SPRINGFIELD
NEBRASKA

BUILDING PERMIT REQUIREMENTS

NEW COMMERCIAL CONSTRUCTION

New commercial construction requires 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
  - Address, parcel number, and legal description of the property
  - Name and contact information of the contractor (person performing work)
  - Name and contact information of mechanical/HVAC contractor
  - Name and contact information of plumber
  - Name and contact information of electrician*
  - Commercial Construction checkbox checked
  - Assembly Group and Construction Type listed
    - See currently adopted Building Code
  - Length, width, and height of building
  - Type of material
  - Square footage of building (finished and unfinished, if applicable)
  - Water meter size
  - Service line material (e.g., copper, pvc, etc.)
  - Water and Sewer tap sizes
- 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 structures, 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, square footage of the building, and impervious coverage
  - Two (2) paper copies and one (1) electronic copy.
- Signed ComCheck (energy efficiency report for new construction only) based on currently adopted code)

All new construction must meet front, side, and rear yard setback requirements. Setback requirements differ by zoning district. Setback information is outlined in each individual zoning district as part of the Springfield Zoning Ordinance which is available on our website. For questions pertaining to setback requirements, please contact City Hall.

If the property is located within a Sanitary Improvement District (SID), please have the developer approve the building plans and stamp or sign each copy. If the property is part of a property owners association, please check with the association for covenant requirements and provide proof of approval.

The City of Springfield contracts with the Sarpy County Building Department for inspection services.

Please note that properties located in an Overlay District must first go through the design review process for the underlying overlay district before a building permit can be issued.

NOTE #1: A **Knox-Box Rapid Entry System** is required on all new commercial buildings.

NOTE #2: If you plan to install a **fence** at or around the new commercial building, a separate building permit application must be submitted. **See *Fences – Non Residential* for requirements**.