
RESIDENTIAL BUILDING PERMIT GUIDE

For Garage and Accessory Buildings (Larger than 120 square feet of floor area)

Please Note:

- Any garage larger than 600 sq. ft. (maximum) must have frost depth footings.
- To All Builders of Pole Type- Buildings and ANY building constructed by non-typical lightwood framed construction, identified in Village adopted Building Code Books. These buildings WILL require submittal of complete building plans, stamped by a NEBRASKA licensed engineer, regardless if constructed in a residential or commercial zone. **Exception: pole buildings meeting the Colorado Chapter of the ICC pole barn construction building guide.**
- In no case shall the area or height of an accessory building or garage exceed that of the main structure, without first obtaining approval from the governing body.
- When requesting an inspection, please contact the Inspection Services Department at least 24 hours in advance.
- **R309.2 CARPORTS:** Carports shall be open on at least 2 sides. Carports NOT open on at least 2 sides shall be deemed a GARAGE, and shall comply with provisions in the Building Code for garages.

**If you have any questions, please contact the Village of Bartley
Department of Building Safety.**

Building Official
101 West Walnut Street
Bartley, NE 69020

Phone: 308-692-3222
Fax: 308-692-3500
villageofbartley@swnebr.net

Diggers Hotline 811 or 1-800-331-5666

Call at least 48 hours in advance, when digging.

This handout was developed by the Inspection Services Department as a basic plan submittal under the 2018 International Residential Code. It is not intended to cover all circumstances. Check with your Building Department for additional requirements.

Residential Garage and Shed

Building Permit Application

Code: The Village of Bartley has adopted the 2018 International Residential Code for One and Two Family Dwellings to use as a construction standard. The provisions of the code apply to the construction, addition, prefabrication, alteration, repair, use occupancy and maintenance of detached one and two family dwellings and one family townhouses not more than three stories in height, and their accessory structures. A copy of this code is available to review during normal business hours. (See Village Inspection Office for any additional requirements.)

Purpose: The purpose of this code is to provide minimum standards for the protection of life, limb, health, property, environment and for the safety and welfare of the consumer, general public, and the owners and occupants of residential buildings regulated by this code.

Permit Required: A permit shall be obtained before beginning construction, alteration or repairs, other than ordinary repairs. Ordinary repairs are nonstructural repairs including painting, wall finishes, roof coverings, exterior siding replacement, repairs to plumbing, mechanical and electrical systems which do not involve additions to, alterations of, or relocation of pipes, conductors or equipment. A permit is required for all sheds with more than 120 square feet of inside floor area. A permit is required for all decks and porches with more than 100 square feet of floor area, or when the finished floor surface is more than 30 inches above finish grade or when attached to a structure. A permit is required when changing a buildings use.

Violation: Failure to obtain a required permit is a violation and subject to legal action. BUILDING PERMIT FEES WILL BE DOUBLED when beginning a project prior to receiving a building permit, unless the Code Official gives prior approval. WHEN IN DOUBT CALL.

Plans, Engineering Calculations, Diagrams and other Data: 2 sets must be submitted to the Inspection Services Department. One set will be returned to the applicant. It is very important to review the plan reviewer's remarks, as required changes in the field are usually very expensive.

Permit Application: It is very important to complete the application completely and include required fees to prevent delay in processing. Plan reviews and permit processing may take 2 to 5 business days. You will be contacted when your permit is ready.

Posting Permit Placard: You must post your permit placard on the job site, and visible from the public right-of-way, before commencing work. A stop work order will be issued until the placard is posted.

Inspections: The Code Official shall perform on-site inspections to determine compliance with the code and shall either approve that portion of construction, or shall notify the permit holder or his contractor for failure to comply with the code. The permit holder or contractor must call the Inspection Services Department 24 hours in advance to request an inspection. NO work shall be concealed until receiving approval from the Code Official.

Footing Inspection. Is made after excavation is made, forms are set, and reinforcement is in place, but prior to placing concrete.

Plumbing, Mechanical & Electric. Rough inspection is made prior to concealment, before fixtures are set, and prior to framing inspection.

Framing and Masonry. This inspection is made after the roof, masonry, all framing, fire-stopping, draft-stopping, and bracing are in place and after the plumbing, mechanical and electrical rough in inspections are approved.

