

## Site Development Process

A permit is required for most construction and land use projects that occur within the City of Kimball's Jurisdiction. If you have questions about your project, please contact the City of Kimball before beginning work.

Below is information that you will need to get started on your development project.

1. Make an appointment with City Clerk to check zoning and signage requirements

**City Clerk:** Katherine Terrill

**Phone:** 308.235.3639

**Email:** [kterrill@kimballne.org](mailto:kterrill@kimballne.org)

**Location:** City of Kimball Office, 223 S. Chestnut St, Kimball NE 69145

2. Obtain and complete the City of Kimball [Building Permit](#) & [Nebraska State Fire Marshal Plan Submittal](#) application

- **New Building Construction Required Materials:**
  - Site Plan
  - 2 Sets of construction drawings
  - [Water/Sewer/Electric](#) application
    - Required Deposit for Commercial \$300
    - Completed Application should be turned into address above
  - Flood Plain Elevation Certificate (if necessary)
  - Fire Suppression and Alarm Systems (if necessary)
  - Construction Dumpster
    - Construction receptacles can be rented through [Z & S Construction](#)
    - Arrangements with Landfill for C&D waste must be made with the [City of Kimball Landfill Supervisor](#).
  - Engineer Stamp of Approval (commercial only)
  - [Electrical Permits](#) are issues through the State of Nebraska
  - We do not issue Plumbing or Mechanical Permits at this time but that may change
- **Other Building Construction Required Materials (Addition, Garage, Carport, Deck, Shed, Etc.)**
  - Permit
  - Site Plan
  - Typical Drawings
- **Other Construction Types requiring permits:**
  - [Permanent or Temporary Sign](#)
  - [Demolition](#)
  - The following permit types are all completed through the Building Permit Application Process
    - Fence
    - Roofing

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- Construction, Excavation, or Obstruction of Public Right of Way
    - Movement of existing building to new location
  - **Land Use projects requiring permits:**
    - Preliminary Plat
    - Subdivision
    - Amended Plat
    - Final Plat
    - Administrative Plat
    - Planned Unit Development
    - Special Permit
3. Submit application to City Clerk at the City of Kimball Offices.
  4. Pay for the Permit based on [Building Permit Costs](#) sheet
  5. Contact the Permit Technician at 308.235.3639 or at [info@kimballne.org](mailto:info@kimballne.org) to schedule Inspections. The Inspectors will inspect the building in accordance to the International Building Code to determine if the structure meets the appropriate codes for the intended use.
    - **Building Inspector:** John Heidemann 308.235.8435
    - **Fire Marshall:** Dana Reeze 308.535.8181
  6. Upon completion of final inspection, a representative from the City will contact you to pick up your Certificate of Occupancy.
  7. After you have received your Certificate of Occupancy, we ask that you complete a voluntary form to register your business with the City of Kimball. The form can be found at [Jotform](#).

For Information on International Building Codes, please follow the link to the [PDE](#).