



## **Papillion Building Department**

122 East Third Street

Papillion, NE 68046

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### **Submittal Requirements for Residential Dwellings**

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.