

Village of Malcolm

137 East 2nd Street, PO Box 228
Malcolm, Nebraska 68402
(402) 796-2250

Building and Use Permit Approval Process

The Planning Commission meets on the **last Wednesday of each month at 7:00 p.m.** at Village Hall, located at 137 E 2nd Street, Malcolm, NE.

To be considered for that month's agenda, **residents must submit:**

- The completed building permit application
- Any required blueprints and supporting documents
- Full payment of the building permit fee (the building permit fee is calculated based on the total estimated value of construction, including both labor and materials)

All submissions must be received by noon on the Wednesday before the Planning Commission meeting. Payment must be made in full before the Planning Commission will make a recommendation to the Village Board.

All submitted materials will be reviewed by the Building Inspectors **prior to** the Planning Commission meeting.

Agenda items for the Planning Commission must be **finalized by 4:00 p.m. on the Monday before the meeting.** Any items submitted after this deadline will be added to the **next month's agenda.**

The agenda will be posted by 4:00 p.m. the day before the meeting at the following locations:

- Village Hall
- Malcolm Post Office
- Malcolm Fire Department
- Village website

At the meeting, the Planning Commission will review the permit and make a recommendation to the Village Board for approval or denial.

The Village Board will only consider building permits that have received a recommendation from the Planning Commission. Permits will not be placed on the Village Board's agenda without this recommendation, unless the Village Board Chairperson deems it an emergency.

Once the building permit has been approved by the Village Board, a letter will be sent out with the approval, inspections fees and any additional information pertaining to the construction of the project. These fees will need to be paid before construction begins.

In conclusion, following Village Board approval of the building permit, an official approval letter will be issued. This letter will include inspection fees and any additional information relevant to the construction of the project. **All applicable fees must be paid in full prior to the commencement of construction.**

PLEASE NOTE: Depending on the project, additional approvals beyond a standard building permit may be required. Each is a separate process involving the Village Attorney, so addressing them early helps set clear timelines and manage potential issues proactively

- **Subdivision:** If the project involves splitting a lot or creating new lots, it must comply with subdivision and zoning requirements (e.g., minimum lot size, setbacks, and frontage). A survey and formal platting may also be necessary.
- **Zoning:** The proposed use or structure must align with existing zoning regulations. If not, a conditional use permit, variance, or rezoning may be required.
- **Annexation:** Determine whether the parcel in question needs to be annexed into the Village.
- **Utilities:** Projects that involve extending or modifying water or sewer mains may require additional utility planning and approvals.

Village of Malcolm
137 E. 2nd Street
P.O. Box 137
Malcolm, NE 68402
(402) 796-2250 – Office
(402) 796-2288 – Fax
Malcolm.ne.gov

VILLAGE OF MALCOLM, NEBRASKA BUILDING PERMIT APPLICATION

All Construction, remodeling, repairs, or other work on real property, which comprises, Residential or commercial premises, shall require a building permit pursuant to Village Code §9-102.

Separate "Homeowner Acting as Contractor" form necessary if Self-Performing work by owner - Not available for commercial property.

Village Use Only

Date: _____
Check # or Cash _____

Fee Paid:
Structure \$ _____
Water/Sewer Hookup \$ _____
Water Meter \$ _____
Total Paid \$ _____

TYPE OF PERMIT

_____ New Construction	_____ Sign Permit
_____ Alterations	_____ Shed Permit
_____ Accessory Building	_____ Deck Permit
_____ Commercial Building	_____ Fence Permit
_____ Other _____	

Description of the type of work being done: _____
Calculated Value of Construction for Labor and Materials \$ _____

Owner's Name: _____	Phone #: _____
Street Address: _____	Project Location Address: _____
Legal Description for Project Location: _____	
Contractor or Builder Name: _____	Phone #: _____
Plumber Name: _____	Phone #: _____
HVAC Name: _____	Phone #: _____
Architect/Engineer: _____	Phone #: _____

PROJECT INFORMATION

(Check all that apply)

