

Request for Building Plans

The City has records of many building plans on file.

If you are the property owner or intellectual owner of the drawings, you can request a copy of the building plans we have on file. We are able to make photocopies of the plans for a fee.

Once a request is submitted, it may take up to 5 days before we can complete your request, depending on the volume of requests, staff workload and research required.

Note we may not have plans on file for older buildings or for buildings located in areas that were outside of city limits prior to annexation. Residential building plans are kept on file for THREE years.

To Make a Request

Fill out the PDF form and follow the submission instructions included.

- Plan Request Form

Submit the form to permit.info@cityofomaha.org or fax to 402-444-5233.

Not the Property Owner?

If you are not the property owner, signed permission is required from the property owner or intellectual owner before drawings can be released. Fill out the Plan Request Authorization Form and follow the submission instructions included.

- Plan Request Authorization Form

If you are making the request as the registered owner of the property, then you simply complete Plan Request Form.

If you have authorized an architect / draughts person to make the request on your behalf, then you will also need to submit a Plan Request Authorization Form.

The City charges a fee per request for copies of plans as outlined in the request form above.

Plan Request

Request for House/Building Plans



Date of Request: _____

Time of Request _____

*** Signed Permission from Property Owner or Intellectual Owner required if requestor is not the property owner. Please download the Plan Request Authorization Form. ***

Requestor Information:	
Name:	_____
Email Address:	_____
Company + Address:	_____
Phone Number:	_____ Cell Phone: _____

Information Requested:	
Property Address:	_____
Information Request:	Building Permit Photocopy
Year Built: _____	Certificate of Occupancy Photocopy (\$16.20)
Permit #: _____	View Residential Plans (Must be less than three years since permit was issued (Residential Plans are Not Available on Microfilm)
	Make an Appointment to View Commercial Plans on Microfilm or PDF
	Purchase photocopies of plans on microfilm or the electronic PDF
	Re-Stamp of Plans (\$55.00 Commercial, \$20.00 Residential, \$15.00 Miscellaneous)

FEES:	
❖ 8.5" x 11" Photocopies = \$1.00/page	Minimum Fee ❖ \$10
❖ 11" x 17" Photocopies = \$2.00/page	
❖ Electronic Drawings = discretionary charge based on staff time and size of drawings being requested	

Send request to: permit.info@cityofomaha.org or fax to 402-444-5233

Office Use Only:



Plan Request Owner/Intellectual Owner Authorization To Accompany Plan Request Form

Owner/Intellectual Owner Declaration:

I / We, the owners of the property or drawings:

_____ *Address of Property*

do hereby authorize the City of Omaha to release to:

_____ *Name(s) of Person(s) Requesting Plans*

Drawings/plans associated with the property, as noted above. Drawings may be released in hard copy in the size requested or electronically, unless otherwise noted below.

Comments:

Owner Authorization:

Private Owner

_____ *Signature of Owner*

_____ *Date*

_____ *Signature of Owner*

_____ *Date*

OR if Intellectual Owner is a Corporation, Architect, or Contractor on File

_____ *COMPANY NAME*

_____ *Authorized Signatory*

_____ *Date*

_____ *Authorized Signatory*

_____ *Date*