Date of Application Accepted: _____ Approved by: _____
Zoning Administrator

Office Use Only

If separate from Building Permit Application than:

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

Receipt # _____

**You MUST Contact Public Works at 402.580.3473
for a Pre-Pour Inspection!**



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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
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Office Use Only

If separate from Building Permit Application than:

Inspection Fee(s) # _____ x \$50 = \$ _____

Permit Fee \$65 if valuation < \$9,000 = \$ _____

OR If valuation > \$9,000 the Permit Fee \$65 + \$1.35 per \$1,000 valuation = \$ _____

Total = \$ _____

Receipt # _____



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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 \$50 = \$ _____

Permit Fee \$65 if valuation < \$9,000 = \$ _____

OR If valuation > \$9,000 the Permit Fee \$65 + \$1.35 per \$1,000.00 valuation = \$ _____

Total = \$ _____

Receipt # _____



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FUEL GAS INSTALLATION PERMIT # _____

Date of Permit Application: _____ Cost Valuation of Job: \$ _____

Property Owner's Name: _____ Job Address: _____

Contractor Company Name: _____

Address: _____ City _____ State _____

Contact Person: _____ Phone #: (____) _____

Permit Type ☐ Single Family ☐ Multi-Family ☐ Commercial
Type of Work: ☐ New ☐ Replacement ☐ Alteration/Remodel

Detailed Description of Work _____

___ A/C	___ Fireplace (Gas)	___ Gas Range/Oven
___ Air To Air Exchanger	___ Fireplace (Wood)	___ New Gas Grill
___ Boiler	___ Furnace	___ Gas Water Heater
___ Chimney Liner	___ Gas Dryer	___ Pool Heater
___ Duct Work	___ Gas Piping	___ Outdoor Fire Pit
___ Other: _____		

THIS IS AN APPLICATION FOR A PERMIT-NOT VALID UNTIL PROCESSED I hereby apply for a building permit and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Hickman and with the Nebraska Construction Codes; that I understand this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plan in the case of all work which requires review and approval of plans.

Applicant (Printed Name) Applicant Signature Date

City Official (Printed Name) Signature Date

Office Use Only (as needed)

Fuel Gas Permit Application	\$65	_____
Plan Review	\$50	_____
Fuel Gas Piping Rough-In Plumbing Inspection	\$50	_____
Fuel Gas Piping Final Plumbing Inspection	\$50	_____
Outdoor Fire Pit Gas Piping Plumbing Inspection	\$50	_____
Duct, Ventilation and Clearance Fireplace HVAC Inspection	\$50	_____
Total =	\$	_____
Receipt #	_____	



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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
2017 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
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Office Use Only

If separate from Building Permit Application then:

Inspection Fee(s) # _____ x \$50.00 = \$ _____

Permit Fee \$65.00 if valuation < \$9,000.00 = \$ _____

OR If valuation > \$9,000.00 the Permit Fee \$65.00 + \$1.35 per \$1,000.00 valuation = \$ _____

Total = \$ _____

Receipt # _____



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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

One - Two Stalls

Max Total CURB CUT 26 FEET

Three or More Stalls

Max Total CURB CUT 30 FEET

Existing Cut _____ New Cut _____ Total _____

Commercial

Existing Cut _____ New Cut _____ Total _____

Existing Cut _____ New Cut _____ Total _____

ALL CURB PRECUT MARKINGS MUST BE 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 # _____

**You MUST Contact Public Works 402.580.3473 or 402.432.6018 for a
Pre-Cut Inspection!**



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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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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)

<i>Acknowledgment</i>

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 Official (Print)

Signature

Date



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Contractor Information Sheet Sediment and Sidewalk Specs

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

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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 Public Works at 402.580.3473 or 402.432.6018.
- 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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March 2, 2020

Dear Applicant for Residential Construction,

SIDEWALK PLACEMENT ENFORCEMENT

SIDEWALKS MUST HAVE A PRE-INSPECTION FOR PLACEMENT PRIOR TO THE POURING OF CEMENT. WHEN YOU ARE PREPARING TO FORM THE SIDEWALK PLEASE CALL BOB FOR AN INSPECTION. IF SIDEWALKS ARE INCORRECTLY PLACED YOU WILL BE ASKED TO TEAR OUT AND REPLACE THEM.

CONTACT PUBLIC WORKS AT 402.580.3743 OR 402.432.6018 FOR INSPECTION.

