

# Residential Building Permits Online Guide

General Permit Application Guide &  
Electronic Plan Review Document  
Submittal Requirements

City of Omaha Planning, Building and Development

Updated 4/06/2018

# Residential Online Permit Instructions

## Introduction

This guide contains guidelines and required forms for completing an online commercial or multi-family project in the City of Omaha. Please note that the information enclosed represents the minimum documentation that is generally necessary to apply for a residential permit online in Omaha. As every project is unique, additional information may be requested of you when necessary to show compliance with current codes and policies. This guide should not be used as a substitute for codes, standards, and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this guide.

## Contact Us

General Inquiries: 402-444-5350  
 City website: <https://permits.cityofomaha.org/>  
 Online Permits: [www.omahapermits.com](http://www.omahapermits.com)

11<sup>th</sup> floor, Civic Center  
 1819 Farnam St suite 1110  
 Omaha, NE 68183



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# Residential Online Permit Instructions

## General Guide

During the online residential permit application please refer to this document for instructions regarding what permit you should be applying for, and the information related to job value and construction type.

## Residential Permit Definitions

Please use the following definitions to identify what permit you should apply for based on the work being done.

### Plans Required - RESIDENTIAL - ADDITION

-Any addition to an existing residential building's floor space. House additions shall include any change that increases a dwelling's conditioned square footage.

### Plans Required - RESIDENTIAL - DECK

-Any exterior residential floor structure that is supported on one or more posts and pier footings. The deck may include a roof with support to the footings but does not include any walls or enclosed space.

### Plans Required - RESIDENTIAL - DRIVEWAY

- Any paved, hard-surfaced area providing a connection between a public or private way and a garage or parking space.

### Plans Required - RESIDENTIAL - GARAGE

- Any building that has an overhead door 6ft wide or greater and can fit a personal vehicle inside.

### Plans Required - RESIDENTIAL - MISC

-Any exterior residential structure not covered by other permit types. This can include patio covers, carports, pergolas, etc.

### Plans Required - RESIDENTIAL - REMODEL EXISTING SPACE

- Any Remodel of an existing residential building that involves any structural change.

### Plans Required - RESIDENTIAL - SINGLE FAMILY AND DUPLEX

- Any new Single family home or duplex

### Plans Required - RESIDENTIAL - SHED

- Any storage building that has a door less than 6ft, cannot store a personal vehicle and has no driveway access.

### Plans Required - RESIDENTIAL - TOWNHOME

- Any single-family home that is connected to at least one other single-family home, has at least two walls to the exterior, has all exterior or party walls continuous from the footings to the roof and has separated egress to the exterior.



# Electronic Plan Review Document Submittal Requirements

## **Job Cost, Construction Type Code, Housing Units, Number of Buildings - Definition**

- Job cost is the basis for calculating the permit cost for each permit. Residential Permits either use a valuation unit cost per sqft or a contractor estimated cost for Job Value.
- Construction Type Code is the use type used for metric reporting by many state and federal agencies
- Housing Units is the actual number of units within each building (ex. 1 apartment building has 6 housing units)
- Number of Buildings is the number of buildings for this permit. (This should almost always be 1)

## **Job Cost, Construction Type Code, Housing Units, Number of Buildings – Permit Values**

### **Plans Required – RESIDENTIAL ADDITION (Valuation Calculator Job Value)**

#### **Additional Information Field**

**Job Value** = \$0 Leave this blank as it is calculated using the valuation calculator

**Construction Type Codes** = 434- Additions, Alterations and Conversions - Residential

**Housing Units** = 0                      **Number of Building** = 1

#### **Valuation Calculator**

Enter the Occupancy Type and Sq Ft of the building type in which you are adding the addition

### **Plans Required – RESIDENTIAL REMODEL EXISTING SPACE**

#### **Additional Information Field**

**Job Value** = Fill in based on total estimated cost of job including labor and materials

**Construction Type Codes** = 434- Additions, Alterations and Conversions - Residential

**Housing Units** = 0                      **Number of Building** = 1

### **Plans Required – RESIDENTIAL DECK**

#### **Additional Information Field**

**Job Value** = Fill in based on total estimated cost of job including labor and materials

**Construction Type Codes** = Value is based on type of building being constructed

**Housing Units** = 0                      **Number of Building** = 1

# Electronic Plan Review Document Submittal Requirements

## Plans Required – RESIDENTIAL HOMES AND DUPLEX

### Additional Information Field

#### Valuation Calculator

Enter the Occupancy Type and SqFt of the area of the house that is applicable.

Example: the chart below shows a two story house with 1700 sqft above grade, 700 sqft finished basement, 300 sqft unfinished basement, and 800 sqft garage.