Other Inspections. The Inspection Department may order additional inspections for a variety of reasons. You will be notified in advance of these required inspections.

Final Inspection. A final inspection is REQUIRED after all work is complete and must be made before a Certificate of Occupancy is issued and before the building is occupied.

Certificate of Occupancy: This is a document issued after the final inspection by the code official, which indicates that the structure may be occupied for its intended use.

Minimum Document Submittal Requirements For Garages and Sheds Over 120 sq ft

A. **Site Plan**

1. Legal Description
2. Address of main building.
3. Proper boundaries identified and show dimensions
4. Location of all buildings and the setbacks from property boundaries. You must indicate front, rear and side yards.
5. Street(s) identification
6. Driveways and Sidewalks
7. Off-street parking
8. Utility services

B. **Footing and Foundation**

1. Footing width and height
2. Reinforcement – size, spacing, location, and how the reinforcement will be held in place.
3. Foundation – width, height, and materials used.
4. Size and spacing of anchor bolts or other tie down devices.

C. **Wall Section or Cross Section**

1. Indicate materials utilized.
2. Identify framing materials including size, spacing, species, and spans.

D. **Roof Plan**

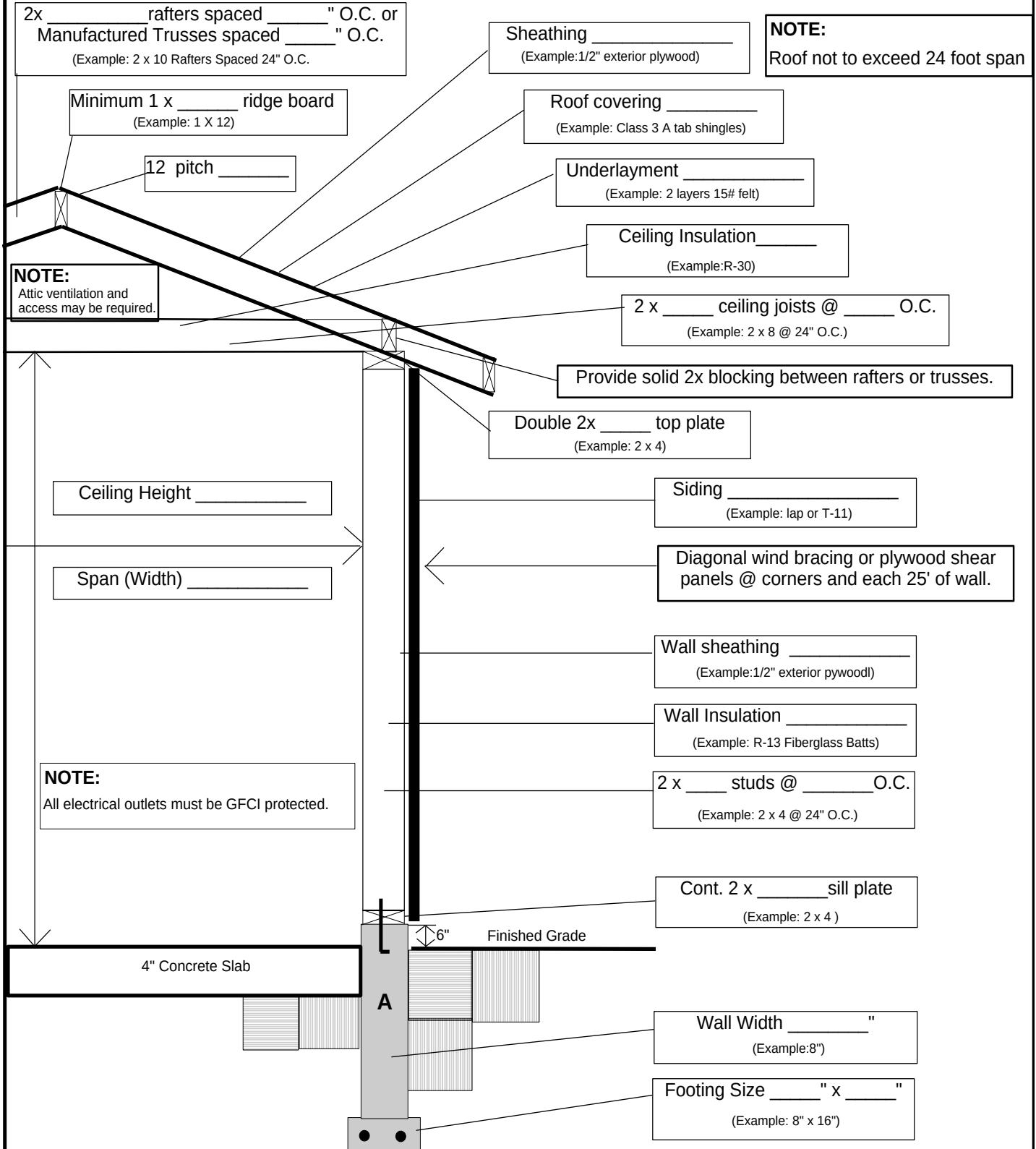
1. Indicate size, spacing, span and species of materials used.
2. Indicate pitch of roof.

