

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF HEBRON, NEBRASKA ESTABLISHING THE GENERAL PROVISIONS FOR THE ISSUANCE OF REQUIRED BUILDING PERMITS; ESTABLISHING AN APPLICATION, APPROVAL AND ISSUANCE PROCEDURE THEREFORE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HEBRON, NEBRASKA AS FOLLOWS:

Section 1. Section 150.01 of the Hebron Municipal Code shall hereafter provide as follows:

§ 150.01 BUILDING PERMITS; GENERAL PROVISIONS.

(A) Building permits required.

(1) Any person or persons desiring to commence with the erection, construction, enlargement, improvement or repair of any building, structure or property in the corporate limits of the municipality shall, before proceeding with such work or prior to commencing any excavation in connection therewith, file in the office of Municipal Clerk a written application providing a detailed description of the type of improvements or repairs which he or she intends to erect or make; the materials of which the same is to be composed; the legal description and location of the real estate; the part or portion of the real estate to be occupied by the building or improvement; the estimated cost thereof; the identification of each chimney, smoke stack, flue and fire place to be erected or constructed therewith; and such additional plans and specifications as may be required by the governing body. The building permit shall be obtained prior to the commencement of any proposed construction.

(2) A building permit is specifically required prior to commencement of any of the following:

- (a) Making property improvements of an estimated cost of \$2,500 or more;
- (b) All new construction, including additions, decks, garages, accessory buildings, porch enclosures, patio covers, carports and fences;
- (c) Repair when structural members are involved or such repair results in the changing or enlarging of an opening;

- (d) Interior remodeling when alterations require removal of a wall or when new rooms are added, such as finished basement;
- (e) Installation of fireplaces or wood burning appliances;
- (f) Construction of accessory buildings containing more than 64 square feet of floor area;
- (g) The moving, alteration or installation of signs; or
- (h) The moving or demolition of buildings or other structures; and construction of concrete improvements abating city paving.

(B) *Application; approval; issuance.*

(1) Application to erect, construct, enlarge, improve or repair a building or other structure located within the corporate limits of the city and up to one mile in all directions of said corporate limits shall be filed in compliance with subparagraph (A) of this section.

(2) The application shall be in writing on a form provided by the city and shall be accompanied by all documentation required by subparagraph (A) of this section. The application and such supporting documents shall be filed with the City Clerk and the fee required by subparagraph (A) of this section shall be paid in amounts as follows:

1. Projects estimated to cost between \$2,500.00 to \$5,000.00:	<u>\$25.00</u>
2. Projects estimated to cost between \$5,001.00 to \$19,999.00:	<u>\$50.00</u>
3. Projects estimated to cost \$20,000.00 or more:	<u>\$100.00</u>

(3) The City Building Permit Administrator shall review the application and conduct a review and investigation to determine compliance by the proposed project with all city ordinances and regulations and to assure that there will be no adverse impact upon the municipal utilities system. Upon determining no adverse impact and full regulatory compliance, the application shall be signed by the City Building Permit Administrator and returned to the City Clerk.

(4) Upon approval by the City Building Permit Administrator, the City Clerk shall sign and issue the building permit to the applicant.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall take effect upon its passage and publication in accordance with Nebraska law.

PASSED AND APPROVED this _____ day of February, 2022.

CITY OF HEBRON, NEBRASKA

By _____
Douglas Huber
Mayor

ATTEST:

Jana Tietjen
City Clerk

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF HEBRON, NEBRASKA ESTABLISHING THE POSITION OF CITY BUILDING PERMIT ADMINISTRATOR; IDENTIFYING THE RESPONSIBILITIES OF SUCH POSITION; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HEBRON, NEBRASKA AS FOLLOWS:

Section 1. Section 33.34 of the Hebron Municipal Code shall hereafter provide as follows:

§ 33.34 CITY BUILDING PERMIT ADMINISTRATOR.

(A) The position of City Building Permit Administrator is hereby established. This position shall be filled by appointment of the Mayor, with approval of the City Council.

(B) The responsibilities of the City Building Permit Administrator shall be as follows:

- (1) To accept and review all building permits filed with the city, as required by ordinance;
- (2) To make an initial onsite inspection to determine compliance with all building and zoning ordinances of the city prior to approval of said permit;
- (3) To recommend approval or denial of building permit to the City Planning Commission;
- (4) To make at least one additional onsite inspection during the period of construction for the purpose of verifying that construction is proceeding in accordance with the original building permit;
- (5) To conduct a final review after construction is complete; and
- (6) To report all recommendations of denial to the Mayor and City Council.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall take effect upon its passage and publication in accordance with Nebraska law.

PASSED AND APPROVED this ____ day of February, 2022.

CITY OF HEBRON, NEBRASKA

By _____
Douglas Huber
Mayor

ATTEST:

Jana Tietjen
City Clerk