

City of Omaha Plans and Permits

Residential Building Permit Submittal Checklist For Retaining Walls over 6 foot high and Stoves and Fire Places

This checklist contains the standard information required on submittals for residential construction projects. For additional information, please contact Permits and Inspections, 1819 Farnam Street, 11th Floor, Suite 1110, Omaha, NE 68183, (402) 444-5350

Three (3) sets of plans are required to be submitted at the time of your application.

All submittals for Fences, driveways, sheds, garages and room additions building permits should be appropriately scaled (1/8" per foot on 8" x 11" sheets min.) and should provide the following information:

Retaining walls over six (6) foot high:

- Owner's Name
- Owner's Mailing Address
- Owner's E-mail
- Contact Person (Owner or Owner's Rep.)
- Contact Person's mailing address
- Contact Person's E-mail
- Phone Number
- Sealed by an engineer registered in the State of Nebraska
- General Structural Notes
 1. Identify all Special Inspection and Structural Observation requirements
 2. Material Specifications
 3. Geotechnical Information, i.e. Soils Class, Allowable Bearing Pressure, Reference to Geotechnical
- A site plan drawing to scale showing:
 1. Location and dimensions of boundary lines, easements and required yards and setbacks of existing buildings, fences and driveways and proposed fences, driveways and sheds.
- Foundation Plan
 1. Footing bearing or top of footing elevations
 2. Anchor size and placements

Wood stoves and fire places:

- Owner's Name
- Owner's Mailing Address
- Owner's E-mail
- Contact Person (Owner or Owner's Rep.)
- Contact Person's mailing address
- Contact Person's E-mail
- Phone Number
- UL listed equipment
- Manufacturer's installation instructions