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# **RESIDENTIAL BUILDING PERMIT GUIDE FOR MULTI-FAMILY DWELLINGS**

## **New Construction, Addition, or Alteration**

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- All plans submitted must be prepared, sealed, and signed by a Registered Nebraska Design Professional (*as required by State Statute*)
- Plans & specifications shall be prepared in compliance with the following codes:
  - South Sioux City Municipal Code
  - 2018 International Building Code
  - 2018 International Mechanical Code
  - 2018 International Plumbing Code
  - 2017 National Electric Code
  - 2000 NFPA 101 Life Safety Code (with amendments)
  - 2010 Americans with Disabilities Act (ADA)
  - 2018 International Fuel Gas Code
  - 2018 International Energy Conservation Code
  - And all other applicable Federal, State, & Local Regulations

**If you have any questions, please contact the South Sioux City Inspection Services Department.**

Inspection Services Department  
1615 1<sup>st</sup> Avenue  
South Sioux City, NE 68776

Phone: 402-494-7518

Fax: 402-494-6215

[www.southsiouxcity.org](http://www.southsiouxcity.org)

**Diggers Hotline 1-800-331-5666**

Call at least 48 hours in advance, when digging.

This handout was developed by the Inspection Services Department as a basic plan submittal under the 2018 International Building Code. It is not intended to cover all circumstances. Check with your Building Department for additional requirements

Updated 11/22/21

# Residential Multi-Family Dwelling

## Building Permit Application

### For New and Existing Structures

**Code:** The City of South Sioux City has adopted the above referenced codes as minimum construction standards and are enforceable within the corporate limits of the city AND in the city's extraterritorial zoning jurisdiction. Referenced codes are available for review at City Hall in the Inspection Services Department during normal business hours.

**Purpose:** The purpose of this code is to establish the minimum requirements to safeguard the health, safety and general welfare of the public.

**Permit Required:** A city permit shall be obtained before commencing to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure or to install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system regulated by an adopted code. Contact the inspection services department to discuss projects which may be exempt from permit requirement. Please contact the Nebraska State Fire Marshal's office for state permitting requirements.

**Violation:** Failure to obtain a required permit is a violation subject to legal action. BUILDING PERMIT FEES WILL BE DOUBLED when beginning a project prior to receiving a building permit, unless the Code Official gives prior approval. WHEN IN DOUBT CALL.

**Plans:** 2 sets of construction plans must be submitted to the Inspection Services Department that have been stamped and signed by a Nebraska registered design professional. One set will be returned to the applicant. **It is very important to review the plan reviewer's remarks**, as required changes in the field are usually very expensive. See page 2 for plan submittal requirements. Plans must also be submitted to the Nebraska State Fire Marshal's office and the Nebraska State Electrical Inspection Department.

**Permit Application:** It is very important to complete the application completely, so that your application can be processed in a timely manner. Plan reviews and permit processing times vary depending on the scope of the project. You will be contacted when your permit is ready.

**Posting Permit Placard:** You must post your permit placard on the job site, and visible from the public right-of-way, before commencing work. A stop work order will be issued until the placard is posted.

**Inspections:** The Code Official shall perform on-site inspections to determine compliance with the code and shall either approve that portion of construction, or shall notify the permit holder or his contractor for failure to comply with the code. The permit holder or contractor must call the Inspection Services Department 24 hours in advance to request an inspection. NO work shall be concealed until receiving approval from the Code Official.

Footing Inspection. Is made after excavation is made, forms are set, and reinforcement is in place, but prior to the placing concrete.

Plumbing, Mechanical & Electric. Rough inspection is made prior to concealment, before fixtures are set, and prior to framing inspection.

Framing and Masonry. This inspection is made after the roof, masonry, all framing, fire-stopping, draft-stopping, and bracing are in place and after the plumbing, mechanical and electrical rough in inspections are approved.

Other Inspections. The Inspection Department may order additional inspections for a variety of reasons. You will be notified in advance of these required inspections.

Final Inspection. A final inspection is REQUIRED after all work is complete and must be made before a Certificate of Occupancy is issued.

**Certificate of Occupancy:** This is a document issued after the final inspection by the code official, which indicates that the structure may be occupied for its intended use.

# Minimum Document Submittal Requirements For Multi-Family Dwellings

**\*\*\*ALL PLANS SUBMITTED MUST BE PREPARED, SEALED, & SIGNED BY A REGISTERED NEBRASKA DESIGN PROFESSIONAL AS REQUIRED BY STATE STATUE \*\*\***

## **A. A. Site Plan**

1. Legal Description
2. Address of main building.
3. Proper boundaries identified and dimensions
4. Location of all buildings and the setbacks from property boundaries. You must indicate front, rear and side yards.
5. Street(s) identification
6. Driveways and Sidewalks
7. Off-street parking
8. Size and location of utility services
9. Signage size and location
10. UBC use or occupancy classification
11. Type of construction
12. UBC basic allowable floor area and building height and increases as allowed.

