#### Building Permit Application Process:

#### Updated: 02/04/2021

#### Step 1:

#### Application Submitted

#### Applicant to complete the Application for Building Permit, pay fee and submit to city office.

#### City clerk will review the application to verify the application is completed properly.

#### Note: All information must be included in the application, including drawings with dimensions, wet backs and any known variances from adjoining property owners.

#### Zoning Administrator will review the application for accuracy and completeness and contact application with questions, clarifications or requests for additional information.

#### Step 2:

#### Application to Utilities and City Maintenance for Review

#### The Zoning Administrator will submit the application to the utility contracts and city maintenance staff for review.

#### The utility contacts and city maintenance staff will sign-off on the application or make the Zoning Administrator aware of any problems in the application. An example of items to be reviewed are: water, sewer, electrical, gas, internet, or phone and easements necessary for ease of utility company and city maintenance (including street maintenance and snow removal).

#### Step 3:

#### Application to City Government for Review

* The Zoning Administrator will submit the application to city government for review.
* The city government will sign-off on the application or make the Zoning Administrator aware of any problems in the application.

Note: If the application is denied because it does not comply with city zoning ordinances the applicant can apply for a variance to the ordinances. All variances’ applications to the ordinance must be presented to the city clerk by the applicant, along with the appropriate fee. The Board of Adjustments will hold a Public Hearing to decide the issue.

**Step 4:**

Approval of Application

* Upon completion of reviews and signatures of the utility contact, city maintenance staff and city government the Zoning Administrator will sign the application. A “6 x 9” colored document will be included and must be posted so as to be seen from the street to verify that you have a permit.
* The approved or denied application will be given to the city clerk at the city office.
* Approved permits will be copied with one copy for the applicant and another copy for Knox County Assessor’s office.
* The city clerk will contact the applicant to inform them the permit is available at the city office. The city clerk will also retain one copy for the Knox County Assessor’s Office and keep the original application on file at the city office.
* Denied permits must be accompanied with a written explanation for denial.

­Note: If significant construction is not started within 6-months or completion of the project within 12-months of the approved permit that applicant must request an extension to the original permit. A request for an extension must include a description of the reason for the extension and the requested amount of time for the extension.

Note: Constructing without a permit, construction not in compliance with an approved permit or not completing construction within the approved permit is subject to fine by the City of Crofton.

Note: E-files of zoning ordinances, building permit and variance letter are available at [www.city-of-crofton.com](http://www.city-of-crofton.com)

Note: It is the responsibility of the property owner to verify all utility locations and easements of utilities with City of Crofton, water, sewer, gas, electrical, cable and Phone Company and state highway and environmental agencies.

Note: Nebraska law requires everyone who excavates (or otherwise disturbs the surface) must first call the state one-call notification center at least 2 business days, but not more than10 days, before the work is scheduled to start. The diggers hotline is 800-331-5666 or 811 or [www.ne1call.com](http://www.ne1call.com). 02/04/2021 Update

#### APPLICATION FOR BUILDING PERMIT & CONDITIONAL PERMIT

City of Crofton Planning and Zoning Commission (5/1/2017)

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Are sidewalks required? \_ Will building be occupied?

Are City water and sewer connections required?

Are electrical, phone or gas connections required?

Zoning/District. Flood plain, \_,\_,.\_· \_

Is it a Building Permit? Is it a Conditional Use?

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**For city office use only**

Permit# Date Filed, Fee. Receipt# Expiration Date

In addition to completing this form, the applicant must provide the following:

1. A site plan fully dimensioned showing existing parking, buildings location and size and the location of the proposed structure. Site plan must show setbacks from property boundaries and size of lot.
2. Any other information requested by the Zoning Administrator, City Maintenance and City Police necessary to evaluate the proposed application.

Note: Zoning Permits and Conditional Permit uses are regulated by the City of Crofton Planning and Zoning Ordinance

and City Ordinances. Any use receiving a permit must comply with the site regulations for the zoning district it is located within and comply with all applicable ordinances.

