

Additional Information for Building Permit Applications

1. Fill out and sign the application for a Building Permit along with the plat of the lot and existing buildings.
2. Furnish an 8 1/2 x 11 size blueprint along with two regular size blueprints with the application (three total).
3. If outside of the village limits, provide a legal description of the property and enclose a copy of the certified plat of land showing size, number of acres, and legal description of the property. All construction outside the village limits must have three (3) acres of land to be considered.
4. Plans will be reviewed by the Village Zoning Administrator (Building Inspector) and the Village Planning Commission prior to the permit being issued. A list of fees is on the application. If plans are more complicated or there are additional inspections needed than what's on the application, additional fees will apply. If not in compliance, an additional inspection will be charged before final approval will be granted. All fees must be paid to the Village Clerk before final approval is granted.
5. **The application and all plans must be submitted to the Village Clerk.** Once reviewed by the clerk they are then sent to the Planning Commission and Zoning Administrator (Building Inspector) for approval. During their approval process, if there is a variance and/or zoning issues, the application and plans must be approved by the Board at a monthly Board Meeting of the Village of Trustees. Plans can be submitted by mail at PO Box 69 Roca, NE 68430, or by scheduling a time to meet the Village Clerk at the Community Center by email at villageofroca@gmail.com or by calling 402-421-9577

Contact Information:

Building Inspector (leave message)	Dale Stertz	402-440-5963
Plumbing Inspector	John Morris	402-560-6610
HVAC Inspector	Mark Howard	402-304-9135

Electrical Inspections and fees are handled by the State of Nebraska and will need to be arranged by your electrician.

Application is not approved until Building Permit is issued and payment received.

Allow more time for Variances, Zoning Changes and Special Use Permits.

Do not begin construction until Building Permit is issued.

VILLAGE OF ROCA
BUILDING PERMIT # _____ DATE _____

15545 B Street
P.O. Box 69
Roca, NE 68430-0069
Phone 402.421-9577
villageofroca@gmail.com
www.villageofroca.com

Street Address: _____ Legal: Block _____ Lot _____ Addition _____

Property Owner(s): _____ Phone # _____

Contractor: _____ Phone # _____

Description of Work to be Completed: _____ Construction Cost: \$ _____ Desired Date to Begin _____

New Residential Construction Permit Items	
<input type="checkbox"/>	County Engineer Access Permit
<input type="checkbox"/>	County Health Department Approval (Septic)
<input type="checkbox"/>	State of NE Electrical Permit
<input type="checkbox"/>	Plumbing Permit
<input type="checkbox"/>	HVAC Permit
<input type="checkbox"/>	2 Full Size Plans—Lot, Building Dimensions & Set Backs
<input type="checkbox"/>	1 Plan that is 8 ½ x 11 PDF
<input type="checkbox"/>	1 copy of a Window Schedule
<input type="checkbox"/>	REScheck Compliance Certificate – 1 signed copy
** APPLICANT ** Please Complete In Full	
Lot Size _____	Main Floor ft ² _____
Finished Basement ft ² _____	2 nd Floor ft ² _____
Unfinished Basement ft ² _____	Garage ft ² _____
Carpport ft ² _____	Deck/Patio ft ² _____
Zoning District _____	Type of Construction _____
Occupancy Group _____	Flood Plain Permit _____
Front Setback _____	Rear Setback _____
Side Setback _____	Other Setback _____
THE UNDERSIGNED HEREBY CERTIFIES that they have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provision of any state or local law regulating construction or the performance of construction.	

OFFICE USE ONLY	
Inspection & Permit Fees (per Master Fee Schedule)	
Permit Fees:	
Estimated Construction Cost:	
\$1,000 or less	\$ 15.00
\$1,001 to \$10,000	\$ 20.00
\$10,001 to \$25,000	\$ 50.00
\$25,001 to \$50,000	\$ 100.00
Over \$50,000	\$ 2.00 per 1,000
Example: A \$75,000 garage would be:	
\$ 15.00 for first \$1,000	\$ 20.00 for next \$9,000
\$ 50.00 for next \$15,000	\$ 50.00 for next \$25,000
(\$2 x 25 = \$50) \$235.00 total	
Plan Review	\$ 40.00 _____
Footing & Foundation	\$ 40.00 _____
Deck Footing	\$ 40.00 _____
Framing	\$ 40.00 _____
Plumbing Ground Work	\$ 40.00 _____
Plumbing Rough-In	\$ 40.00 _____
Plumbing Final	\$ 40.00 _____
Fireplace Rough-In	\$ 40.00 _____
HVAC Rough-In	\$ 40.00 _____
HVAC Final	\$ 40.00 _____
Fuel Gas Rough-In	\$ 40.00 _____
Fuel Gas Final	\$ 40.00 _____
Sewer Tap	\$ 40.00 _____
Water Tap	\$ 40.00 _____
Final	\$ 40.00 _____
Curb Cut	\$ 40.00 _____
Sidewalk	\$ 40.00 _____
Subtotal \$	_____
Fees Total \$	_____
Fees Payment Check #	_____
Date	_____

Applicant Printed Name _____ Applicant Signature _____ Date _____

Planning Commission Signature _____ Date _____ Building Inspector Signature _____ Date _____

Attest Village Clerk/Treasurer _____ Date _____