

City of Beatrice

Community Planning and Building Inspections Department

Permit Process & Inspection Checklist

Job Address _____

1. _____ **Verify Zoning** for land or occupancy use (changes may be required) Verify setback requirements, coverage allowances, parking requirements and all zoning requirements that apply.
2. _____ **Building Permit Application** all information must be submitted at this time. (Site plans, Storm water areas to be protected clearly marked on site plan, energy code documents, all building plans, plumbing and mechanical permits completed)
3. _____ **Storm Water Site Review** (if applicable a site visit may be required) **Allow up to 2 days**. All permit holders are responsible to maintain storm water protection throughout the construction process.
4. _____ **State Electrical Permit Application** State of Nebraska – Electrical Division @ (www.Nebraska.gov)
All permitting must be completed with the State of Nebraska.
5. _____ **Building Plans Review** Allow up to **3 days Residential / 5 days Commercial**. Once all plans are reviewed and approved then the Building Permit will be issued, if changes are required construction may not be allowed to commence until all changes are submitted for review.
6. _____ **Issuance of Building Permit** (Payment of Fees) All permit fees must be paid at this time. No credit or billing is allowed. **Issuance of a Permit Place Card, This Place Card MUST be visible from the street.**
7. _____ **Permit Holders are Responsible to schedule ALL Inspections.**
8. _____ **Footing Inspection** (Setbacks, Erosion Control, Site Identification and Access, Sanitary and Foundation Inspections)
9. _____ **Foundation Inspection** (Erosion Control, Site Identification and Access, rebar and wall inspection)
10. _____ **Slab Inspection** (Under Slab Plumbing / Utilities, Radon, Vapor Barrier, Steel / Meshing)
11. _____ **Water proofing & Foundation Drainage Inspection** (Inspect to ensure proper drainage installed away from foundations and proper application to all foundations)
12. _____ **Fire Resistance Rated Inspections** (Duplexes, townhouses, apartments and commercial required separation inspections)
13. _____ **Rough-In Inspection** (Erosion Control, Roofing, Plumbing, Mechanical/Gas, Frame Inspections, Electrical must be installed and approved by the State Inspector)(This inspection shall be conducted before insulation is installed)
14. _____ **Masonry and Exterior Finishes** (All exterior finishes must be inspected to verify proper drainage and Weep-holes and 6" separation from natural grade)
15. _____ **Final State Electrical Inspection Approval** (must be completed prior to Building Inspections Department final will be completed)
16. _____ **Building Final Inspection Approval** (Site Stabilization, Site Identification, Final, Life Safety)
17. _____ **Certificate of Occupancy or Certificate of Completion Issuance** (building may be used or Occupied)

(NO BUILDING MAY BE OCCUPIED UNDER ANY CONDITION UNTIL FINAL APPROVAL GIVEN)

This Check List is primarily intended for use in One & Two Family Dwellings

Schedule ALL inspections at least 1 business day in advance

****Allowable Times are estimates only and could change depending on each individual case ****

To Schedule Inspections, Call: 402-228-5250