



BUILDING Permit Application for Plan Review

City of Burwell 308-346-4509
PO Box 604, 404 Grand Ave., Burwell, NE 68823

For City Office Use			Permit-Building_7-13-18_sawyer.docx
Date Received: _____	Fee Received: _____	Permit #: _____	

Property Owner: _____ Mailing Address: _____

Project Property Address: _____

Project Property Legal Description: _____

Contractor: _____

Contact Name/Phone # for Permit Communications: _____

Parcel #: _____ Lot Size: _____ Zoning Classification (circle): AG R1 R2 B1 B2 M1 M2

Application will not be processed without a site plan! CALL BEFORE YOU DIG! Diggers HOTLINE # 1-800-331-5666

Request for Zoning Activity

New Construction _____	Prefab _____	Deck/Porch _____	Alteration/Repair/Replace _____
Move On/Off Site _____	Concrete Pad _____	Addition _____	Accessory Bldg. _____
Other (describe) _____		Total Cost of Project: \$ _____	

Description of Use: _____

Height: _____ Length: _____ Width: _____ Total Square Feet: _____

A site plan is required with application. GIS (<https://garfield.gisworkshop.com/>), Google Maps, etc., can be used as a base. **At a minimum, the plan and site drawing must indicate the following (see Site Plan Example on reverse side of this form):**

1. Dimension of the lot(s) where structure is to be located.
2. Location and size of proposed structure, including construction of bay window, overhangs, porches, decks, etc.
3. Distances from the structure to property lines, front, side and rear for setbacks.
4. Distances from new structure to existing structures, sidewalks, etc., on property.
5. Location of driveway(s) and existing/new sidewalks.
6. Name of all streets/roads adjoining the property.
7. For non-residential uses, indicate number/size of parking spaces, loading areas, fences, and signage type on plan.
8. **Location of property pins and building location must be flagged and or staked!**

Advisements:

1. No construction shall begin without an approved permit or written confirmation from the Building Permit Inspector.
2. If construction is started without a signed permit, fee is automatically doubled.
3. Application must be submitted at least **10 days prior to desired project activity.**
4. Owner/Builder shall be solely responsible for compliance with all State codes and local covenants.
5. Construction/project must begin within 6 months of permit approval and completed within 2 years or new permit is required.

I hereby certify that I have the legal authority to file this application, that I have completed and examined this application and know the same to be correct. I further certify that all provisions of law and other regulations governing the type of construction and use proposed in this application will be complied with, whether or not specified within this application. I certify that I will hold the governing authority of the City of Burwell harmless from any and all liability that may arise as a result of the above proposed construction / activity.

Signature of Applicant/Property Owner

Date

Signature of Building Permit Inspector

Approved Not Approved

Date

Site Plan EXAMPLE