Occupancy	Type	Quantity	Unit	Unit Cost	Job Value
Finished Basement	General	700	Sq Ft.	\$16.00	\$11,200.00
Garage or Shed	General	800	Sq Ft.	\$24.00	\$19,200.00
House or Room Addition	General	1700	Sq Ft.	\$56.00	\$95,200.00
Unfinished Basement	General	300	Sq Ft.	\$12.00	\$3,600.00
<b>Total Job Value:</b>					<b>\$129,200.00</b>

## Plans Required – TOWNHOME

### Additional Information Field

#### Valuation Calculator

Enter the Occupancy Type and SqFt of the area of the house that is applicable.

Example: the chart below shows a townhome with 1700 sqft above grade, 700 sqft finished basement, 300 sqft unfinished basement, and 800 sqft garage.

Occupancy	Type	Quantity	Unit	Unit Cost	Job Value
Finished Basement	General	700	Sq Ft.	\$16.00	\$11,200.00
Garage or Shed	General	800	Sq Ft.	\$24.00	\$19,200.00
House or Room Addition	General	1700	Sq Ft.	\$56.00	\$95,200.00
Unfinished Basement	General	300	Sq Ft.	\$12.00	\$3,600.00
<b>Total Job Value:</b>					<b>\$129,200.00</b>



# Electronic Plan Review Document Submittal Requirements

## Electronic Plan Review Document Submittal Requirements

In an effort to streamline the plan submittal process, reduce paper waste and reduce expense and inconvenience of printing and shipping multiple copies of the construction documents, Omaha Planning has developed an Electronic Plan Check (EPC) program. Electronic plan check will allow concurrent reviews by planning staff which should reduce review turnaround times and will support a consolidated corrections list that clients can use to track and respond to comments. It will also facilitate more complete and comprehensive plan check comments as well as providing feedback on areas where submittals are consistently in need of correction or focus.

Applicants wishing to participate in this program must coordinate and organize their submittal package into bookmarked PDF files arranged in the manner described below.

### Submittal Packages

Please use the following instructions to prepare your documents for electronic plan check. Note that Plans and supplemental documents/attachments have different submittal recommendations.

#### SUBMITTING PLANS AND PLAN SETS

Each 'Plan set' must be saved in **PDF format** and each file should ideally be **under 195MB in size**. **Please flatten the drawing layers** in your CAD program before creating the PDF. Pages must be straight, clear with no streaks; sheets must be contrasting with background and not too light or dark. **PDF bookmarks of each sheet are required;** bookmark names must include the plan sheet number and sheet title. See below for additional information and requirements.

All plan review construction plans must be a single PDF/A document, the file name must be the project address followed by the word PLAN, and must be in all caps with no spaces :

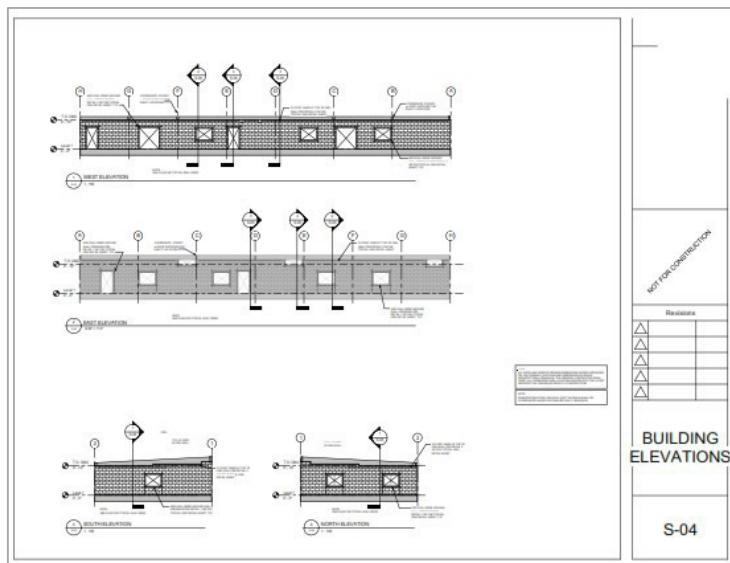
<i>Small Project Filename Recommendations</i>
1819FARNAMSTPLAN.pdf
1905N195AVPLAN.pdf
1300S10STPLAN.pdf
10000CALIFORNIASTPLAN.pdf