Construction Type: Wood Frame _____ Steel Frame _____ Masonry Construction _____ Other _____
Floor Area: 1st Floor _____ sq. ft. 2nd Floor _____ sq. ft. 3rd Floor _____ sq. ft.
Basement Finished _____ sq. ft. Unfinished _____ sq. ft.
Heating System: _____ Electric _____ Gas _____ Other _____
Water Heater: _____ Electric _____ Gas _____ Other _____
Water Service: _____ Village _____ Rural _____ Well _____
Pipe Size: _____ 3/4 Inch _____ 1 Inch _____ Other _____
Sewer System: _____ Village _____ Septic _____ Lagoon (Provide State Permit for Septic and/or Lagoon)
Garage: _____ Attached _____ Detached, Size _____ sq. ft.
Lawn Irrigation: _____ Yes _____ No
Swimming Pool: _____ Yes (Permit Required) _____ No
Fence: _____ Yes _____ No (If yes permit is required for a fence over 6' tall)
(Unfinished side goes to the inside)
Shed _____ Yes _____ No
Sidewalk _____ New Installation _____ Repair/Replace

SIGNS

Type: _____ Pole _____ Window _____ Roof _____ Ground _____ Wall, size of surface covered: _____
Dimensions of sign face(s) _____ Height of sign _____ Placement of sign _____
Construction material _____ Temporary or Permanent (Circle One)
Light _____ Yes _____ No, if yes amount of luminary effect _____
Sound _____ Yes _____ No, if yes decibels in volume _____
Does the sign project onto your property? _____
Street Right-of-Way line to which sign is oriented _____ ft.
Secondary Street Right-of-Way Line to which sign is oriented (corner lot) _____ ft.
Provide a copy of the design of the sign, including wording and images.

FENCES

Height to top of Fence: _____ ft.

Fence Material: _____

Please Note: The installation of a fence is permitted within the property lines and over an easement, provided that if maintenance work is required on a Utility within that easement, the Utility may remove the fence and shall not be responsible for any damage, and/or reinstallation of the fence.

The finished surfaces of any fence **SHALL** face toward adjacent properties and street frontage.

Electrical boxes or pedestals in back yards requires that the large green transformer boxes have a ten feet (10') clearance from the lock side (decalside) and one foot (1') clearance on the remaining three sides. The smaller pedestal requires a three feet (3') clearance from its lock side and side clearance of one foot (1'). If the Utility Companies need to access the transformer to shut off the power they use a ten foot pole and will remove any fence panels that are in the way at the homeowner's expense.

Plans and Specifications: Applicant shall attach two (2) sets of drawings or the engineered plans showing;

- the size of the lot upon which the structure is to be located;
- the size of the structure to be constructed (include all construction such as roof overhangs, bay windows, porches, decks, chimneys which extend beyond the foundation walls);
- Height in feet to top of roof/structure;
- the distance of the structure from any existing structures;
- setback distance from : Front lot line; Rear lot line; side yard lot lines and streets and alleys;
- an indication of the direction North;
- and, the names of any adjacent streets;
- location of any water well and sewage disposal system proposed, the distance between well and septic tank and tile field (must comply with Title 124 regulations and may require NDEQ permit)
- location of the driveway(s) and sidewalks which will serve the building/addition

One set of plans shall be on-site at all times, the two (2) sets submitted with the application will be kept on file at the Village Hall or with the Inspector, and will not be returned to the Applicant.

Fees The appropriate fee must be submitted with the Application before it can be submitted to the Planning Commission for review and recommendation to the Village Board. Additional fees and inspections are as follows:

Building Permit fee	SEE ATTACHED FEE SCALE	
Plan Review Fee	\$50.00	
Footings/Foundation	\$50.00	
Footings for Deck (if not done with foundation)	\$50.00	
Plumbing Groundwork	\$50.00	
Plumbing Rough-In	\$50.00	
Plumbing Final	\$50.00	
HVAC Rough-In	\$50.00	
HVAC Final	\$50.00	
Framing	\$50.00	
Insulation	\$50.00	
Building Final	\$50.00	
**Additional fees required for extraordinary plan reviews, additional or failed inspections		\$50.00

Inspections completed by:

Matt Bratrsovsky
Framing Inspector
(402) 805-1052

Karl Hesseltine
Plumbing Inspector
(402) 988-8650

JR Wessel
HVAC Inspector
(402) 269-5445

Please give 24 hour notice for all inspections. The best way to contact the inspector's is to **text** them.

All Electrical permits and inspections need to be completed by the State of Nebraska. Proof of electrical inspections by the State of Nebraska shall be provided to the Village within 10 days after completed of such inspection.

