



**POLICY GUIDELINES FOR A CONSTRUCTION PROJECT  
CITY OF OGALLALA  
AND TWO MILE EXTRATERRITORIAL JURISDICTION  
Dec-08**

**THE FOLLOWING SETS FORTH IN SUMMARY FORM A PROCESS UNDER NORMAL CIRCUMSTANCES TO BE FOLLOWED IN COMPLETING CONSTRUCTION PROJECTS. THIS IS ONLY A GUIDELINE IN STEP FORMAT. THE OGALLALA MUNICIPAL CODE AND STATE LAW SHALL TAKE PRESEDENCE IN THE EVENT OF CONFLICT, DISAGREEMENT OR INTERPRETATION.**

**STEP ONE: APPLICATION**

- Obtain a construction permit application from the Ogallala City Clerk and complete the application.
- Submit the construction permit application along with plans and drawings to the City Building Inspection Department.
- If you are excavating, it is State Law and your responsibility to contact digger's hotline for utility locates in the area that you are digging. It is advisable to have an accurate address or location of property prior to calling. It is a free call 1-800-331-5666.
- For a simple modification to an existing structure, a sketch showing the changes will probably suffice. If you are building an addition, garage or shed, more detail is required.
- Plans that are drawn and stamped by a Nebraska state licensed architect or engineer shall be submitted for the following buildings:

**Commercial Structures**

Nebraska state law requires that all commercial structures must be designed by an architect and/or professional engineer, with the following exceptions. Following are general definitions. For complete details consult a professional engineer or architect, or refer to Nebraska Revised Statutes and Rules.

- **Assembly (A-1 thru A-5) - Less than 1,000 sq. ft.**
  - All structures intended for the gathering of persons for civic, social, or religious functions; recreation; or food or drink consumption.
- **Business (B) - Less than 3,000 sq. ft.**
  - This includes any part of a structure used for office, professional, or service-type transactions.
- **Mercantile (Retail Sales) (M) - Less than 3,000 sq. ft.**
  - This includes any part of a structure used for the display or sale of any merchandise, including department stores, drug stores, markets, motor fuel-dispensing facilities, and retail or wholesale stores.
- **Storage (S) - Less than 5,000 sq. ft.**
  - This includes any structure used for storage that is not classified as a hazardous occupancy.
- **Educational (E) - Less than 1,000 sq. ft.**

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- This includes any part of a structure which can serve six or more persons, and will be used for educational purposes or personal care services.
- **Factory Industrial (F-1, F-2) - Less than 5,000 sq. ft.**
- This includes any part of a structure used for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair, or processing operations that are not classified as high-hazard or storage occupancies.
- **High-Hazard Structures (H-1 thru H-5) - Less than 2,000 sq. ft.**
- The high-hazard category includes any portion of a structure that involves the manufacturing, processing, generation or storage of materials that constitute a physical or health hazard. There is a 4,000 sq. ft. exemption for semi-conductor and similar facilities.
- There are multiple definitions of high-hazard categories too numerous to list here. For details, please consult with an architect or professional engineer or refer to International Building Code (IBC) Section 414.
- **Institutional**
- Institutional structures include those in which people are cared for or live in a supervised environment, or in which people are detained or restricted.
- **Personal Care (I-1) - Less than 3,000 sq. ft.**
- Structures housing more than 16 persons on a 24-hour basis, where occupants are capable of self-preservation without physical assistance from staff. This includes residential board and care facilities, assisted living facilities, group homes, and alcohol and drug centers.
- **Inpatient Healthcare (I-2) - Less than 5,000 sq. ft.**
- Structures used for medical, surgical, psychiatric, nursing or custodial care on a 24-hour basis for more than 5 persons who are not capable of self-preservation. This includes hospitals, nursing homes, mental hospitals and detoxification facilities.
- **Detention (I-3) - Less than 3,000 sq. ft.**
- Structures housing more than 5 persons who are under restraint or security and incapable of self-preservation due to security measures. This includes prisons, jails, correctional facilities, reformatories and prerelease centers.
- **Day Care (I-4) - Less than 2,000 sq. ft.**
- Structures occupied by persons of any age who receive custodial care for less than 24 hours. This group includes adult care and child care facilities. Some exceptions apply.
- **Utility (U) - Less than 5,000 sq. ft.**

This includes any structure of an accessory character and miscellaneous structures not classified in any specific occupancy. It includes agricultural buildings, aircraft hangars, barns, carports, fences more than 6

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feet high, grain silos, greenhouses, livestock shelters, private garages, retaining walls, sheds, stables, tanks and towers.