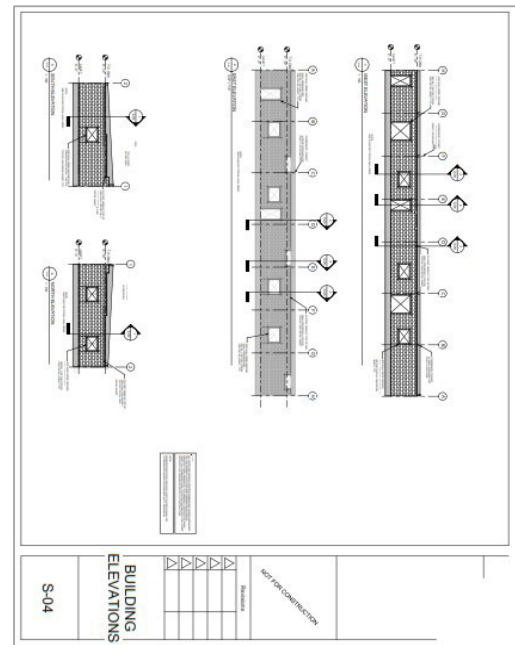
# Electronic Plan Review Document Submittal Requirements

## SUBMITTING PLANS AND PLAN SETS cont.

Submitted plans must all be properly *'oriented'*, meaning face up, not sideways or upside down, so that the document can be viewed without rotating it. This includes all wall sections, tables, etc. PDF documents should not be rotated after they are created by your CAD program unless the file metadata start coordinates 0,0 have been reset to bottom-left. Failure to submit correctly oriented plans may result in the submittal being returned, which will delay review.



**CORRECT**



**NOT CORRECT**

Alignment: Plan drawings must be created in your CAD program so that **drawing perimeters 'line up' exactly** when overlaid electronically. Overlays are used to compare the differences between plans.

- A. Revised/corrected plans must 'line up' with the original submittal to facilitate comparing versions electronically.

Plans must be saved at 'full size' and "to-scale" (100%) to ensure proper measuring of lines and areas electronically.

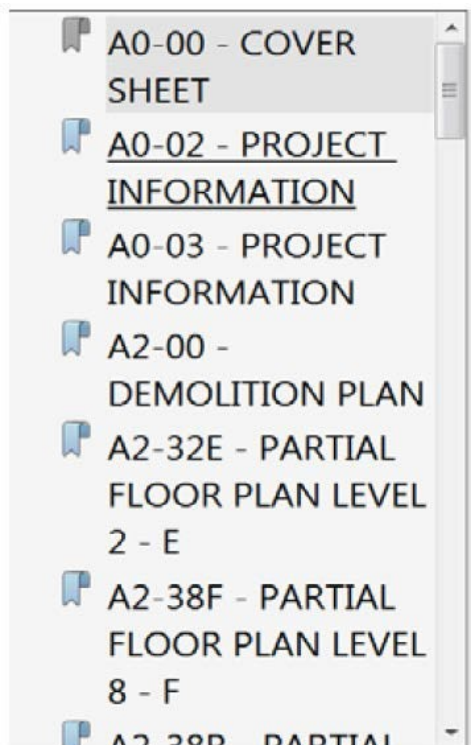
# Electronic Plan Review Document Submittal Requirements

## A. SUBMITTING PLANS AND PLAN SETS cont.

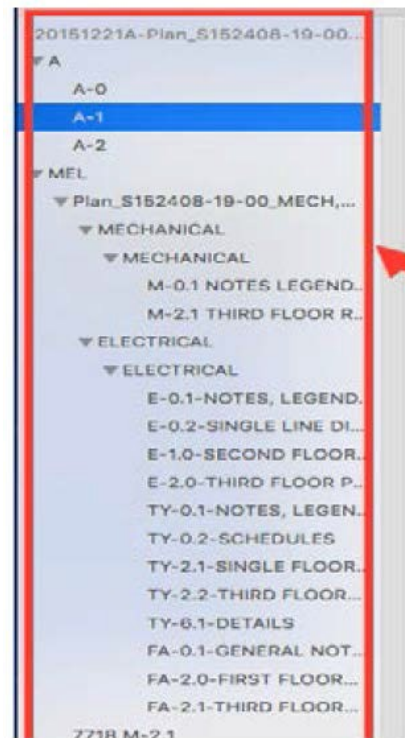
Do not submit 'password protected' or 'locked' documents.

Paper plans scanned from a photocopy to PDF format *are acceptable*, but should be clearly legible and follow the same rules above. PDF-compliant with the origin point for the coordinate system located at the bottom-left corner of the document is required.

