



400 E Military Avenue  
Fremont, NE 68025  
Ph: 402-727-2636  
Fax: 402-727-2659  
[building@fremontne.gov](mailto:building@fremontne.gov)  
[www.fremontne.gov](http://www.fremontne.gov)

## RESIDENTIAL/COMMERCIAL BUILDING PERMIT APPLICATION

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by codes and ordinances adopted by the city, or to cause any such work to be done, shall first make application to the Building Official and obtain the required permit(s).

The City of Fremont has adopted the following codes:

- 2018 International Building Code
- 2018 International Residential Code
- 2018 International Fire Code
- 2018 International Existing Building Code
- 2018 International Energy Conservation Code
- 2018 International Fuel Gas Code
- 2018 International Property Maintenance Code
- Uniform Mechanical Code – 2018 Edition
- Uniform Plumbing Code – 2018 Edition
- National Electrical Code – 2023 Edition
- Local Amendments- Fremont Ordinance 5579, (adopted 7-27-2021)

### CHECKLIST:

This list has been prepared as a tool for submitting a complete building permit application package. In no way does this list represent all submittal documents that may be required to demonstrate compliance with local codes and ordinances. Delays in the permit issuance process will occur as a result of incomplete or inadequate submittal information. **The Building Department will not accept partial plans. Please staple your plans together for us.**

- A. Completed Building Permit Application
- B. Site Plan with Dimensions – Show Overall Lot Dimensions, All Buildings, Paving, Landscaping, & Setbacks
- C. Two (2) Sets of Complete Construction Plans (Plans SHALL include electrical/plumbing/mechanical details, **OR** separate electrical/plumbing/mechanical permits will be required.)
- D. COMcheck Energy Report (All Commercial), REScheck Energy Report (If residential is not designed to meet prescriptive compliance)
- E. Flood Plain Development Permit and Elevation Certificate (If Building in Flood Zone)
- F. Supplemental Information (such as engineering and geotechnical reports when required)
- G. State Fire Marshall Submittal - Commercial Only
- H. Storm Water Pollution Prevention Plan (SWPPP) – Commercial Only
- I. Has Site Plan Development Approval been completed (for commercial only)? \_\_\_\_\_ Yes \_\_\_\_\_ No
- J. Request for Natural Gas Service or Change of Service Load completed and submitted to Fremont DU.



# BUILDING PERMIT APPLICATION

400 East Military Ave Fremont NE 68025

**402-727-2638 402-727-2659 Fax**

**402-727-2657 Inspection Hotline**

[www.fremontne.gov](http://www.fremontne.gov) [building@fremontne.gov](mailto:building@fremontne.gov)

**Date** \_\_\_\_\_

**Permit #** \_\_\_\_\_

*Please fill out Section A of the application and then the corresponding section for the type of project being completed. Finish the application by filling out Section B.*

### SECTION A:

Address of Project: \_\_\_\_\_

Property Owner Name & Address: \_\_\_\_\_

General Contractor Name & Address: \_\_\_\_\_

.....

<input type="checkbox"/> <b>NEW RESIDENCE</b>	<input type="checkbox"/> <b>Apt Building(# of Units)</b>	<input type="checkbox"/> <b>Single Family</b>	<input type="checkbox"/> <b>Duplex/Townhome</b>
Legal Description: Lot _____ Block _____ Addition _____			
Total Sq Footage: _____			
Occupancy Type: _____		Type of Construction: _____	
BASEMENT: <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes: <input type="checkbox"/> Finished <input type="checkbox"/> Unfinished    Basement Sq Footage: _____			

<input type="checkbox"/> <b>NEW COMMERCIAL</b>
Legal Description: Lot _____ Block _____ Addition _____
Total Sq Footage: _____
Occupancy Type: _____    Type of Construction: _____
Site Plan Approval has been completed: _____ Yes _____ No    (Site plan approval must be completed before building plans submitted)