- Exception: Any agricultural building or structure used solely for the purpose of housing animals or storing equipment is exempt.
- **Pre-Engineered Buildings**
- Plans for the basic structure, site work, foundation, interior finishing, or electrical/mechanical systems must be prepared and a seal affixed by an architect or professional engineer unless the building is otherwise exempt.
- In addition to the building plans, you will need a site plan. The site plan shall show the property dimensions along with where all existing and proposed structures are located. A sample site plan can be obtained by contacting the City Building Official.
- Separate applications shall be completed for electrical, plumbing and, gas piping and right-of-way excavation. Inspections for electrical shall be requested through the State Electrical Division.

**STEP TWO: PLAN REVIEW**

- The proposed project will need to meet local zoning requirements. The City will check the plans to see if the improvement complies with the zoning ordinance to make sure the intended use is permissible. **THE CITY SHALL NOT BE RESPONSIBLE FOR DESIGNING, OFFERING CONSTRUCTION ADVICE OR SPECIFYING MATERIALS FOR ANY PHASE OF A PROJECT OTHER THAN WHAT IS LOCATED ON OR WITHIN CITY RIGHT OF WAY.**

The City will review the plans for compliance with the building codes (structural and plumbing). Applicants requesting a building permit for a commercial structure shall submit a separate application for *CITY OF*

- plan review to the Nebraska State Fire Marshal. State Fire Marshal Plan Review applications may be obtained in the office of the City building Inspector.
- The City will contact you and advise if plans are accepted or if changes need to be made. Building setbacks are required by building and zoning codes. The building setback is the required distance from the property line to the proposed building or addition. Survey pins may need to be exposed or located by a surveyor to determine where your property lines are. All proposed new buildings or additions shall be staked out in order to check for building setback requirements.

- The City of Ogallala has adopted the following codes:
  1. 2006 INTERNATIONAL BUILDING CODE
  2. NATIONAL ELECTRICAL CODE as adopted by the State Electrical Division
  3. 2012 UNIFORM PLUMBING CODE Published by International Association of Plumbing and Mechanical Officials
  4. 101 LIFE SAFETY CODE 2000 Edition published by National Fire Protection Association

**STEP THREE: ISSUANCE OF A CONSTRUCTION PERMIT**

- A building permit will be issued after all requirements have been met and the appropriate building permit fee has been paid. Construction shall commence within six (6) months. Significant progress on the job site shall be achieved every 180 days.  
The City of Ogallala owns the water and sanitary sewer mains. Service lines for water and sewer are owned by their respective property owners that they serve. Water and sewer taps shall be performed by the City of Ogallala after the main is exposed by building owner contractor. Costs for materials depend

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on the size of the taps. Contact the Ogallala Water Department 284-3925 to obtain these costs. Maintenance of the water service line including the taps, corp stop and curb stop from the curb to the building is the responsibility of the property owner. If a curb is absent, the responsibility of the property owner starts at the property line. It is the responsibility of the property owner to expose the main for the City to perform the taps and to run the service line from the main to the building being served.

- Plumbing shall be performed by individuals licensed with the City of Ogallala and permits shall be issued only to those individuals who are licensed. *Exception: A plumbing permit may be issued on a one time per year basis to a homeowner performing plumbing work for the dwelling in which they reside in.*
- Electrical wiring shall be performed in accordance with the State Electrical Act. Application for an electrical inspection shall be made to the Nebraska State Electrical Division. (Applications are available at Ogallala City Hall.)
- Gas piping shall be performed by individuals licensed with the City of Ogallala and permits shall be issued only to those individuals who are licensed. There are no exceptions for homeowners to perform their own gas piping.
- Sidewalks, plantings and drives that are between the property line and street pavement require a separate right of way permit. Excavations within the street or alley for utility connections shall be performed by a licensed right-of-way contractor
- Plumbing permit fees are based on amount of fixtures installed. An average fee to plumb an entire house is approximately \$80.00.
- Gas piping permit fees are \$15.00.
- Building permit fees are calculated based on cost of construction valuation. The Building Inspector determines valuation for new construction. A minimum building permit fee is \$25.00. listed below are approximate fees for various projects:

New dwelling with 1,500 sq.ft. main floor; 1,000 sq.ft. second floor; 1,000 sq.ft. basement semi finished; and 576 sq.ft. attached garage. (Average construction, wood frame)

Valuation = \$151,293.00

Building permit fee = \$571.00

*Valuations for dwellings increase with more architectural design features such as complex roof designs, brick veneer, elevators, additional bathrooms, special site grading for drainage etc.)*

Two car detached wood stud frame garage (576 square feet)

