



City of Scottsbluff, Nebraska Building Permit Application Checklist

Date:			DO NOT WRITE IN THIS BLOCK	
Address (Location of proposed structure):			Permit Number:	
Applicant's Name			Permit: Approved Denied	
Applicant's Address:			Date Issued:	
City:	State:	Zip:	Comp. Plan Land Use:	Zone:
Telephone:	Mobile:	Email:	Notes:	
Contractor:				
Contractor's Address:			Lot #	
City:	State:	Zip:	Block #	
Telephone:	Mobile:	Email:	Addition:	
Type of Proposed Use: Residential Commercial Other		Intended Use of Structures:		
Site Plan (required for all permit applications): Proposed new structure Existing building and other structures Property lines with distances Street, easements and setbacks Water, sewer, electrical, and gas Identify new/existing parking (paved/non-paved) North arrow Identify new/existing curb cuts and sidewalks		Floor Plan (must be drawn to scale, preferably 1/4-inch) All floors, including basements All rooms, current/proposed use of each room & dimensions Location of structural elements and openings Doors & windows (locations, size, swing and hardware) Fire assemblies and separations Identify new/existing walls, call out construction of walls Interior finish		
Foundation Plan: Foundations/footings Size, location, thickness, materials, strengths and reinforcements Imbedded anchoring	Framing & roof framing plans: All floor, roof & ceiling structural members Truss schedule (if applicable) Materials size, spacing, grade and species (if applicable) Method of attachment	Exterior Elevations: Show all views (above, front, back, and sides) Vertical dimensions Identify all opening and materials Show lateral bracing Show finished grade, finish floor and curb elevations	Building and Wall Sections: Show materials of construction Fire rate assemblies Dimensions	
Complete Mechanical System:	Complete Plumbing System:	Complete Electrical System:	Complete Structural Calculations:	Completed Fire Suppression and/or Alarm System:
Is the Proposed Construction in a Floodplain: Yes No If yes, Elevation Certificate must be attached:			Has Construction Dumpster been Applied for: Yes No	
Two (2) sets of plans are required for review – commercial plans may require an architect or engineer stamp of approval				

The following information must be submitted with your plans. Failure to do so will result in disapproval and the return of your plans.