<input type="checkbox"/> <b>ADDITION</b>	<input type="checkbox"/> <b>Commercial</b>	<input type="checkbox"/> <b>Residential</b>
Describe type of project: _____		
Total Sq Footage: _____		
Setbacks: Rear Yard _____ Side Yard _____; _____ Front Yard _____		
Circle all subcontracting work that applies: <b>MECHANICAL</b> <b>ELECTRICAL</b> <b>PLUMBING</b> <b>CEMENT WORK</b>		
<i>(Must fill out name of subcontractors in Section B)</i>		

<input type="checkbox"/> <b>ALTERATION</b> <i>(Tenant Finish, Interior Remodel, Basement Finish)</i>	<input type="checkbox"/> <b>Commercial</b>	<input type="checkbox"/> <b>Residential</b>
Describe type of project: _____		
Total Sq Footage: _____		
Circle all subcontracting work that applies: <b>MECHANICAL</b> <b>ELECTRICAL</b> <b>PLUMBING</b>		
<i>(Must fill out name of subcontractors in Section B)</i>		

**ACCESSORY STRUCTURE** *(Detached Garage, Shed, Pool)*

**Commercial**

**Residential**

Describe type of project: \_\_\_\_\_

Lot Size \_\_\_\_\_ Sq. Ft. X 7.5% = \_\_\_\_\_ Maximum Sq. Ft. (for Accessory Bldg(s))

Existing Building Coverage \_\_\_\_\_ Sq. Ft. Impervious Coverage \_\_\_\_\_ Sq. Ft.

Existing Accessory Structure Coverage \_\_\_\_\_ Sq. Ft.

Accessory Structure Size \_\_\_\_\_ ft. X \_\_\_\_\_ ft. OR \_\_\_\_\_ Sq. Ft.

Setbacks: Rear Yard \_\_\_\_\_ Side Yard \_\_\_\_\_ ; \_\_\_\_\_

Do you have any easements on your property? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, where and what are the easements? \_\_\_\_\_

Circle all subcontracting work that applies:      **MECHANICAL**      **ELECTRICAL**      **PLUMBING**      **CEMENT WORK**  
*(Must fill out name of subcontractors in Section B)*

Gas Service? \_\_\_\_\_ Electric Service? \_\_\_\_\_

**DU ELECTRIC SERVICE FEE \$550.00 + DU GAS SERVICE FEE \$550 = \$1100.00**

Is this property in the floodplain/floodway \_\_\_\_\_ yes \_\_\_\_\_ no

Zoning District \_\_\_\_\_ Flood Plain \_\_\_\_\_

**TOTAL VALUE OF PROPOSED WORK \$** \_\_\_\_\_ (includes all trades, materials, labor and profit for building. Does not include landscaping, site work or value of land.)

**PERMIT FEE \$** \_\_\_\_\_ + **10% PARK FEE \$** \_\_\_\_\_ = \$ \_\_\_\_\_

.....  
**SECTION B**

Subcontractors must be registered with the City of Fremont before their work is started.

**HVAC Sub** \_\_\_\_\_ **Electrical Sub** \_\_\_\_\_

**Plumbing Sub** \_\_\_\_\_ **Concrete Sub** \_\_\_\_\_

I certify no work will be done except as described above and on accompanying plans. All work will be performed in compliance with applicable codes and ordinances. Inspections will be requested as required by code. I hereby certify the structure contained in this building permit application complies with the 2018 International Energy Conservation Code.

Applicant Name (print clearly) \_\_\_\_\_

Signature \_\_\_\_\_

Contact Name/email \_\_\_\_\_ Phone: \_\_\_\_\_

I certify the above application complies with the ordinances pertaining thereto in the City of Fremont and recommend that a permit be granted.

