City of Omaha Plans and Permits
Residential Building Permit Submittal Checklist for
Detached Garages and Sheds, Carports,
Decks (Covered and Uncovered), Patios, Driveways or Sidewalks

This checklist contains the standard information required on submittals for residential accessory 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.

The following information is required to be shown on all plans submitted for building permits. Failure to provide this information may result in a delay in the issuance of the permit. **DO NOT include "future" or "optional" construction on the plans; only show work to be done under this permit.** Applications become void if the correct information is not received, approved, and the permit issued within 6 months of the application date. Permit fees are non-refundable. Plan sheets must be assembled & fastened by the applicant…. the Planning Dept. staff will not provide that service. Check your permit status online at www.omahapermits.com/permitinfo; please do not call the staff to check status.

All building permit submittals for driveways, sheds, garages, carports, decks, patio, pergolas, covers and gazebos shall be appropriately scaled. A minimum scale of 1/8” per 1’ on 8 ½” x 11” sheets is required (1/4” per 1’ on 11” x 17” is preferred). The pages submitted must be on the same size paper and all writing shall be fully legible. All plans must be in ink or other indelible format (pencil is not allowed). Plans shall not be in red ink or color. Black or blue ink is preferred. If the plans are submitted in paper, three sets of the plans are required. The plans must provide the following information:

Uncovered Patios, Driveways, Sidewalks and Sheds under 150 Sqft:

- **A Plot Plan to Scale Showing (Plot plans are allowed at a maximum 1” per 30’ scale.):**
  - Location and dimensions of lot lines, easements, required yards and setbacks, existing buildings, fences and driveways.
  - The location and dimensions of all proposed fences, driveways, sheds, patios.
  - Indicate the names and locations of the adjacent streets.

Detached Garages, Sheds (150 Sqft or greater), Carports, Gazebos, Decks (Covered and Uncovered), Patio Covers and Pergolas:

- **A Plot Plan to Scale Showing (Plot plans are allowed at a maximum 1” per 30’ scale.):**
  - The location and dimensions of lot lines, easements, required yards and setbacks, existing buildings, fences and driveways.
  - The location and dimensions of all proposed fences, driveways, sheds, gazebos, decks (covered and uncovered), patio covers, pergolas, carports and garages.
  - The distance from the lot lines to any new or altered building or structure.
  - Indicate the names and locations of the adjacent streets.

Construction Plans to Scale Showing:

- Building section or wall section for sheds, gazebos, decks (covered and uncovered), patio covers, pergolas, carports and garages. Section drawings must clearly indicate the construction of the walls, supports, floors, and roofs with all components called out.
- The attachment of any structure to the residence must be clearly shown.
- The layout and size of decks including location of posts, beams, joists, decking, stairs and railings.
- Footing layout plans indicating the diameter or width, depth and location of all required footings.
- Roof framing plan showing the span, orientation and design of the roof. Indicate the size of the headers supporting the roof.