E. **Other Plans and Documents**

1. As determined by the Code Official.

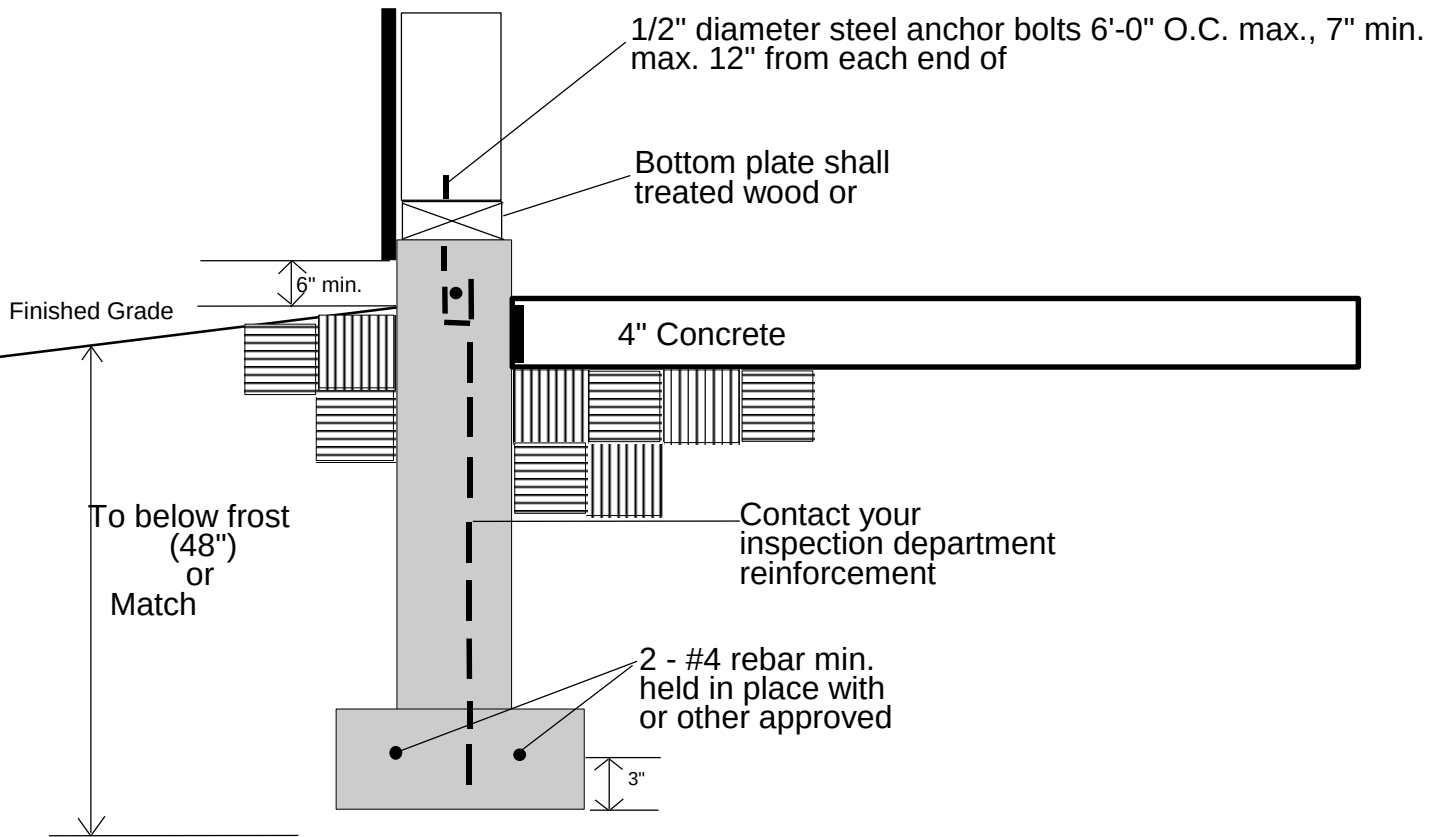
Wall Section Detail for Garage and Accessory Building