\_\_\_\_\_  
Authorized Building Department Employee

\_\_\_\_\_  
Date



## Fremont Department of Utilities

### Request for Natural Gas Service or Change of Service Load



Date: \_\_\_\_\_ Customer Name: \_\_\_\_\_ LID \_\_\_\_\_ (Internal)

Customer Address: \_\_\_\_\_ Unit Labeling: \_\_\_\_\_ (ex. Suite 2, Appt 2)

Existing Gas Service to this address: Yes No Name of person completing form: \_\_\_\_\_

Company Providing Data (if applicable): \_\_\_\_\_

Phone # of person completing form: \_\_\_\_\_ Email of person completing form: \_\_\_\_\_

Existing gas pressure to customer: \_\_\_\_\_ Natural Gas fired Generator: Yes No BTU Load: \_\_\_\_\_  
(if known)

<b>Existing Equipment: (furnaces, water heaters, boilers, stoves, fire pits, etc.)</b>			
Description	QTY	BTU (each)	Total BTU

<b>New Equipment: (furnaces, water heaters, boilers, stoves, fire pits, etc.)</b>			
Description	QTY	BTU (each)	Total BTU

<b>Future Equipment: (furnaces, water heaters, boilers, stoves, fire pits, etc.)</b>			
Description	QTY	BTU (each)	Total BTU

Please attach any other supporting documentation when submitting.

Additional comments or information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Fremont Department of Utilities – Natural Gas Department  
 3000 East 1<sup>st</sup> Street, Fremont NE

Phone (402) 727-2613

Email: [naturalgas@fremontne.gov](mailto:naturalgas@fremontne.gov)

# Fremont Department of Utilities

## Request for Natural Gas Service or Change of Service Load

### Who is your gas supplier:

Natural gas is distributed to Fremont, Inglewood and Cedar Bluffs customers by the Fremont Department of Utilities. Our goal is to provide a reliable and dependable natural gas product to our customers at a fair price while operating in an environmentally responsible manner.

### When the gas load worksheet would be completed:

When any customer who wishes to install natural gas for new construction, install natural gas in existing construction, alter the natural gas load in existing construction, or question if their natural gas utility is sufficient for a future gas load increase.

### Why is gas loading important:

Natural gas capacity is important because it determines the maximum amount of gas a system can deliver at a given time, ensuring that enough gas is available to meet peak demand (especially during cold weather) and preventing disruptions in supply when multiple appliances or large energy users are operating simultaneously. Essentially, it guarantees reliable access to natural gas for homes, businesses, and industries when they need it the most.

### Who can initiate request:

Any current natural gas customer or future customer can complete form. Additionally, the customer can have their mechanical contractor or builder complete the request.

### Why is there a future equipment area?

The service load form is universal and shall be used when an existing customer wants to alter their typical gas flow, add gas to their new or existing facility, or is questioning if their existing gas service will suffice for their future equipment.

### Why does the gas company care if I add a generator to my home?

A typical residential standby generator requires up to 300,000 BTU's. This additional gas load may cause a significant drop of gas pressure to your existing equipment and may prevent them from starting or operating correctly.

### How do I know how many BTU's my equipment needs?

Most appliances have a label that documents the BTU demand, otherwise you can research the demand by contacting the manufacturer. In the case of heating appliances, your mechanical contractor or mechanical engineer has many tools to determine the BTU loading required.

### What if there isn't a label on my appliance?

Below are a few typical BTU requirements for residential loads. This data may be substituted if the original documentation is not available.

Item	BTU/HR
Furnace	100,000
Boiler	200,000
Dryer	22,000
Garage Unit Heater	75,000

Item	BTU/HR
Gas Fireplace	30,000
Outdoor Grill	30,000
Pool Heater	425,000
Range	60,000

Item	BTU/HR
Spa Tubs	200,000
Tank Water Heater	50,000
Tankless Water Heater	200,000
Standby Generator	300,000

### How is my natural gas measured?

Your gas meter measures the volume of natural gas you use in hundreds of cubic feet (CCF). The difference between prior and present meter readings is your usage in hundreds of cubic feet. For reference, one CCF of natural gas equals approximately 100,000 BTU's.

### What happens after I submit the form?

Your data will be evaluated to determine how your flow rate will affect our distribution system, what size your service line components will be and, if applicable, determine if your existing service components are sufficient; afterwards, we will reach out to you with our findings. In many cases we will need a site visit to determine how to install our infrastructure with minimal impact.