

City of Henderson

1044 N Main Street, PO Box 189
 Henderson, NE 68371
 Phone: 402-723-5782/Fax: 402-723-5785
 Zoning Administrator: 402-410-0302
 Email: hendzoning@gmail.com

OFFICE USE ONLY	
In Flood Zone	_____ Yes _____ No
Permit Fee Paid	Permit Fee Number: _____
Approved	_____ Zoning Administrator Signature _____ Date

BUILDING PERMIT APPLICATION

I. Applicant Information

 Residential

 Commercial

Date	Applicant Name	Email
Relationship to Project		Contact Phone No.
<input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect/Designer <input type="checkbox"/> Other _____		

II. Property Information

Property Owner	Project Address		
City	Zip Code	County	No. Of Stories
Subdivision (New Construction Only)	Block/Lot (New Construction Only)		

III. Responsible Parties (as applicable)

Project Manager	Address	City	Zip Code
	Email	Phone Number	
General Contractor	Address	City	Zip Code
	Email	Phone Number	

IV. Type of Structure

Residential	
<input type="checkbox"/> Single Residence	<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Duplex	<input type="checkbox"/> Fence - Material: _____
<input type="checkbox"/> Carport	<input type="checkbox"/> Storage Shed (172 sq ft and less)
<input type="checkbox"/> Garage	<input type="checkbox"/> Other: _____

Commercial	
<input type="checkbox"/> Retail	<input type="checkbox"/> Apartments - # of units _____
<input type="checkbox"/> Office	<input type="checkbox"/> Storage Units
<input type="checkbox"/> Warehouse	<input type="checkbox"/> Fence
<input type="checkbox"/> Parking Garage	<input type="checkbox"/> Sign

V. Project Information

Scope of Project	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Egress/Window Well
<input type="checkbox"/> Addition	<input type="checkbox"/> Mailbox
<input type="checkbox"/> Remodel	<input type="checkbox"/> Curb Cut
<input type="checkbox"/> Demolition	<input type="checkbox"/> Deck
<input type="checkbox"/> Sewer Hook Up (\$500)	<input type="checkbox"/> Water Heat Pump
<input type="checkbox"/> Water Hook Up (\$500)	<input type="checkbox"/> Other: _____
_____ Size of New Water Line	

Total Cost of Improvements	Size of Construction

Please draw new project on the second page of this application.

Return application with payment to City Hall. FEE: \$20 for first \$2,000 of the valuation of building project, an additional \$1 for each additional \$1,000 of valuation.

If work has not begun in 180 days, applicant must file new permit. Project must be substantially complete in two (2) years.

Allow 72 hours for approval. Permit can be picked up or emailed if preferred.

Applicant's Signature _____
Date _____

PLAT OF LOT AND BUILDING

*Draw to scale and identify all buildings on lot
*Identify footage from property lines (property line verification is responsibility of property owner)

*Identify new construction
*Identify measurements of new construction
*Identify easement location (may require a survey)

Residential setbacks: Front yard: 20 feet from property line
(single family) Side yard: 5 feet from property line
Rear yard: 20 feet from property line

Garden sheds and other similar structures that are are not greater than 172 square feet in size may be located within the minimum yard requirements.

Below is the lot to draw proposed project and identify buildings. Please remember to include measurements from proposed project to lot lines.

STREET

SUMMARY OF CONSTRUCTION RULES AND REGULATIONS

1. BUILDING PERMITS - Allow 72 hours for permit to be evaluated and don't start until given permission to start.
2. ZONING ADMINISTRATOR - gives permits and may ok start of project or you must wait until copy of signed permit is given to you.
3. If zoning administrator decides project does not fit code, he must reject the application.
4. All building projects must be checked by the building inspector.
5. All building projects must be done according to the 2000 International Building Code
6. On location checks will be made:
 - a. Foundation before pouring concrete
 - b. Wall and/or roof construction along with vents, chimneys etc.
 - c. Final inspection before occupancy
7. According to City Code Chapter 9, the zoning administrator shall enforce all building codes and shall have the power to stop all construction.
8. All buildings 400 sq. ft. and above must have 6" concrete footers below frost. (36")
9. FENCES can be built next to the property line but staying on own property with the good side out. Materials must meet code.
10. GARDEN SHEDS- (172 sq. ft. or less) may be put 5' from side yard and 5' from rear yard.
11. GARAGES- (over 172 sq. ft.) can be 5' to side yard but must meet 20' rear yard in residential areas and follow code in other zones.
12. Property owners are responsible for finding property lines.
13. All work described in the building permit must be started within 180 days or the permit expires.
14. All work must be substantially completed within 2 years.
15. The building permit must show where building is to be placed on the lot with dimensions from each property line.
16. All measurements are from the furthest point of the building. (eaves, egress window)
17. Maximum height of a building is 35 ft.
18. Owners must make plans to take care of runoff water so as not to damage neighbor's property.
19. Concrete footers should be under all load bearing walls.