NOTE: Pre-engineered roof trusses w/truss clips and hardened nails may be used in lieu of roof structure shown.

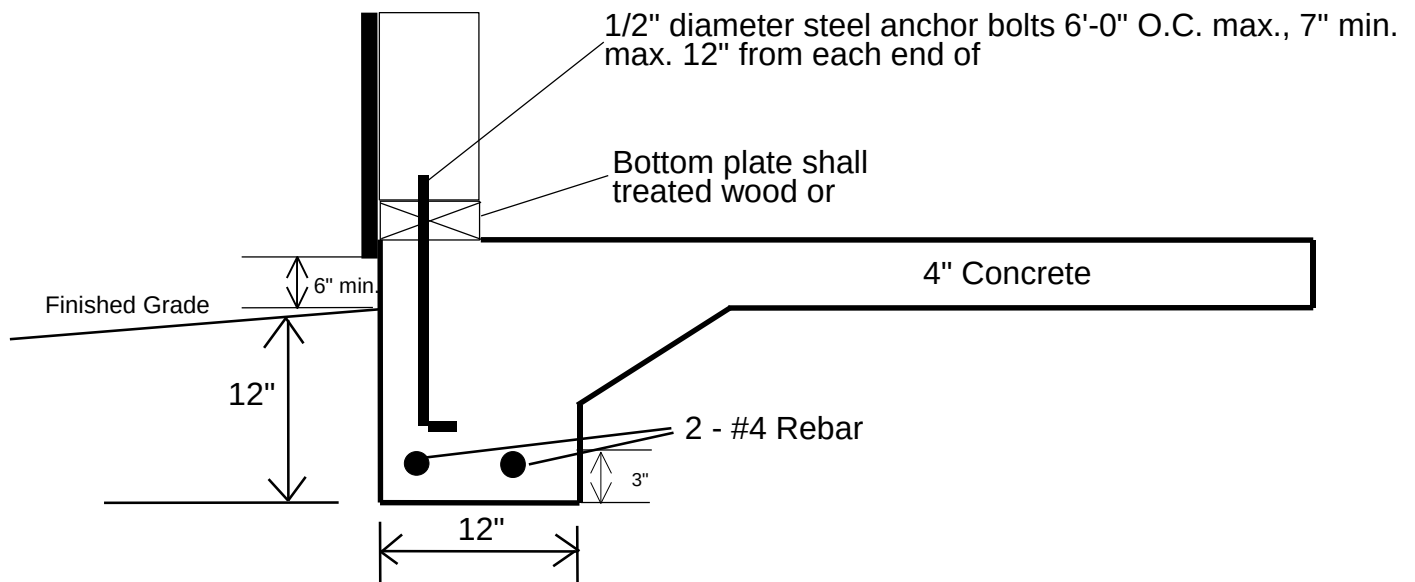


Garage and Accessory Building

Attached Garage Detail A

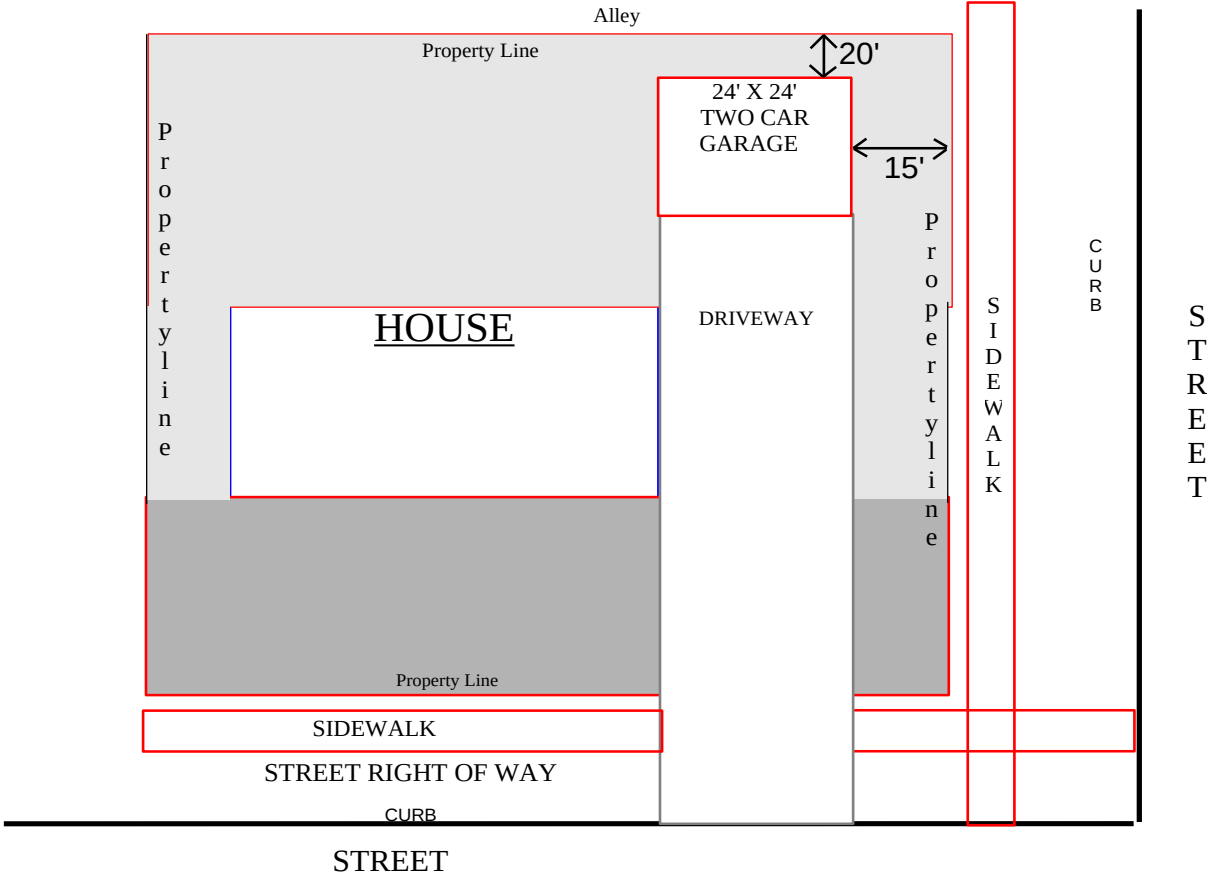


Detached Garages and Sheds



Garage and Accessory Building

SAMPLE SITE PLAN



Residential Garage & Accessory Building BUILDING PERMIT APPLICATION

Project: ☐ Garage ☐ Shed ☐ New ☐ Addition ☐ Alteration
☐ Attached to Dwelling Unit ☐ Detached / Independent of Dwelling Unit

Brief description of project:

Estimated Total Cost \$ _____ (Labor & Materials)

Applicant

Name: _____ Phone: _____
Address: _____ Mobile: _____
City, State Zip: _____ Fax: _____

Owner (if other than applicant)

Name: _____ Phone: _____
Address: _____ Mobile: _____
City, State, Zip: _____ Fax: _____

Project Location

Address: _____ Property ID #: _____
City, State, Zip: _____ Zoning: _____
Legal Description: Lot(s): _____ Block: _____ Subdivision: _____
Unplatted Legal Description: _____

Flood Plain Development: ☐ Yes ☐ No

Contractors:

General: _____	Electrician: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone Number: _____	Phone Number: _____

Project Information (Check all that apply)

Construction Type: ☐ Wood Frame ☐ Steel Frame ☐ Masonry Construction ☐ Other: _____

Garage: Size _____ sq. ft. 2nd Floor/Loft _____ sq. ft.
Shed: Size _____ sq. ft.

Signature

(Signature)

Date _____