

# BUILDING PERMIT APPLICATION

## VILLAGE OF MEAD

312 S. Vine St, PO Box 46, Mead, NE 68041-0046, 402-624-2495

### Building Permit Application Instructions

- Complete **all shaded fields** in full, including **contact information** and the **full legal description** of the property.
- Submit a **Plot Plan** showing **all dimensions** of existing and proposed structures. For small projects, you may draw the plot on the back of the application.
- Clearly indicate **distances to lot lines**, as well as the location of **easements** and **utilities**.
- Submit a **construction plan** for any new structures, including **dimensions, total height, and square footage**.
- Submit completed application along with any and all other required documents to the Village Office or to [meadclerk1@hotmail.com](mailto:meadclerk1@hotmail.com)

**Residential projects** require approval from the **Planning Commission**. All other zoning districts require approval from **both the Planning Commission** and the **Board of Trustees**.

- If your application is approved, you will receive a letter at your mailing address indicating the **permit fee**. Once payment is received, a permit will be issued and must be **displayed visibly near the project site**.
- Contact **Diggers Hotline (811)** at least **two business days prior** to any digging or excavation to locate underground utilities.

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**\*\*\*NOTE: PLEASE FILL IN ALL SHADED FIELDS TO COMPLETE THE FORM\*\*\***

YOU MUST COMPLY WITH VILLAGE ORDINANCES

### TYPE OF PERMIT

<input type="checkbox"/> FENCE <input type="checkbox"/> ALTERATIONS <input type="checkbox"/> SIGNS <input type="checkbox"/> MOBILE HOME FOUNDATIONS <input type="checkbox"/> OTHER (PLEASE EXPLAIN) <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>	<input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> WATER <input type="checkbox"/> SEWER <input type="checkbox"/> ELECTRIC
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### LEGAL DESCRIPTION

(Refer to Tax Statement or [www.saunderscounty.ne.gov](http://www.saunderscounty.ne.gov) – Assessor’s Office)

Single Family & Multi-Family Residential – All property pins required to be located prior to submission

OWNER’S NAME (PLEASE PRINT):

STREET ADDRESS:

MAILING ADDRESS:

LOT(S):  BLOCK:

SUBDIVISION NAME:

TYPE OF STRUCTURE:

TYPE OF ZONING:

SETBACK DISTANCE FROM LOT LINE: FRONT:  REAR:

STREETS & ALLEYS:

BUILDING TO BE USED AS:

TOTAL VALUE OF CONSTRUCTION:

*I hereby certify that the above statements are correct and that if Building Permit is issued, all work will be done in accordance with the ordinances of the Village of Mead.*

<span style="border: 1px solid black; display: inline-block; width: 300px; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>		<b>FEEES</b>
Signature	Date	PERMIT	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
<span style="border: 1px solid black; display: inline-block; width: 300px; height: 15px;"></span>			<b>50% REFUNDABLE</b>
Phone Number			

**A BUILDING PERMIT MUST BE APPROVED  
PRIOR TO START OF CONSTRUCTION**

VARIANCE FEE	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
INSPECTIONS	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
WATER DEPOSIT	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
SEWER DEPOSIT	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
NEW WATER CONNECT	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
WELL/SEPTIC	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
TOTAL FEES	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>

