



Papillion Building Department

122 East Third Street
Papillion, NE 68046
Office: 402-597-2072
Fax: 402-597-2074
inspections@papillion.org

Normal Hours of Operation: 8 am - 5 pm, M-F

RESIDENTIAL PERMITTING PROCEDURES

Drawings shall be legible and drawn to scale with all critical dimensions shown including the following information:

- Elevation views from each direction.
- All footing, foundation and column pad details and reinforcement clearly indicated.
- All framing information to include structural beams and column locations. All bearing walls shall have adequate structural support with all beams specified and indicated on plans.
- All stairway, handrail, guards, and deck details provided for code review.
- Mechanical and Plumbing fixtures and sizes for cursory code review.
- Electrical plans indicated on plans for cursory code review.
- Finished basement plans shall include legible dimensioned floor plans indicating finished areas vs. unfinished areas to include information for all trades.

3 sets of drawings to include:

- 3 site plans* (if shown on drawings, provide one additional copy on 8 1/2" x 11" paper for our files.)
- 3 survey certificates*
- 3 Res-check print-outs, or IECC – International Energy Conservation Code, Chapters 4 & 5 compliance.*
- 1 Nebraska Energy Code Certification form.
- 3 sets of changes to drawings or supplemental drawings if applicable.
- Gross sq. ft areas indicated for garage, unfinished & finished basement and areas for each floor. (Include stairway areas and cantilevered floors; don't include fireplaces or similar mechanical chases or areas with volume ceilings).

1 completed permit application to include:

- Applicant name & phone numbers
- Contractors name, address, phone numbers
- Owners name, phone number if different from contractor.
- Finished and unfinished areas provided.
- Value of building, (don't include site-work).

Failure to provide required information for plan review and processing may delay the issuance of building permit.

* Copier fees may be assessed in accordance to the city master fee schedule for additional copies needed not provided by applicant.

****Inspection Request Line** 402.597.2072****

Inspections to be called in one business day before inspection needed.

Normal Inspection hours 8:30 am – 4:00 pm M-F

REQUIRED INSPECTIONS

- Footings
- Foundation walls
- Sewers and underground plumbing
- Framing rough
- Electrical rough
- Mechanical rough
- Plumbing rough
- Drywall (applies to firewall assemblies only)
- Finals
- Misc specific to project

Provide a set of *city approved plans* (truss diagrams required for framing inspections) for the building inspector at the jobsite for footings/foundation wall, rough, and final inspections. *No inspections* will be performed if the approved plans are not available to the inspector.

Please note that city resolution 1350 authorizes the chief building official to assess a \$52.00 re-inspection fee for subsequent inspections after the second inspection has failed or other required follow-up inspections.

INSPECTION REQUESTS

Please call-in all required inspections anytime *the day before* the inspection is needed. In most cases we will be able to respond the day the inspection is needed with exceptions of high volume periods in which case a longer wait may be required.

ROUGH INSPECTIONS

The home is required to be dried-in (doors, windows, siding, soffits, and roofing is completed) by the time you call for rough inspections. Insulation is not permitted until the roofing is completed. Call for rough inspections when all the trades (framing, electrical, mechanical, and plumbing) are completed. Please provide safe access to all parts of a building. The inspector may not perform the inspection if safe access to all parts of the building is not provided.

FINAL INSPECTIONS

Finals may not be performed if all areas of the home are not easily accessible or work is still in progress. This again is a call the inspector will make in the field. Please have the house ready for inspection at time of final with the exception of floor finishes, trim, and other things that we don't need to see. Please allow adequate time for inspections by providing additional days for follow-up inspections. A.C. units need to be installed so that the electrical inspector can check the circuit breaker requirements at time of final.

CERTIFICATES OF OCCUPANCY

Certificates of Occupancies (CO) will be issued for all new homes and no one will be allowed to occupy a home until the CO has been issued (R110.1). No furniture or storage of personal possessions is allowed

inside the home or garage before the CO is issued, unless permission is expressly given by the building official. A CO may be issued for incomplete work if a signed letter explaining the circumstances is provided to the building official requesting final approval. Decks, paving, and other features of a home that are not ready for various reasons, will require a letter signed by **both the home owner and builder** accepting all responsibility for incomplete work at time of final inspection. A \$52.00 re-inspection fee will be assessed if the inspector needs to return to the home to confirm the work was completed and complies with code. All utilities are required before a CO is issued. In unusual circumstances, a temporary CO may be issued for work that is not complete provided no safety hazard is present.

CODE CLARIFICATIONS

The following are some code clarifications in order to promote greater consistency between builders. This is not an all inclusive list and merely serves to illustrate some code issues we have encountered in the field.

BUILDING

As of December 31, 2003, CCA-C (treated lumber for outdoor applications) will no longer be produced for residential or general consumer use. Many of the new preservatives are generally more corrosive to steel connectors, anchors, and fasteners. Please check with your suppliers to ensure that you use the approved metal fasteners, connectors, and anchors which will require a greater degree of protection from corrosion.

Energy conservation requirements shall be in full effect. For free downloads visit www.energycodes.gov.

Termite treatment is required (R320) for under slab and foundation back fill applications. A certificate for each address stating type, amount and location of application shall be provided to the building official at time when the treatment is completed.

Smoke detectors are required for all bedrooms or rooms having closets or storage space that may be used as bedrooms. A smoke detector is also required in the immediate hallway or area immediately outside the bedrooms. At least one smoke detector is required for each level of a home including basement. These locations will be confirmed on the approved plans (R313.1).

ELECTRICAL

Anchor electrical outlet boxes located in the concealed space under a jetted tub (E3806.8).

Provide adequate clearance around disconnect switch on exterior of building for A.C units (E3305.2).

Required electrical outlets for kitchen counters shall not be located inside cabinets or appliance garages. (E3801.4.4 exception) Outlets installed in these locations are permitted; however, they will not count as required outlets by code.

MECHANICAL

Bathrooms and water closet compartments require ventilation (R303.3).

A toilet compartment that can be closed-off from the bathroom by means of a door will require an exhaust fan. The bathroom containing a shower and/or tub also requires another exhaust fan. If there is no door between the toilet compartment and the bathroom then only one exhaust fan is required and meets the intent if the code.

PLUMBING

A building drain cleanout is required by the plumbing code (P3005.2.7) (may be provided inside or outside of the home). Cleanouts shall be liquid and gas tight (P3005.2.1).