SIDEWALKS ARE TO BE PLACED WITH THE BACKSIDE OF THE SIDEWALK ON THE PROPERTY LINE. IT IS YOUR RESPONSIBILITY TO LOCATE YOUR PROPERTY PINS. IF THE TRAIL IS TO BE LOCATED ON THE PROPERTY, THE BACKSIDE OF THE TRAIL IS TO BE ONE FOOT (1') OFF OF THE PROPERTY LINE. SOME MODIFICATIONS MAY BE REQUIRED ON YOUR LOT, SO CALL BOB FIRST.

BE AWARE SO YOU DON'T HAVE TO TEAR!

For the City,

Heidi Hoglund

Heidi Hoglund, CFM
City of Hickman
Director of Permits, Zoning, Codes and Floodplain

HICKMAN ZONING REGULATIONS

R-2 Medium Density Residential 5.07.06

The height and minimum lot requirements shall be as follows:

USE	Lot Area (sq. ft.)	Lot Width (ft)	Front Yard (ft)	Side Yard (ft)	Street Side Yard (ft)	Rear Yard (ft)	Max Height (ft)	Max Lot Coverage
Single Family Detached Residential (existing development) (7)	5,000	50	25	6	15 (4)	20 or 20% whichever is less (3)	35	30%
Single Family Detached Residential (future development) (8)	7,200	70	25	7.5 (1)	25	20	35	30%
Single Family Attached Residential (per unit)	3,750	18 (6)	25	10 (5)	15 (4)	35 (3)	35	30%
Two Family Residential	10,000	75	25	6	15 (4)	25 (3)	35	30%
Other Permitted Uses	10,000	75	25	10	15 (4)	35 (3)	35	30%
Conditional Uses	10,000 (9)	75 (9)	25 (9)	10 (9)	25 (4)	35 (3) (9)	35	30% (9)
Accessory Uses	-	-	30	6	25 (4)	5	17	10% (2)

1. If parcel is platted within Arbor Ridge or Woodland Plaza subdivisions then the side yard setback shall be 6 feet.
2. The total lot coverage shall not exceed 35 percent.
3. Per Section 4.09.07 of this Ordinance, in any Residential District, the Rear Yard Setback shall be the lesser of the minimum amount noted or 20% of the total lot depth. This shall not apply to lots platted after May 2, 1998.
4. Street side yard shall be 25 feet if a curb cut for street access is requested for a structure. The Street Side Yard is defined as a front yard, on a corner lot, that is not determined to be the front yard by the orientation of the house to street designation.
5. The side yard along the common wall, only, shall be 0 feet. The common wall shall be along the adjoining lot line.
6. The minimum lot width only applies to the interior lots of a townhouse/single-family attached development. Exterior lots shall be a minimum 35 feet.
7. Existing development shall be defined as the area bound by south of Hickman Road (7th Street) and west of 68th Street (Chestnut Street) and east of the railroad tracks and including all of East Lawn Addition.
8. Future development shall be defined as all new subdivisions created after September 23, 2014.
9. Unless different specifications are approved through a Conditional Use Permit.

City of Hickman

Best Management Practices (BMP) to Control & Limit Erosion & Sediment

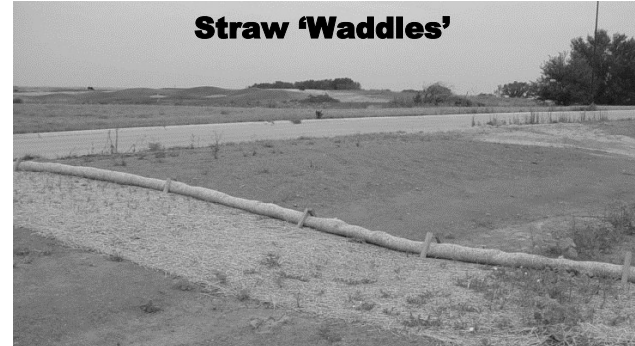
The City of Hickman has an ordinance (2007-20); *Municipal Code: §6-104: Sediment On Public Ways; Nuisance; Notice to Remove; Penalty*; that require any sediment in the public right-of-way to be removed or cleaned up in a timely manner. Of course, prevention is the best way to keep our streets clean.

Silt Fences at Strategic Locations



Properly located and installed silt fences can greatly reduce the amount of sediment that leaves a construction site.

Straw 'Waddles'



Ground covers can slow the flow of water reducing erosion and allowing sediment to settle out.

Straw Mats & Ditch Checks



Combinations of BMPs can be very effective.



Sometimes the best BMP is just cleaning it up yourself!

Hydromulch Seeding or Permanent & Temporary Seeding



Rock Site Entrance



Inlet Protection

