

**Village of Oxford  
Building Permit Application**

Permit Fee \_\_\_\_\_

Permit NO. \_\_\_\_\_

TO THE ZONING ADMINISTRATOR

The undersigned hereby applies for a permit to: \_\_\_\_\_  
\_\_\_\_\_

Owner: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Legal Description: Lot(s) \_\_\_\_\_ Block \_\_\_\_\_

Addition: \_\_\_\_\_ County: \_\_\_\_\_

Class of Work

Type of Construction: \_\_\_\_\_ # of Buildings on lot now: \_\_\_\_\_

Intended Use: \_\_\_\_\_ Set Back \_\_\_\_\_

Use of Buildings now on lot: \_\_\_\_\_ Side Yards \_\_\_\_\_

Dimensions: \_\_\_\_\_ Rear Yards: \_\_\_\_\_

Sq Footage: \_\_\_\_\_ Lot Dimensions: \_\_\_\_\_

Height: \_\_\_\_\_ Sq footage: \_\_\_\_\_

No. Stories: \_\_\_\_\_ Garage : Double \_\_\_\_\_ Single \_\_\_\_\_

Families: \_\_\_\_\_ Carport: \_\_\_\_\_

Basement Material \_\_\_\_\_

ZONING REQUIRMENTS

Does District Zoning allow for this type of Consstruction: YES \_\_\_ NO \_\_\_ if not, has zoning application been applied for : YES \_\_\_ NO \_\_\_

Estimated cost:\$ \_\_\_\_\_ Plumber: \_\_\_\_\_

Builder: \_\_\_\_\_ Electrician: \_\_\_\_\_

Plans & Schedule submitted: \_\_\_\_\_ sets

NORTH

I hereby cdfertify that the above statements are correct.  
If a building permit is issued, all work will be done to the minimum standards of all Federal, State and Village Codes.

\_\_\_\_\_  
Applicant date

\_\_\_\_\_  
Zoning Administrator date

\_\_\_\_\_  
date approved project completed

curb line \_\_\_\_\_ Lot line-----  
please draw outline of building above  
showing dimensions, distances from lot line  
and identify streets

## **10.2 BUILDING PERMITS REQUIRED**

### **10.21 GENERAL:**

No building or other structure shall be erected, moved, demolished, added to, structurally altered, or improved without a building permit first having been issued by the Zoning Administrator. No building permit shall be issued unless the proposed construction or use is in conformance with all the provisions of this ordinance and with all other applicable codes, regulations and laws of the Village of Oxford and with all orders, and variances lawfully issued by the Oxford Zoning and Planning Committee or the Village Board of Oxford, Nebraska. Construction must begin within six months of the issuance of the permit. The building permit will be valid for a period of two years.

The following shall be exempt from obtaining a building permit:

- a. Improvements which have a value of one thousand (\$1,000) or less.
- b. Routine repairs and maintenance where the replacement of a worn or broken item maintains the original character and or the value of the property is just maintained or remains the same.

### **10.22 APPLICATION FOR BUILDING PERMIT:**

All applications for a building permit shall be accompanied by a plot plan showing the location, ground area, height and bulk of all present and proposed structures, additions, parking areas and site improvements; the actual dimensions and shape of the lot lines; the uses to be built upon; the building lines in proposed structures or additions; and any other reasonable and pertinent information as may be required by the Zoning Administrator or the proper enforcement of this ordinance.

### **10.23 APPROVAL OR DISAPPROVAL OF PERMIT:**

The Zoning Administrator shall examine all applications for building permits, including plans, specifications and documents filed therewith and shall either approve or disapprove such application within thirty (30) days of receipt of same. Upon approval and receipt of required fees, the Zoning Administrator shall promptly issue the building permit and shall affix his/her signature to the permit and the plans and mark the plans "Approved." Upon disapproval of the application, the Zoning Administrator shall refuse to issue the permit and shall state in writing on the plans the reasons for disapproval, affix his/her signature and mark the plans "Disapproved."

Permit Exempt – Repairs	Permit Required – Improvements
Everything under a Cost or Value under \$1,000	Cost or Value must be over \$1,000
Typical storm damage, replace siding or roof with similar material, broken windows, gutters, fascia, and soffits if replaced at the same time	Siding when replacing with a non-similar type. Wood to vinyl or metal, upgrading to masonry or stone
Replacement of gutters, soffits, or fascia due to age	Adding gutters, covering soffits, fascia with new materials. No gutters or fascia covering before, so it is not a replacement
DIY window replacement if similar quality, or replacement of windows over time	Whole house replacement of windows by a contractor, or adding egress windows to a basement
Minor replacement of doors, windows because of wear & tear or breakage	Any structural changes, moving of walls, additions, increasing living area by finishing a basement or porch to living area
Interior or Exterior painting	Any demolition of an accessory building or home, house moving off the lot
Minor replacements due to wear and tear, such as countertops, tub surrounds, wall repair. Minor cabinetry additions.	Complete gutting and renovations. Whole house rehabilitation, complete kitchen or bath gutting, and replacement
Minor wiring improvements	Whole house rewiring/ new service/overhead to underground wiring
Heating and air conditioning, replacement with similar quality and type due to wear and tear	Upgrading heating and cooling, generally radiant, non ducted to ducted, upgrading to heat pumps. Window to central air
Fencing- minor repairs and replacement of a fence that conforms to existing fence regulations	All new fences, total fence replacement, significant repairs to a non-conforming fence, even if value is under \$1000
Small portable storage sheds, typically some kind of plastic or small metal pre built garden sheds	All accessory buildings, storage sheds, carports, and garages, intended to be permanent structures.
Replacement of part of sidewalk or driveway	Decks, patios, and sidewalks. New concrete driveway
Replacement of a fixture or two in bath	Replacement of all bath fixtures, adding a bath, conversion of a ½ bath to full bath
Basement finish, updating or repairing	Basement finish, new
Floor/floor covering replacement with similar materials, carpet replacement. Carpet to laminate is similar.	Any addition or demolition that changes the footprint of the home
Foundation repairs, not lifting whole house	Roofs: replacement with a significant higher quality material. Roofs if house was uninhabitable before because of significant leakage. Rolled roof to tab shingle, tab to shake etc.
	All new construction, or moving a home in
	Significant improvements to quality of floor coverings, carpet to solid wood
	Foundation replacement, lifting home and doing total replacement of foundation, or Conversion of a crawl space foundation to a basement.

