



City of Syracuse  
495 Midland St / PO Box F  
Syracuse, NE 6844

Building Inspector  
Phone: (402)269-2173  
Fax: (402)269-2499

## APPLICATION FOR BUILDING PERMIT

Please Allow a Minimum of Seven Business Days for Processing.  
Before You Dig, Call Diggers Hotline: 811

2018 International Building Code and 2018 International Residential Code

Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_ Property Address: \_\_\_\_\_ Zoning: \_\_\_\_\_

Legal Description: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_ State Contractor #: \_\_\_\_\_

The applicant is applying for a permit to: (Check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Renovation of Structure Built Prior to 1978 (Lead Form) | Structure Type: _____                   |
| <input type="checkbox"/> Construct a New Structure                               | Number of Levels: _____                 |
| <input type="checkbox"/> Alter a Structure                                       | First Floor Living Area (sq ft): _____  |
| <input type="checkbox"/> Enlarge a Structure                                     | Second Floor Living Area (sq ft): _____ |
| <input type="checkbox"/> Fence (Linear Feet and Height L    W    H )             | Unfinished Basement (sq ft): _____      |
| <input type="checkbox"/> Construct a Garden/Storage Shed (L    W    H )          | Finished Basement (sq ft): _____        |
| <input type="checkbox"/> Deck / Porch - Front / Rear (Circle all that apply)     | Slab On Grade/Footing (sq ft): _____    |
| <input type="checkbox"/> Pole Building (L    W    H )                            | Garage (sq ft): _____                   |
| <input type="checkbox"/> Curb Grind  | Front / Rear Deck (sq ft): _____        |
| <input type="checkbox"/> Other: _____  | Front / Rear Porch (sq ft): _____       |

With the Intended Use of:

- |   |  |
|---|--|
| <input type="checkbox"/> Residence – Single Family / Two Family / Duplex        | Estimated Cost of Construction: _____<br>OR ICC Building Valuation Data Table: _____ |
| <input type="checkbox"/> Residence – Multi-Family                               |  |
| <input type="checkbox"/> Commercial (Plans to state Fire Marshal's Office also) |  |
| <input type="checkbox"/> Garage/Storage Shed                                    |  |

Please detail the future use of what the structure will be used for: \_\_\_\_\_

Architect: _____	Cell: _____	Plumber: _____	Cell: _____
Electrician: _____	Cell: _____	HVAC: _____	Cell: _____

I hereby affirm the correctness of the above data and further, that I will abide and certify that my subcontractors will abide by the plumbing, electric, heating, and applicable building code of the City.

\*\*\*\* Construction must begin within six(6) months of issuance to make permit valid. \*\*\*\*

Deposit: \_\_\_\_\_ + Permit Fee: \_\_\_\_\_ = Total Amount Due: \_\_\_\_\_ Cash: \_\_\_\_\_ Check: \_\_\_\_\_ \*Credit Card: \_\_\_\_\_

\*A surcharge is added to your total amount due for transaction costs

_____ Print Name of Applicant	_____ Date	_____ Signature of Applicant	_____ Date
_____ Building Inspector	_____ Date	_____ Zoning Administrator	_____ Date
_____ City Staff	_____ Date		

**Comments:** \_\_\_\_\_

**(402)269-2173 – Please notify our office 24 hours in advance for inspections that you need - Thank You! (402)269-2173**

**CHECKLIST FOR INSPECTIONS:**

- \_\_\_ Set of Plans with Check and Application
- \_\_\_ Footings: Prior to Pouring Concrete
- \_\_\_ Foundation
- \_\_\_ Plumbing: Drains under Basement Floor
- \_\_\_ Plumbing: Water Line
- \_\_\_ Sewer / Septic / Lagoon

- \_\_\_ Framing Rough-in\*
- \_\_\_ Plumbing Rough-in\*
- \_\_\_ Mechanical Rough-in\*

\*These inspections need to be completed at the same time\*

- \_\_\_ Insulation
- \_\_\_ Final Inspection Prior to Occupancy

**Final Inspection Date:** \_\_\_\_\_

**Deposit Return Date:** \_\_\_\_\_

**ALL FEES MUST BE PAID WHEN APPLICATION IS MADE.  
NO PERMIT WILL BE ISSUED UNTIL PROPER FEES ARE PAID.**

**YOUR SPECIAL ATTENTION is called to the following:**

The permit is granted on the express condition that the construction shall in all respects conform to the Ordinances of this jurisdiction including any Zoning Ordinances regulating the construction and use of buildings, and may be revoked at any time upon violation of any provisions of ordinances.

A placard given at the time the permit is issued shall be displayed on premises. The Building Inspector must be notified and inspection made of prior construction work as requested on placard. All new buildings and additions to existing buildings require inspections as described above.

**On jobs involving reinforced concrete work, inspection must be made after steel is in place but before the concrete is poured.**

The Building Inspector reserves the right to reject any work which has been concealed or completed without first having been inspected and approved by the Building Inspector in accordance with the requirements of the various codes.

Any deviation from approved plans must be authorized with the approval of revised plans subject to the same procedure established for the examination of the original places.

**The permit shall be void if construction work has not started within six (6) months from the date the permit is issued.**

Request for final inspection should be made by a phone call to the City when construction work is completed and all mechanical systems are installed. Painting, flooring, or decorating is not required before Final Building Inspection.

**Final Inspection and Certificate of Occupancy must be obtained before occupying the building. (402)269-2173**

\* Any engineering charges incurred for drainage review or additional plan review, as deemed necessary by the Building Inspector, shall be added to the Building Permit charges and paid prior to Certificate of Occupancy being issued.

**Please mark the location of the proposed structure in the section below:**

NW ¼	NE ¼
SW ¼	SE ¼

**Show all dimensions of your Lot: Building, Front, Side and Rear setbacks and location of any existing buildings below:**

**Lot Line**

**(Attach additional page if necessary)**

Street or Road Name: