SPRINGFIELD
NEBRASKA

BUILDING PERMIT REQUIREMENTS

INTERIOR REMODELS / FINISHED BASEMENTS

Interior remodels and basement finishes require a building permit from the City of Springfield. To obtain a building permit, please submit the following information to City Hall:

- Springfield Building Permit Application, including:
  - Name and contact information of the property owner(s)
  - Address, parcel number, and legal description of the property
  - Name and contact information of the contractor (person performing construction work)
  - Name and contact information of the Plumber (if applicable)
  - Name and contact information of Electrician (if applicable)
  - Name and contact information of HVAC/Mechanical contractor (if applicable)
  - Interior Remodel/Finish Basement checkbox checked
  - Other checkbox checked with a description of the work to be performed (e.g., adding a bedroom, adding a bathroom, finish basement, etc.)
  - Lenth and width (if one area/room).
  - Total square feet in applicable SF field (e.g., basement-finished, second level, etc.)
- Mechanical/HVAC, Plumbing & Electrical Application
  - *Must include electrical contractor information, including license number, expiration date, and issuing authority
- Complete sets of building plans, including square footage information for all areas, as well as plumbing, mechanical, and electrical information
  - Two (2) paper copies and one (1) electronic copy
- Plot plans of the property showing the property lines, location of the building with setbacks listed and square footage of the building
  - Two (2) paper copies and one (1) electronic copy

The City of Springfield contracts with the Sarpy County Building Department for inspection services on interior remodels and finished basements.