
RESIDENTIAL BUILDING PERMIT GUIDE

For ONE AND TWO FAMILY DWELLINGS

New Construction, Addition, or Alteration

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

- Please contact the Inspection Services Department to schedule an inspection at least 24 hours in advance of when the work is completed and inspection is needed.

Diggers Hotline 811 or 1-800-331-5666

Call Diggers Hotline for underground utility locates at least 48 hours before starting your project.
It's free and it's the law.

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 One & Two Family Dwelling

Building Permit Application

For New and Existing Structures

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.

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 required to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the code official and obtain the required permit. Required fees must be paid prior to review. Contact the code official for a list of projects exempt from the permit requirement.

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. The daily continuance of each violation shall constitute a separate offense. WHEN IN DOUBT CALL.

Plans, Engineering Calculations, Diagrams and other Data: 2 sets must be submitted to the Inspection Services Department with the application. 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.

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.

Manufactured Home. Bears a label certifying that it was Constructed in compliance with National Manufactured Home Construction and Safety Standards, 24 C.F.R. 3280 et seq., promulgated by the United States Department of Housing and Urban Development.

Modular Home. Bears a seal in accordance with the Nebraska Uniform Standards for Modular Housing Units Act.

Minimum Document Submittal Requirements For Additions, Alterations and New Construction of 1 & 2 Family Dwellings

A. Site Plan

1. Legal Description
2. Address of main building.
3. Proper boundaries identified and show dimensions
4. Location of all buildings, new and existing, and the setbacks from property boundaries to the building wall. 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, height and depth below finish grade.
2. Foundation – width, height, and materials used.
3. Reinforcement – size, spacing, location, and how the reinforcement will be held in place.
4. Height of unbalanced fill. (Unbalanced fill is the difference in height of the exterior finish grade and the interior finish ground levels. Where an interior concrete slab is provided, the unbalanced fill shall be measured from the exterior finish ground level to the top of the interior concrete slab)
5. Size and spacing of anchor bolts or other tie down devices.
6. Insulation R value and location.

C. Floor Plan (A floor plan must be submitted for each floor, including the basement)

1. Room identification and dimensions
2. Location and size of all windows and doors.
3. Location and identification of egress window in each sleeping room and basement.
4. Location of all plumbing fixtures, floor drains, hose bibs supply lines, waste drain and vent, and all other aspects of the plumbing system. You must indicate materials used and pipe sizes. Also indicate rough-ins for future bathrooms.
5. Location of all electrical fixtures including all lights, switches, receptacles and smoke detectors include all exterior fixtures. Indicate service panel and meter socket location.

D. Wall Section or Cross Section

1. Indicate materials utilized.
2. Identify framing materials including size, spacing, species, and spans.
3. When using trusses, please include engineering documentation.

E. Exterior Elevations

1. Show each side of the structure with exterior materials identified.
2. All windows and doors must be shown. Indicate egress windows.
3. Show all decks or porches. Attach a separate drawing for decks and porches if needed, identifying materials used, size, spacing and spans of support structure. You must indicate how the unit is attached to the dwelling or supported, and footing size and depth. Identify guardrail height and construction methods utilized. Show stairs indicating tread width and riser height, and also the handrail and guardrail.
4. Show house number on front elevation.

F. Roof Plan

1. Indicate size, spacing, span and species of materials used.
2. Include a copy of the engineering specification if using trusses.
3. Indicate pitch of roof.
4. Indicate snow load design in pounds per square foot.

G. Other Plans and Documents

1. As determined by the Code Official.

Single Family Residential Addition

Property Address: _____

Permit #: _____

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

2x _____ rafters spaced _____" O.C. or
Manufactured Trusses spaced _____" O.C.
(Example: 2 x 10 Rafters Spaced 24" O.C.)

Sheathing _____
(Example: 1/2" exterior plywood)

NOTE:
Roof not to exceed 24 foot span

Minimum 1 x _____ ridge board
(Example: 1 X 12)

Roof covering _____
(Example: Class 3 A tab shingles)

12 pitch _____

Underlayment _____
(Example: 2 layers 15# felt)

Ceiling Insulation _____
(Example: R-30)

NOTE:
Attic ventilation and
access may be required.

2 x _____ ceiling joists @ _____ O.C.
(Example: 2 x 8 @ 24" O.C.)

Provide solid 2x blocking between rafters or trusses.

Double 2x _____ top plate
(Example: 2 x 4)

Ceiling Height _____

Siding _____
(Example: lap or T-11)

Span (Width) _____

Diagonal wind bracing or plywood shear
panels @ corners and each 25' of wall.