**To be completed by Applicant**

Property Owners \_

(Name) (Address) (Phone) Applicant \_

{Indicate self if owner of property) (Name) (Address) (Phone) General location Description

General Contractor \_ (Name) (Phone) (If applicant is acting as the general contractor indicate "self")

#### Notes:

1)

2)

3)

Permits will expire 6 months from the issue date. Extensions may be requested if required.

All construction shall include the placement of sidewalks along city streets where applicable.

A verification of lot lines shall be required before a building permit is issued for any new residence or principal industrial and/or commercial structure.

1. Fences can be erected where allowable, baring no easement issues, but must remain 1 foot off the property

line. When a property line is in question, a survey may be necessary to determine placement. EXCEPTION\*\*\*Fences used to house pets-example a kennel-must remain 10 feet from the property line.

1. Diggers Hotline must be called to locate all utilities.
2. Projects started or completed without a building permit is subject to a penalty of 10% of the estimated cost. In addition, removal of the structure to meet codes may be added.
3. To assist the P&Z Commission, mark the proposed structure out with stakes/ flags when requested.
4. A site drawing or plot must be submitted with this application, showing size, shape and placement of the building or structure to be constructed in reference to existing buildings and adjoining property lines.
5. Crofton City Zoning Regulations can be reviewed at city office or <http://www.crofton-nebraska.com/web/>
6. No rough-in inspections will be conducted on any commercial projects until plans for such project have been reviewed and approved by the State Fire Marshal and a rough-in inspection conducted and signed off by the respective entities (State Fire Marshal and/or State Electrical Inspector).
7. Architectural plans must be submitted with the application for all new occupied residential and commercial

buildings.

1. Application for Building Permit is not a Variance**Page 1 of4**

#### To be completed by Applicant:

Type of Improvement: New Relocation\_ Addition\_ Repair\_ Demolish\_ Other \_

Site Improvement: Fence\_ Retaining Wall\_ Driveway/sidewalk\_ Patio/Deck\_ Other \_ Accessory Buildings: Garage\_ Utility Shed\_ Other \_ Residential: House\_ Rental\_ Multiple Family Dwelling\_ Other \_

Commercial: Retail\_ Agriculture\_ Industrial\_ Service\_ Public Use \_ Other Use \_

Ownership: Private (individual/corporation/nonprofit/etc.) \_ Public (Federal, State, or local government) \_ Cost: Cost of Improvements $ \_

Size of building: Height Width and Length \_ Total Square Feet.

Describe in detail the proposed use of the building:

Foundation Type: Floating Slab\_ Trenched Footings\_ T-Foundation\_ Other/describe:

Roofing material: Composite Asphalt\_\_ Asphalt Roll\_ Membrane\_ Residential Steel\_ Other

Roof Design: Gable\_ Gambrel\_ Hip\_ Shed\_ Other \_

Fences: Type of material and design

Type of Frame: Masonry\_ Steel\_Wood\_Reinforced Concrete Other \_

Facade: Masonry/brick\_ Lap Siding\_ Tongue and groove\_Wood sheet\_ Residential Steel\_ Other \_

Principal Type of Heating Fuel: Gas\_ Oil\_Electricity\_ Geothermal\_ NA\_ Other \_ Type of Sewage Disposal: Public\_ Private (septic tank, etc.) \_ NA\_

Type of Water Supply: Public\_ Private (well)\_ NA\_

Mechanical systems: Central air conditioning\_Elevator\_ Other

(Applicant Signature) (Date)

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For **city office use only: Planning and Zoning Section:**

 The permit use complies with the site regulations for the zoning district

 The city maintenance has reviewed the application.

 The city police has reviewed for proposed parking and circulation for safe access to the site

#### ( ) Denied, Explanation, \_

( ) Approved**, Special conditional requirements**

(Signature of Cedar-Knox Public Power District Rep) (Date)

(Signature of Great Plains Communications Rep) {Date)

(Signature of Black Hills Energy Rep) (Date]

(Signature of Zoning Administrator) (Date)

(Signature of City Council Consignee) (Date)

construction Completion Date \_

(Rev 2/2)

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