APPLICATION
BUILDING BOARD OF REVIEW
CITY OF OMAHA
PLANNING DEPARTMENT
PERMITS & INSPECTIONS DIVISION
1819 FARNAM STREET, ROOM 1110, OMAHA, NE 68183

PLEASE PRINT

Address of Subject Property

Name of Property Owner

Phone Number

Address, City, State, Zip Code

Name of Business/Tenant

Contact Person

Phone Number

Address, City, State, Zip Code

Name of Applicant/Agent or Person(s) Attending Hearing

Address, City, State, Zip Code

Phone Number

Type of Construction

Occupancy Classification

This is an application requesting:

☐ Reversal of the opinion of the building official

☐ Approval of an alternate material or method of construction

☐ Waiver of code section

Describe your request in detail:

What is your specific hardship? What alternative to code compliance do you propose?

*SEE ADDITIONAL INFORMATION & INSTRUCTIONS ON THE BACK OF THIS FORM*

APPLICANT OR AGENT MUST BE PRESENT AT THE HEARING

Print Applicant’s Name

Applicant’s Signature

Date

Business or Property Owner’s Name

Business or Property Owner’s Signature

Date
INSTRUCTIONS

1. **Property Owner** is the individual or corporation that owns the land. If the owner is a corporation, please include the name of a contact person or representative.

2. **Business/Tenant** name must be included if different from the property owner. Again, include the name of a contact person or representative.

3. **Applicant/Agent** name is the person who will attend the meeting to represent this request and explain the details to the board. This person must have authority to speak on behalf of the owner, otherwise, the owner must also be present at the meeting. In this instance, the “owner” is the representative of the property owner OR of the business/tenant, who ever is affected by the waiver.

4. **Type of Construction** shall be one of the types defined by the building code. Please leave this blank if you do not know which type defines the building in question.

5. **Occupancy Classification** shall be as defined by the building code. Please leave this blank if you do not know the occupancy classification.

6. In addition to describing your request in detail, **you must supply 8 sets of plans** showing the construction to be considered by the board.

7. If you are requesting approval of an alternate material, **you must supply 8 sets of specifications**.

8. If a registered architect or engineer is required for the project by state law, they must be present at the meeting.

9. Both the applicant **and** the business or property owner must sign and date the application or the case will not be placed on the agenda.

A $100.00 filing fee plus an $8.00 technology fee must accompany this application.

Make checks payable to the City of Omaha.

Deadline for submitting this application and all substantiating information is 2 weeks prior to the scheduled meeting date.