Wall sheathing _____
(Example: 1/2" exterior plywood)

Wall Insulation _____
(Example: R-13 Fiberglass Batts)

2 x _____ studs @ _____ O.C.
(Example: 2 x 4 @ 24" O.C.)

NOTE:
Pre-engineered floor systems may be used and
should be installed according to the
manufacturers installation instructions.

2 x _____ Joists @ _____ O.C.
(Example: 2 x 10 @ 24" O.C.)

Cont. 2 x _____ sill plate
(Example: 2 x 4)

Wall Width _____"
(Example: 8")

Footing Size _____" x _____"
(Example: 8" x 16")

18" minimum from the interior grade
level to the bottom of the floor joists.

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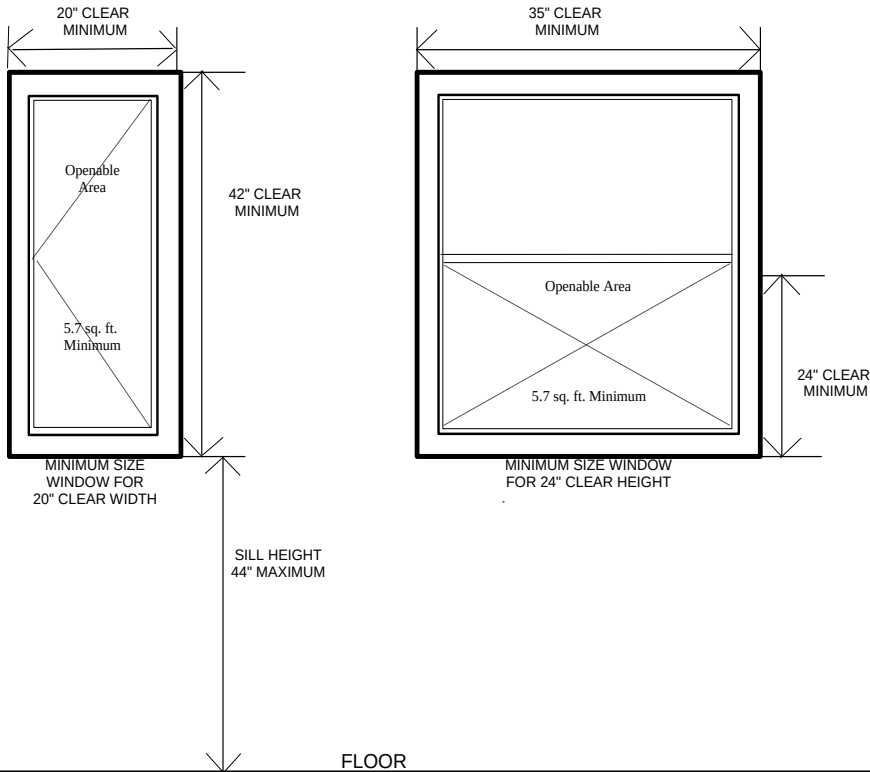
Check One

- ☐ Foundation : Engineered Design
☐ Foundation: Detail A

EGRESS WINDOW REQUIREMENTS

Bedroom Window Egress: Min. area & height and width requirements (In inches).

Width	20	20.5	21	21.5	22	22.5	23	23.5	24	24.5	25	25.5	26	26.5	27	27.5	28	28.5	29	29.5	30	30.5	31	31.5	32	32.5	33	33.5	34
Height	41	40	31.1	38.2	37.3	36.5	35.7	34.9	34.2	33.5	32.8	32.2	31.6	31.0	30.4	29.8	29.3	28.8	28.3	27.8	27.4	26.9	26.5	26.1	25.7	25.3	24.9	24.5	24