Valuation = \$11,617.34

Building permit fee = \$177

500 square foot living area addition onto an existing dwelling (average construction, wood frame)

Valuation = \$27,929.00

Building permit fee = \$225

#### **STEP FOUR: INSPECTIONS**

- Call the City when the work is ready for inspection. Do not call until you are ready. Inspections usually are performed by the City after 9:00 A.M and no later than 4:15 P.M. on weekdays. The City will not perform inspections on weekends or holidays. Telephone numbers City and State inspectors are:

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OGALLALA CITY INSPECTOR, KEN KNOEPFEL	308-284-6723 ext 215 or 289-0640 <i>cellular</i>
OGALLALA ELECTRICAL INSPECTION, (State Electrical Division)	402-471-3550 and 402-471-4297 <i>fax</i>
OGALLALA WATER DEPARTMENT	284-3925 or 289-1033 <i>cellular</i>
OGALLALA STREET DEPARTMENT	284-6574 or 289-2984 <i>cellular</i>
NEBRASKA STATE FIRE MARSHAL	402-395-2164
NEBRASKA PUBLIC POWER DISTRICT	877-275-6773
MIDWEST ELECTRIC	308-352-4356 800-451-3691
SOURCE GAS	800-563-0012

- The City will endeavor to make the inspection as soon as possible but no later than 24 hours after your call (*the City does not make inspections on weekends or holidays*). The City will notify you if the work is approved or not approved. You must correct the problems noted by the inspector before proceeding with the portion of work that is incorrect. Upon correcting the problems the City will re-inspect the work.
- On-site inspections. The number of inspections is dependent on the extent of the work and the different types of construction. The following are some of the inspections your project may need:
  1. **FOOTING INSPECTION.** The City will inspect footing preparations prior to pouring concrete and setback requirements
  2. **FOUNDATION INSPECTION.** The City will inspect the foundation prior to backfill for structures with a crawl space. Foundations for basements shall be inspected after waterproofing and prior to backfill.
  3. **FRAMING.** An inspection will be made after the structural elements are in place and framing is complete. The electrical wiring must be installed and the plumbing and heat runs must be installed before this inspection is done.
  4. **PLUMBING SYSTEM ROUGH-IN.** All plumbing must be inspected before it is covered or concealed. This includes all lines that will be covered over with earth or a concrete slab and those lines that will be concealed within walls, floors and ceilings.
  5. **WOOD BURNING STOVE OR FIREPLACE.** These appliances or fixtures shall be inspected before the flues are covered.
  6. **GAS PIPING (L.P. OR NATURAL).** These piping systems within a building shall be pressure tested and inspected prior to cover - up.
  7. **SEWER INSPECTION.** The City will need to inspect the sewer line and sewer tap before they are covered.
  8. **SIDEWALK/DRIVEWAY INSPECTION.** The City will need to inspect sidewalk/driveway construction prior to pouring concrete. Contact the City Building Official for specifications for public sidewalk.
  9. **FINAL INSPECTION.** A final inspection of each building project will be made when the project is complete. This could cover smoke detectors, exterior grading, accessibility, rise and run of stairs, headroom on stairs and under ceilings, stair railing, height & spacing of spindles, heating and cooling equipment, plumbing equipment, and tempered glass, where needed. For new water service, the curb stop must be installed at ground level or not more than two inches below the surface. The City will perform final inspections for all new structures within the City of Ogallala. The State Fire Marshal will be involved with the final inspection process on all commercial buildings and multi-family dwellings over four units.

*The ordinances, codes and inspections are intended to promote safety, avoid maintenance and future functional problems and to help protect the investment you make in your project. The City of Ogallala is here to help make that happen. If you need assistance or have questions, please call and we will do our best to help you.*

### **BUILDING PERMIT FEE LIST**

<b>Total valuation</b>	<b>Fee</b>
\$1.00 - \$500.00	\$25.00
\$501.00 - \$3,000.00	\$25.00 for the first \$500.00 plus \$5.00 for each additional \$100.00 or fraction thereof; to and including \$3,000.00
\$3,001.00 - \$100,000.00	\$150.00 for the first \$3,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof; to and including \$100,000.00
\$100,001.00 - \$500,000.00	\$441.00 for the first \$100,000.00 plus \$2.50 for each additional \$1,000.00 or fraction thereof; to and including \$500,000.00
\$500,001.00 - \$1,000,000.00	\$1,441.00 for the first \$500,000.00 plus \$2.25 for each additional \$1,000.00 or fraction thereof; to and including \$1,000,000.00
\$1,000,001.00 and up	\$2,691.00 for the first \$1,000,000.00 plus \$1.50 for each additional \$1,000.00 or fraction thereof.