Bookmarks: It is recommended that each sheet provides 'bookmarks' that list the sheet number and sheet title. Bookmarks must not be created in folders and subfolders:



CORRECT



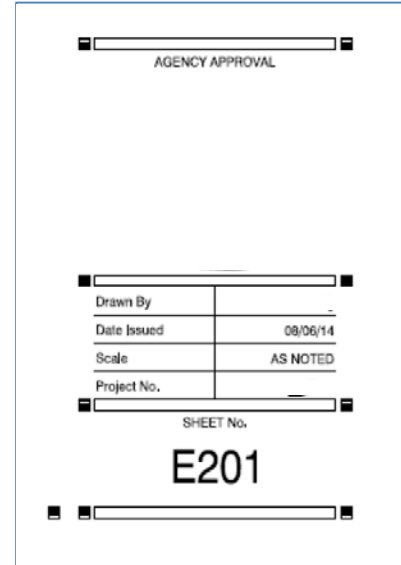
NOT CORRECT

# Electronic Plan Review Document Submittal Requirements

## SUBMITTING PLANS AND PLAN SETS cont.

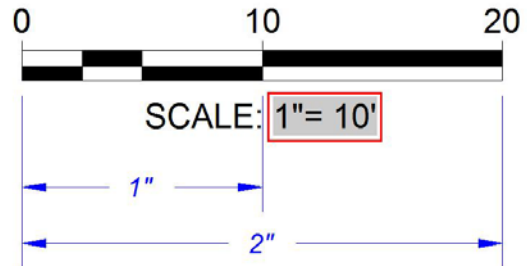
Digital Stamps: To facilitate digital stamping a 3" x 4" Omaha Planning Approval Stamp Space is required on each sheet. This space must be located in the proximity of the right edge of the sheet or within or immediately adjacent to the overall title block area.

**The Omaha Planning Approval Stamp Space must be located in the same exact location on each sheet.**



## SCALE BARS

Scale bars are required for every scale listed and on each page of the plan set.



## SUPPLEMENTAL DOCUMENTS

Supplemental documents or attachments consist of any files that are not CAD plans as shown below. These include the Surveyor Certificate, Site Plan, and ResCheck. These must also be submitted in **PDF format with a specific naming Convention and Type as outlined below.**

Document Type	Separator	Main Plan Filename	Submitted Filenames w/ Document Code
Plan Review Form	Space	1905N195AVPLAN	ReviewForm_1905N195AVPLAN.pdf
ResCheck	Space	1905N195AVPLAN	ResCheck_1905N195AVPLAN.pdf

## Electronic Plan Review Document Submittal Requirements

### SUBMITTING BACKCHECK REVISIONS/CORRECTED/UPDATED DOCUMENTS

1. Corrected Plans – The entire set of corrected plans must be re-submitted for review and approval. Do not resubmit only the corrected sheets. Please maintain and update bookmarks on each sheet.
2. **Use the EXACT same base filename as the original submittal.** DO NOT change the base file names when submitting new 'versions'. Maintaining consistent filenames will expedite the review process. (File names must follow the File Naming Convention Spreadsheet in Appendix A.)
3. DO NOT reorder, extract or insert pages in your corrected plans. For example, if a 4-page set of construction plans was returned to you for corrections, resubmit a 4-page set of corrected construction plans in the same page order. If, in response to comments additional plan sheets are required, see section 5 below.
  - A. **Rearranging, extracting or inserting pages out of order will cause delays in completing your plan review; plans that have been rearranged, had sheets extracted or had sheets inserted will be returned.**
5. If new plan sheets or plan sets are being submitted:
  - A. Revised/corrected plans **must** be submitted in the same page order as the previous submittal.
  - B. Place new plan sheets at the end of the corrected plan set document. DO NOT place new pages in the middle or beginning of the submittal.
6. If a plan sheet is deleted, revised/corrected plans must include a blank page placeholder in place of the deleted sheet with the words "DELETED SHEET" included on the page.



# Residential Online Permit Instructions

## SUBMITTING BACKCHECK REVISIONS/CORRECTED/UPDATED DOCUMENTS cont.

Below are examples of how the 1<sup>st</sup> Submittal files should be named and how subsequent revised submittals should be named. If additional pages are added these pages MUST be added at the end of the submittal document. Supplemental documents requested that are not part of the construction drawing need to be uploaded separately. If in the event a page in the original drawing has to be completely deleted a blank page must be added in its spot for review of the revisions by staff. \*see note below

1 <sup>st</sup> Submittal Filename (Original)	Pages	2 <sup>nd</sup> , 3 <sup>rd</sup> , ... Submittal Filenames (Revisions)	Pages
1905N195AVPLAN.pdf	14	1905N195AVPLAN_REVISED.pdf	15
1905N195AVPLAN.pdf	14	1905N195AVPLAN_REVISED_2nd.pdf	15

### Why is this important?

Resubmitting the pages in the original page order with the proper filenames ensures that the Plan Checkers review comments and sketches are properly carried forward to the newer submittal/version by the electronic plan review software. This allows for more accurate document reviews and allows the entire review process to be