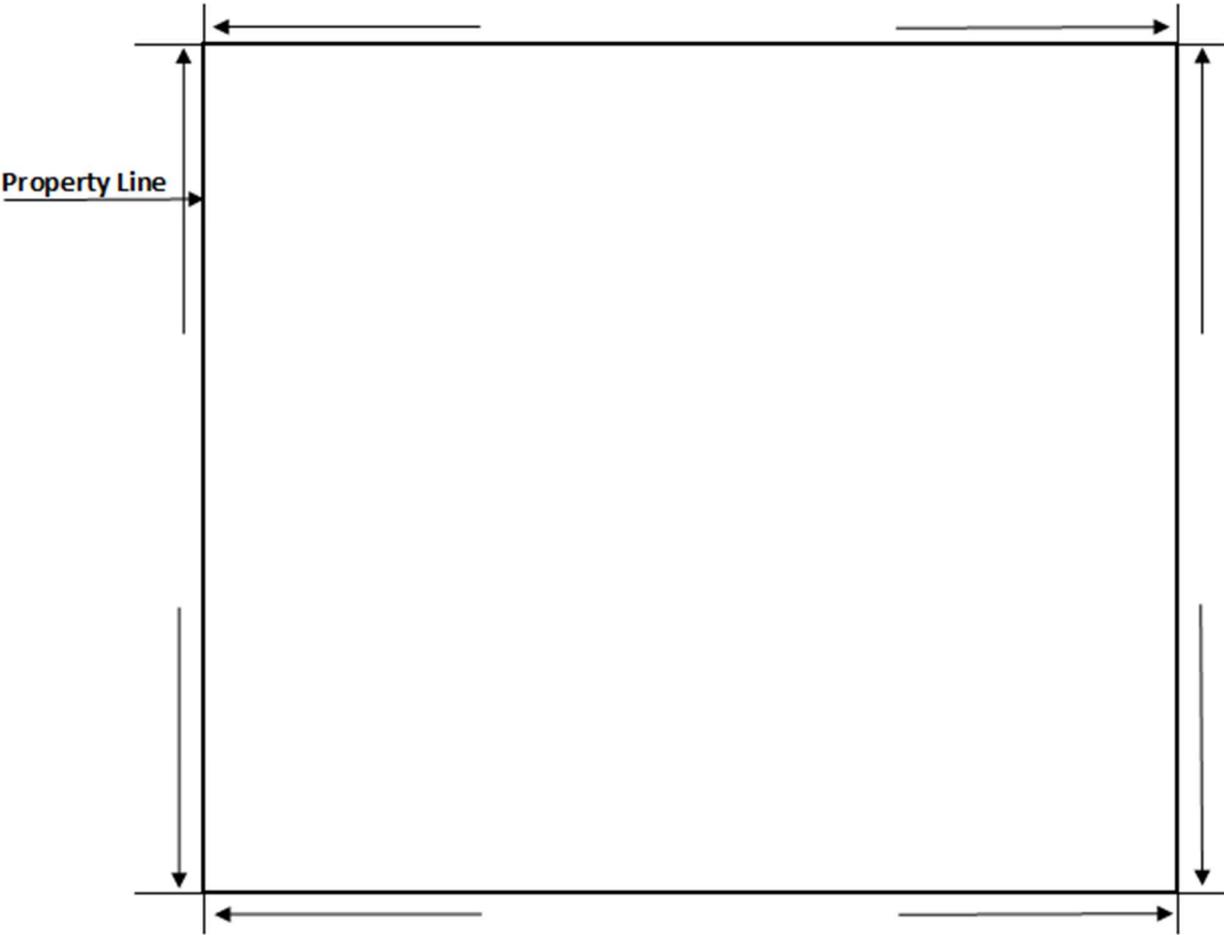
**NOTE: ON THE BACK OF APPLICATION, PLEASE DRAW THE PLOT PLAN SHOWING DIMENSIONS OF LOT, LOCATION OF STREETS & ALLEYS, ALL BUIDLINGS/STRUCTURES ON LOT WITH DISTANCE BETWEEN EACH & THE LOT LINES.**

### STAFF ACTION

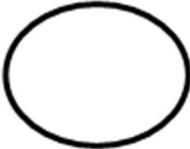
APPROVED <span style="border: 1px solid black; display: inline-block; width: 250px; height: 15px;"></span>		VILLAGE CLERK <span style="border: 1px solid black; display: inline-block; width: 250px; height: 15px;"></span>
ZONING COMMISSIONER <span style="border: 1px solid black; display: inline-block; width: 250px; height: 15px;"></span>		DATE <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
DATE <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	PERMIT # <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	
CHAIR, BOARD OF TRUSTEES <span style="border: 1px solid black; display: inline-block; width: 250px; height: 15px;"></span>		DATE <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>

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\_\_\_\_\_ **Street**



**Indicate North**