THE UNDERSIGNED HEREBY CERTIFIES that they have read and examined this application and know the same to be true and correct, that I am the Owner at this address, or that for the purpose of obtaining this Permit, I am acting as the agent on the Owner's behalf, with full authority to do so. All provisions of law and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provision of any state or local law regulating construction or the performance of construction. All work done on this project will be done by contractors who are required to be licensed by the State of Nebraska. All work covered under the approved building permit application shall be completed and include an approved Building Inspection Report within the valid permit timeline from date of permit issuance. If work is not complete and approved prior to permit expiration, a new building permit application with fee must be submitted and approved prior to work being re-commenced and completed. The permit extension fee shall be 50% of original building permit fee and shall extend the permit expiration an additional six (6) months. All new building permits for projects costing over \$100,000.00 shall be valid for one calendar year beginning on date of permit approval and issuance. All building permits for projects costing under \$100,000.00 shall be valid for six (6) months beginning on date of permit approval and issuance. I will provide proof of any electrical inspections by the State of Nebraska within 10 days after completion of such inspection. I will keep a copy of the plans in an obvious place near or within the construction area at all times until the project is completed, inspected and approved.

Signature of Applicant

Printed Name

Date

**BUILDING PERMIT APPLICATION
PLANNING COMMISSION**

Recommend Approval?

Yes _____ No _____

Comments/Changes to be required?

Forwarded to the Village Board _____

Date

Planning Commission Chair

**BUILDING PERMIT APPLICATION
VILLAGE BOARD**

Approved

Yes _____ No _____

Comments/Changes to be required?

Village Board Date of Action _____

Date

Village Board, Chair

Attest:

Village Clerk

Returned to Planning Commission

Date _____

Building Permits; fee schedule

The Village of Malcolm Building, Village Inspector or his agent shall issue a building permit for any new building or for the alteration or remodeling of any building prior to the work being commenced. The Village shall charge and collect a fee for all building permits, the amount of such fees being in accordance with the following schedule, or as amended from time to time.

<u>CONSTRUCTION FEE</u>	<u>Fee</u>	<u>CONSTRUCTION FEE</u>	<u>Fee</u>
\$ 1. - \$2,000.	\$18.00	\$26,001. - \$27,000.	\$127.80
\$ 2,001. - \$3,000.	\$19.80	\$27,001. - \$28,000.	\$132.30
\$ 3,001. - \$4,000.	\$24.30	\$28,001. - \$29,000.	\$136.80
\$ 4,001. - \$5,000.	\$28.80	\$29,001. - \$30,000.	\$141.30
\$ 5,001. - \$6,000.	\$33.30	\$30,001. - \$31,000.	\$145.80
\$ 6,001. - \$7,000.	\$37.80	\$31,001. - \$32,000.	\$150.30
\$ 7,001. - \$8,000.	\$42.30	\$32,001. - \$33,000.	\$154.80
\$ 8,001. - \$9,000.	\$46.80	\$33,001. - \$34,000.	\$159.30
\$ 9,001. - \$10,000.	\$51.30	\$34,001. - \$35,000.	\$163.80
\$10,001. - \$11,000.	\$55.80	\$35,001. - \$36,000.	\$168.25
\$11,001. - \$12,000.	\$60.30	\$36,001. - \$37,000.	\$172.80
\$12,001. - \$13,000.	\$64.80	\$37,001. - \$38,000.	\$177.30
\$13,001. - \$14,000.	\$69.30	\$38,001. - \$39,000.	\$181.80
\$14,001. - \$15,000.	\$73.80	\$39,001. - \$40,000.	\$186.30
\$15,001. - \$16,000.	\$78.30	\$40,001. - \$41,000.	\$190.80
\$16,001. - \$17,000.	\$82.80	\$41,001. - \$42,000.	\$195.30
\$17,001. - \$18,000.	\$87.30	\$42,001. - \$43,000.	\$199.80
\$18,001. - \$19,000.	\$91.80	\$43,001. - \$44,000.	\$204.30
\$19,001. - \$20,000.	\$96.30	\$44,001. - \$45,000.	\$208.80
\$20,001. - \$21,000.	\$100.80	\$45,001. - \$46,000.	\$213.30
\$21,001. - \$22,000.	\$105.30	\$46,001. - \$47,000.	\$217.80
\$22,001. - \$23,000.	\$109.80	\$47,001. - \$48,000.	\$222.30
\$23,001. - \$24,000.	\$114.30	\$48,001. - \$49,000.	\$226.80
\$24,001. - \$25,000.	\$118.80	\$49,001. - \$50,000.	\$231.30
\$25,001. - \$26,000.	\$123.30	\$50,000. – and over will be	
		\$231.30 plus \$3.00/\$1,000 thereafter.	