



City of Waverly

Building & Zoning Department
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Policy guidelines for a Residential Construction Project

THE FOLLOWING SETS FORTH IN SUMMARY A PROCESS UNDER NORMAL CIRCUMSTANCES TO BE FOLLOWED IN COMPLETING CONSTRUCTION PROJECTS. THIS IS ONLY A GUIDLINE IN STEP FORMAT. THE MUNICIPAL CODE AND STATE LAW SHALL TAKE PRECEDENCE IN THE EVENT OF CONFLICT, DISAGREEMENT OR INTERPRETATION.

STEP ONE- When applying for a building permit, you need to submit two sets of plans and drawings to the city office.

- For new home construction, a ResCheck certificate is required to be submitted with the plans to show compliance with the International Energy Conservation Code and International Residential Code. ResCheck is a simple computer program designed to demonstrate compliance with the required insulation and window efficiency required in a structure. The program is available for free from www.energycodes.gov/rescheck/ or through many local HVAC designers.
- If you are building an addition, garage or shed, more detail is required. In addition to the building plans, you will need a site plan. The site plan should show the lot dimensions, location of proposed project, location of existing structures and the dimensions between them.
- For a simple modification to an existing structure, a sketch showing the changes and dimensions will probably suffice.

STEP TWO – Upon receiving the plans the City will review the plans.

- The proposed project will need to meet local zoning requirements. The City will check to see if the improvement complies with the zoning ordinance to make sure that the intended use is permissible.
- The City will check for compliance with the building codes (Structural, Mechanical, Electrical, Plumbing, and Fire). This is for the safety of the users and to identify potential problems.
- The City will contact you and advise if the plans are approved or if changes need to be made.
- You will need to expose the lot pins to determine where your property lines are and you will need to stakeout the proposed project on your lot. The City will check the building setbacks for compliance with the location requirements.

STEP THREE – Once the plans and stakeout are approved, the city is ready to issue you a building permit.

- A permit will be issued after the appropriate fee has been paid. The building permit is valid for two years.
- Contractors must submit a Certificate of Insurance showing coverage of \$100,000 for injury or death of any one person and \$300,000 for injury or death of any number of persons. \$100,000 for property damage arising out of any one accident or occurrence on any job for which a permit is required.
- A \$500 deposit will be required for all new construction including residential, commercial, and industrial properties for projects \$50,000 - \$125,000, a \$750 deposit for projects \$125,000 - \$200,000, and a \$1,000 deposit for projects \$200,000 + to discourage occupancy without approval and to pay for any re-inspections.

STEP FOUR – At appropriate times during the construction, the City will perform an inspection of the work completed to date to ascertain if it complies with the plans and the codes.

- Call the City when the work is ready for inspection. Do not call until you are ready. If any inspection is made and you are not ready, you may be charged a \$30.00 re inspection fee.
- Contact the City of Waverly at 402-786-2312 ex 1 to request an inspection.
- The City will endeavor to make an inspection within twenty-four hours of your call. An answering machine is available after hours. The work will be tagged approved, or if deficiencies are noted, a “red tag” will be placed on the improvement.
- You must correct the problems noted by the inspector before proceeding with the work. Upon correcting the problems, call the City and they will reinspect the work.
- On-Site inspections. The number of inspections is dependent on the extent of the work and the different types of construction. The following are some of the inspections your project may need:
 1. **Stakeout:** The City will inspect the lot once it has been staked out to ensure proper setbacks.
 2. **Footings:** The City will inspect preparations and set-back requirements prior to pouring concrete. All reinforcement must be in place prior to inspection.
 3. **Foundation walls:** Prior to placement of concrete the City will inspect the form work and placement of reinforcement.
 4. **Drainage / Waterproofing:** Once the forms have been removed and prior to back-fill around the foundation walls the City will inspect the placement of drain tile, and waterproofing system on the foundation walls.
 5. **Water/Sewer taps:** Contact the city office to arrange a work order for the taps. Water taps 2” or less will be performed by the City of Waverly, larger taps must be done by a licensed plumber under the observation of the water superintendent. The Public Works department will need to inspect the sewer line and tap before they are covered.

- a) Contact Public Works dept. to arrange for new water service materials. The City provides the water meter, saddle, corporation, 90 degree angle, curb stop, box and rod at the cost to the plumber for installation. These charges are billed out at the completion of the project for payment. If payment is not received, cost will be deducted from building deposit.
 - b) The City of Waverly does not provide construction meters for water usage, but does charge a \$25.00 fee for water used during construction. This fee must be paid either under the plumbing permit or deducted from the building deposit upon finalization of project.
6. **Ground Plumbing:** Prior to basement slab being poured the City will inspect placement and installation of plumbing that will be located under the floor slab.
 7. **Rough-In (Framing, Plumbing, HVAC, and Electrical):** The City will perform an inspection once the framing is complete, roof sheathing is placed, and windows and door have been installed. The Plumbing, Electrical and HVAC rough-in will also be completed at this time. All Plumbing, Electrical, and HVAC equipment, pipes, and lines will be exposed for inspection.
 - a) Contact City of Waverly Public works to arrange for water meter. City provides saddle, corporation, 90 angle, curb stop, box and rod at cost to plumber for installation.
 8. **Wood burning Stove or Fireplace:** The City will inspect prior to the flues being covered.
 9. **Insulation:** The insulation must be inspected before the material is covered in the walls or ceilings to determine if the requirements for minimum R-value have been met.
 10. **Sidewalk / Driveway:** The City will need to inspect sidewalk / driveway construction prior to placement of concrete.
 11. **Final Inspection:** A final inspection of each project will be made once the project is complete. This could cover smoke detectors, exterior site grading, rise and run of stairs, head room on stairs and under ceilings, railing heights and spacing of spindles, HVAC equipment, Plumbing fixtures and equipment. For new water service, the water curb stop must be at ground level or not more than two inches below grade. The City will perform all final inspections for except electrical. You must contact the State Electrical Board for the final electrical inspection.

The ordinances, codes and inspections are intended to promote safety, avoid maintenance and future functional problems and to help promote the investment you make in your project. We are here to help make that happen. If you need assistance or have questions, please call and we will do our best to help you.

This informational sheet is a summary guideline and is not conclusive of all codes and requirements.