



City of Scottsbluff, Nebraska Building Permit Application Checklist

Date:			DO NOT WRITE IN THIS BLOCK	
Address (Location of proposed structure):			Permit Number:	
Applicant's Name			Permit: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Applicant's Address:			Date Issued:	
City:	State:	Zip:	Comp. Plan Land Use:	Zone:
Telephone:	Mobile:	Email:	Notes:	
Contractor:				
Contractor's Address:			Lot #	
City:	State:	Zip:	Block #	
Telephone:	Mobile:	Email:	Addition:	
Type of Proposed Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Other		Intended Use of Structures:		
Site Plan (required for all permit applications): <input type="checkbox"/> Proposed new structure <input type="checkbox"/> Existing building and other structures <input type="checkbox"/> Property lines with distances <input type="checkbox"/> Street, easements and setbacks <input type="checkbox"/> Water, sewer, electrical, and gas <input type="checkbox"/> Identify new/existing parking (paved/non-paved) <input type="checkbox"/> North arrow <input type="checkbox"/> Identify new/existing curb cuts and sidewalks		Floor Plan (must be drawn to scale, preferably 1/4-inch) <input type="checkbox"/> All floors, including basements <input type="checkbox"/> All rooms, current/proposed use of each room & dimensions <input type="checkbox"/> Location of structural elements and openings <input type="checkbox"/> Doors & windows (locations, size, swing and hardware) <input type="checkbox"/> Fire assemblies and separations <input type="checkbox"/> Identify new/existing walls, call out construction of walls <input type="checkbox"/> Interior finish		
Foundation Plan: <input type="checkbox"/> Foundations/footings <input type="checkbox"/> Size, location, thickness, materials, strengths and reinforcements <input type="checkbox"/> Imbedded anchoring	Framing & roof framing plans: <input type="checkbox"/> All floor, roof & ceiling structural members <input type="checkbox"/> Truss schedule (if applicable) <input type="checkbox"/> Materials size, spacing, grade and species (if applicable) <input type="checkbox"/> Method of attachment	Exterior Elevations: <input type="checkbox"/> Show all views (above, front, back, and sides) <input type="checkbox"/> Vertical dimensions <input type="checkbox"/> Identify all opening and materials <input type="checkbox"/> Show lateral bracing <input type="checkbox"/> Show finished grade, finish floor and curb elevations	Building and Wall Sections: <input type="checkbox"/> Show materials of construction <input type="checkbox"/> Fire rate assemblies <input type="checkbox"/> Dimensions	
Complete Mechanical System: <input type="checkbox"/>	Complete Plumbing System: <input type="checkbox"/>	Complete Electrical System: <input type="checkbox"/>	Complete Structural Calculations: <input type="checkbox"/>	Completed Fire Suppression and/or Alarm System: <input type="checkbox"/>
Is the Proposed Construction in a Floodplain: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Elevation Certificate must be attached:			Has Construction Dumpster been Applied for: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Two (2) sets of plans are required for review – commercial plans may require an architect or engineer stamp of approval				

FIRE LIFE SAFETY INFO	
OCCUPANCY TYPE	*STATE-OWNED YES NO
	*ESTIMATED START DATE:
	*ESTIMATED COMPLETION DATE:
*PLANS SUBMITTED TO LOCAL AUTHORITY FOR REVIEW? YES NO (Specify City or County) _____	

*TYPE OF PLAN
 Final Preliminary Fire Alarm Sprinkler Accessibility Guidelines Other _____

NOTE: Fire Alarm and Sprinkler shop drawings are to be submitted as a separate review by subcontractor.

*PROJECT DESCRIPTION
 New Building Addition Remodel Interior Finish Alteration Other _____

NUMBER OF LEVELS (Including Sub Levels): _____ CONSTRUCTION TYPE: (New) _____ (Existing) _____

FIRE PROTECTION FEATURES (if provided)
 Total Sprinkler Partial Sprinkler Range Hood System Fire Alarm System Fire Extinguishers Other _____

REVIEW FEE

*ESTIMATED PROJECT COST *

- Estimate must be included for plans to be reviewed. Estimate includes total value of all construction work as well as all finish work, painting, roofing, electrical, plumbing, HVAC, elevators, fire extinguishing systems and any other permanent equipment.
- The fee for reviewing plans, blueprints, and shop drawings to determine compliance with rules and regulations adopted pursuant to section 81-502 shall be assessed to the following schedule:

ESTIMATED PROJECT COST	FIRE CODE REVIEW FEE SCHEDULE
\$ 1.00 - \$ 5,000.00	\$ 5.00 minimum
\$ 5,001.00 - \$ 25,000.00	\$ 5.00 for the first \$5,000.00 plus 2.00 for each additional \$5,000.00 or fraction there of.
\$ 25,001.00 - \$ 50,000.00	\$15.00 for the first \$25,000.00 plus \$2.00 for each additional \$5,000.00 or fraction there of.
\$ 50,001.00 - \$ 100,000.00	\$ 25.00 for the first \$50,000.00 plus \$1.00 for each additional \$5,000.00 or fraction there of.
\$ 100,001.00 - \$ 200,000.00	\$ 35.00 for the first \$100,000.00 plus \$1.00 for each additional \$10,000.00 or fraction there of.
\$ 200,001.00 OR MORE	\$ 50.00 for the first \$200,000.00 plus \$1.00 for each additional \$10,000.00 or fraction there of. ...The total review fee shall not exceed \$500.00.

A Fee Calculator can be found on our website: www.SFM.nebraska.gov

IF CONSTRUCTION COMMENCES PRIOR TO THE SUBMITTAL OF PLANS, A LATE FEE OF \$50.00 SHALL BE ADDED.

All checks are to be made out to the "City of Scottsbluff Fire Department"

*FIRE CODE REVIEW FEE	*LATE FEE (If applicable)	*TOTAL FEE

OFFICE USE ONLY

PLAN NUMBER	DATE IN	HOW PAID	RECEIPT NUMBER
		CHECK MONEY ORDER	

1/29/15

The above information must be submitted with your plans. Failure to do so will result in disapproval and the return of your plans.