REQUIREMENTS FOR FENCE CONSTRUCTION

Fences shall be erected and conform to all items listed below and all other applicable city ordinances and codes. Materials used must be permitted by the Zoning Administrator.

- Before constructing any fence, a permit shall first be obtained from the zoning administrator. Submit the application on approved forms.
- All fences must be installed entirely on owner's property and shall not be attached to the adjacent neighbor's garage.
- Along a rear or side property line, or portion of a rear or side property line, the following fences are permitted:
- Fences, not in excess of six (6) feet in height as measured above the natural grade, may be of any style.
- Fences in excess of six (6) feet in height are prohibited.
- No electrified fences shall be permitted.
- Barbed wire fences are prohibited.
- Fences shall display a finished face toward adjacent streets and property.

Fence Locations

Any Yard

- The requirements for swimming pool protective barriers shall take precedence where such requirements are in conflict with the regulations of this chapter.
- Any enclosing structure intended to serve exclusively as a dog run shall conform to the setback requirements for an accessory use or structure in residential districts.
- A chain link fence or other substantially open fence not used as a sight barrier, privacy screen, windbreak or dog run, shall not exceed four feet in height.
- Any fence within ten feet in any direction from a point where any driveway, either on the fence owner's lot or the adjoining lot, intersects with sidewalk shall have a minimum of seventy-five percent open area.
- At least one unlocked gate or fence opening of a minimum of three feet in width shall be provided in each yard to permit emergency entrance from the street.

Front Yard

- Fences within the front yard shall not exceed three (3) feet in height.

Rear Yard

- Fences within the rear yard shall not exceed six (6) feet in height.

Side Yards

- Fences within side yards shall not exceed six feet in height, except that fences within the exterior side yard of a corner lot, side yard adjacent to the street, shall not exceed three feet in height.
- All fences shall be maintained in good condition so as not to become unsightly, unsafe, a nuisance or detrimental to the surrounding area.
- All fences shall be at least 12 feet from curb on edge of street and at least one foot from the edge of a sidewalk or walkway.
- All building materials must be confirmed suitable by the Building Inspector.
- If something different than these specifications is requested the owner may apply for a variance.

CONSTRUCTION AND PLACEMENT OF MAILBOXES

1. A building permit must be obtained before any mailbox may be erected.
2. All mailboxes shall be positioned at a height of not less than 40 inches nor more than 42 inches from the bottom of the mailbox to the street surface.
3. The face of the mailbox shall be located not less than 6 inches nor more than 12 inches from the outside edge of the curb of the street (back of curb).
4. The mailbox shall be constructed of light steel, aluminum or plastic that meets the U.S. Postal Service requirements.
5. The mailbox shall not be set or anchored in concrete.
6. The mailbox post shall be constructed of a single 4 inch x 4 inch wood post, a 4 1/2 inch diameter wood post, or a 2 inch diameter standard strength steel pipe.
7. The mailbox post shall be placed no more than 2 feet into the ground and shall not be fitted with an anchor plate.
8. The mailbox shall be securely attached to the post to prevent the mailbox from being separated from the post as a result of incidental contact.
9. No more than two boxes shall be mounted on a single support structure
10. The City is authorized to remove any mailboxes or posts that do not meet the requirements of this ordinance. Prior to removal, the owner or occupant of the premises will be given at least five days written notice to bring the mailbox and/or post into compliance with the requirements of this Ordinance. If modifications and/or a replacement of the mailbox and/or post have not been made as required, then the City may proceed with the removal of the post and/or mailbox at the owner/occupant's expense.
11. The City is not responsible for damage to any mailbox or post by City employees to mailboxes and/or posts that have not been installed in conformance with the requirements of this Ordinance. The City shall not be liable to replace mailbox and/or posts or repair the same resulting from damage by City employees or equipment even though the post/mailbox has been correctly installed in excess of \$50.00 to repair or replace such mailbox/post.
12. Mailboxes that are placed within a brick housing shall be of the same height required in (b).
13. The front of the brick housing surrounding the mailbox shall be located not less than 6 inches nor more than 12 inches from the outside edge of the curb.
14. All brick mailboxes shall be required to have a concrete footer located 3 feet below the ground surface.