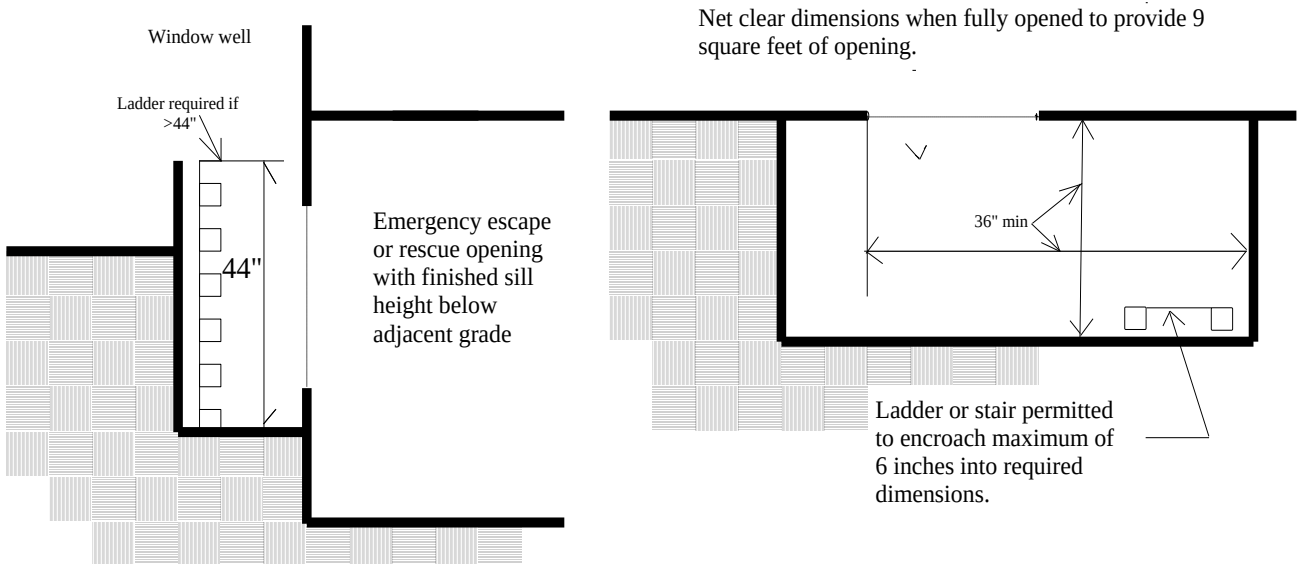


MINIMUM 57" SQUARE FT. OF OPENABLE WINDOW AREA.

ONE EGRESS WINDOW MUST BE PROVIDED IN EACH SLEEPING ROOM.

A 20" x 42" OPENABLE AREA
OR
A 24" x 35" OPENABLE AREA
EQUALS

THE REQUIRED 57" OPENABLE AREA.



* SLEEPING ROOM EGRESS WINDOWS SHALL HAVE A SILL HEIGHT OF NOT MORE THAN 44 INCHES ABOVE FINISHED FLOOR.

* EGRESS WINDOWS SHALL HAVE A MINIMUM CLEAR OPENINGS OF 5.7 SQ. FT.

* MINIMUM CLEAR OPENING HEIGHT SHALL BE 24 INCHES

* MINIMUM CLEAR OPENING WIDTH SHALL BE 20 INCHES

Residential One & Two Family Dwelling BUILDING PERMIT APPLICATION

Residential Unit Type: ☐ Single Family Dwelling

☐ Duplex

Project: ☐ New

☐ Addition

☐ Alteration

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: _____

Heating & Cooling: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Phone: _____

Phone: _____

Electrician: _____

Plumber: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Phone: _____

Phone: _____

Project Information

(Complete/Check all that apply)

Floor Area: 1st Floor _____ sq. ft. 2nd Floor _____ sq. ft. 3rd Floor _____ sq. ft.**Basement:** Finished _____ sq. ft. Unfinished _____ sq. ft.**Heating System:** ☐ Electric ☐ Gas ☐ Combination Elec./Gas**Water Heater:** ☐ Electric ☐ Gas ☐ Other _____**Water Service:** ☐ City Service ☐ Rural Service ☐ Well**Size:** ☐ 1" ☐ Other _____**Sewer System:** ☐ City Service ☐ Septic**Electrical Service:** ☐ 200 amp ☐ Other _____ amp**Temporary Electric:** ☐ Yes ☐ No**Miscellaneous:****Garage:** ☐ Attached ☐ Detached Size _____ sq. ft.**Lawn irrigation:** ☐ Yes ☐ No**Swimming Pool:** ☐ Yes ☐ No**Fence:** ☐ Yes ☐ No**Shed:** ☐ Yes ☐ No Size _____ sq. ft.**Sidewalk:** ☐ New installation ☐ Repair/Replace

2 Paved Off Street Parking Spaces Required per Dwelling Unit

I hereby certify that the data submitted on or with this application is true and correct, that I am the owner at this address or, that for the purpose of obtaining this approval * am acting as agent in owners behalf. All work done on this project will be done by contractors who are required to be licensed by the State of Nebraska and the Village of Bartley. When approved and numbered, this application becomes a permit to build. Granting of this permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. This permit expires if the work is not commenced within six months from date of issue, or if the work is not completed within one year from date of issuance. In the discharge of duties, the Building Inspector shall have the authority to enter the building, structure or premises for the purpose of inspecting the work permitted and posting notices.

**** A FINAL INSPECTION AND OCCUPANCY CERTIFICATE REQUIRED PRIOR TO OCCUPANCY. ****

Signature_____
(Signature) **Date** __________
(Print Name) **Phone** _____