## **B. Footing and Foundation**

1. Footing width and height
2. Reinforcement – size, spacing, and location.
3. Foundation – width, height, and materials used.
4. Height of unbalanced fill. (Unbalanced fill is the difference in height of the exterior finish grade and the interior finish ground levels. Where an interior concrete slab is provided, the unbalanced fill shall be measured from the exterior finish ground level to the top of the interior concrete slab)
5. Size and spacing of anchor bolts or other tie down devices.
6. Insulation R value and placement for Frost-Protected Footings in Heated Buildings (if utilized)

## **C. Floor Plan (A floor plan must be submitted for each floor, including the basement)**

1. Room identification and dimensions
2. Location of all windows and doors.
3. Location and identification of egress window in each sleeping room
4. Fire and smoke rated building elements.
5. Room occupancy classification and separations
6. Smoke and draft control locations
7. Fire Suppression System head locations (if applicable)

## **D. Wall Section or Cross Section**

1. Indicate materials utilized.
2. Identify framing materials including size, spacing, species, and spans.

## **E. Exterior Elevations**

1. Show each side of the structure with exterior materials identified.
2. All windows and doors must be shown. Indicate egress windows.
3. Show all decks or porches. Attach a separate drawing for decks and porches if needed, identifying materials used, size, spacing and spans of support structure. Identify guardrail height and construction methods utilized.
4. Show stairs indicating tread width and riser height, and also the handrail and guardrail details.

## **F. Roof Plan**

1. Indicate size, spacing, span and species of materials used.
2. Include a copy of the engineering specification if using trusses.
3. Indicate pitch of roof.
4. Indicate snow load design in pounds per square foot.

## **G. Floor Framing Plan for Each floor**

1. Indicate floor load design.
2. Identify floor-framing plan showing size, spacing, span and species.

## **H. Plumbing Plans for Each Floor**

1. Location of all plumbing fixtures, floor drains, hose bibs supply lines, waste drain and vent, and all other aspects of the plumbing system. You must indicate materials used and pipe sizes. Also indicate rough-ins for future bathrooms.
2. Location, size and type of all backflow devices
3. Water and sewer riser diagrams.

**I. Mechanical Plans for Each Floor**

1. Location of all heating units
2. Size and layout of duct work
3. Identify fire and smoke dampers if penetrating a rated wall.
4. Location of smoke and heat detectors

**J. Electrical Plans for Each Floor**

1. Location of all electrical fixtures including all lights, light switches, receptacles and all exterior fixtures.
2. Identify all GFCI outlets
3. Indicate service panel locations.
4. Indicate metering layout and location
5. Location of all smoke detectors and wiring for smoke detectors
6. Fire alarm system showing location of alarm panels, pull stations, sirens, strobes, and emergency exit lighting

**K. Other Plans and Documents**

1. As determined by the Code Official.
2. Plans and shop drawings for all fire suppression systems.
3. Soil test may be required depending on location and site history.
4. **All plans and documents submitted must be stamped and signed by a Nebraska design professional.**

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## Commercial / Industrial Development BUILDING PERMIT APPLICATION

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**Project:**                     New                     Addition                     Alteration

Brief description of project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Estimated Total Cost** \$ \_\_\_\_\_ (Labor & Materials)

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**Applicant**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Mobile: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

**Owner** (if other than applicant)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Mobile: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

**Project Location**

Address: \_\_\_\_\_ Property ID #: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Zoning: \_\_\_\_\_

**Legal Description:** Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Unplatted Legal Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Flood Plain Development:**                    Yes                    No

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**Stormwater/Grading Permit**                    Yes                    No

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**Contractors:**

**General:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Heating & Cooling:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Electrician:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Plumber:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Project Information**

(Check all that apply)

Heating System:     Electric                             Gas                             Combination Elec./Gas

Water Heater:     Electric                             Gas                             Other \_\_\_\_\_  
(Rebates may apply if using electric heat – check with the code officials for details.)

Water Service:    Total number of water taps \_\_\_\_\_ Size of taps \_\_\_\_\_  
Total number of water meters \_\_\_\_\_ Size of water meters \_\_\_\_\_

Electrical System: Total service size to each building \_\_\_\_\_ amps.  
Individual dwelling unit load \_\_\_\_\_ amps.  
Number of meters \_\_\_\_\_

Temporary Electric:     Yes                             No                            Number of Temps to Energize \_\_\_\_\_

I hereby certify that the data submitted on or with this application is true and correct, that I am the owner at this address or, that for the purpose of obtaining this approval I am acting as agent in owners behalf. Contractors who are required to be licensed by the State of Nebraska and/or the City of South Sioux City will do all work done on this project. Granting of this permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. A building permit is considered invalid if the work has not commenced within 180 days after issuance and will expires 1 year after issuance unless and extension is approved by the Code Official or governing body. In the discharge of duties, the Code Official shall have the authority to enter the building, structure or premises for the purpose of inspecting the work permitted and posting notices.

**\* \* A FINAL INSPECTION AND CERTIFICATE OF OCCUPANCY REQUIRED PRIOR TO OCCUPANCY. \* \***

**Signature**

\_\_\_\_\_ **Date** \_\_\_\_\_  
(Signature)  
\_\_\_\_\_ **Phone** \_\_\_\_\_  
(Print Name)

The enclosed State Fire Marshal Permit application included in this packet is provided as a courtesy. Please contact the State Fire Marshal’s Office at 402-471-2027 if you have any questions pertaining to their permit application or submittal requirements.

State law requires compliance with the Nebraska Engineers and Architects Regulation Act. Please see the attached document titled “Before You Build” for a brief description of projects requiring compliance and visit [www.ea.ne.gov](http://www.ea.ne.gov) for the complete law and rules governing building projects in Nebraska. The Inspection Serviced Department cannot issue building permits in violation of this law.