



A CONTRACTORS HANDBOOK

A Guide to Building in Hastings, Nebraska

The purpose of this guide is to:

- Provide a guided approach to builders and contractors who develop or construct within Hastings and its 2 mile Extra Territorial Jurisdiction.
- Assist developers and contractors to navigate city services and departments.
- Help minimize disruptions to Hastings citizens during development or construction of a site.
- This is not intended to replace or supersede any adopted building or construction codes or building and zoning regulations.

The timeline for permits depends on how complex the project is, the scope of the work, and permit volumes.

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The information contained in this booklet is intended only as a general guide. Information presented is deemed to be as accurate as possible. We recommend seeking professional advice or contacting the appropriate governing body regarding specific issues as they relate to your business.

BEFORE YOU BUILD

What should you design for?

The first step is to review the Zoning Ordinance and adopted building codes for the permitted use of a site and for any design or building requirements. Other design considerations to consider:

- Developer controls or restrictions such as covenants or Homeowner's Association requirements.
- How are the end users going to use the development or structure? Plan for such things as deliveries, trash enclosures, and accessory structures such as sheds.
- Check to ensure that the trees located on or near the site can be removed. Note: Contact the Parks and Recreation Department before removing City trees before construction or demolition activities are to commence.
- If plans include a front driveway, please see the Street Access requirements to ensure your planned driveway is permitted and the driveway is in an acceptable location.

The Role of Development Services

Development Services role is to review prepared drawings and assess minimum building code requirements and regulations. Either a design professional (architect or engineer) or a person competent in building code can help with your design. Refer to the *Before you Build* guide published by the Nebraska Board of Engineers and Architects for more information. Have drawings prepared by a qualified person, and include all trades (Mechanical, Electrical & Plumbing) for plan approval.

Develop a Construction Plan

Drafting a construction plan is an essential next step and is critical for the viability of your development.

A construction plan is a written document that describes in detail the steps needed to achieve the completed development. A construction plan includes timelines for identifying key tasks like easements, drawings, permits, demolition, construction, occupancy, financial constraints and communication points to stakeholders (i.e. contractors, public, the City). It will help set realistic and timely goals, focus on priorities, and will give you the best chance for success in the least amount of time.

What permits will I require?

A Building Permit is required for any construction of a new building as well as for alterations or additions to existing buildings. A demolition permit is required for the demolition or partial demolition of an existing building. Other permits that may be required include gas, plumbing, electrical, signs, street access, fences, re-roofing, re-siding and use of right of way during construction. Before a building can be used or occupied, a final inspection and Certificate of Occupancy are required.

RESEARCH REGULATIONS AND ADOPTED BUILDING CODES.

DEVELOP A CONSTRUCTION PLAN.

APPLY FOR REQUIRED PERMITS.

SCHEDULE INSPECTIONS.

What regulations do I need to follow?

Development Services plan review, permit, inspection and certificate of occupancy programs are administered under the regulations of the following:

- City of Hastings Subdivision Regulations Chapter 38 Hastings City Code
- City of Hastings Zoning Regulations Chapter 34 Hastings City Code
- 2018 International Building Code
- 2018 International Residential Code (1- & 2- Family Dwellings)
- 2018 International Fire Code
- 2018 International Mechanical Code
- 2018 International Plumbing Code
- 2018 International Existing Building Code
- 2018 NFPA 54 Fuel Gas Code
- 2017 National Electric Code
- 2010 ADA Standards for Accessible Design

Contact Development Services to verify that these are the currently adopted code editions, as the codes are updated on a 3-year cycle. For more information on regulations, please contact a Development Services staff member or Building Official at 402-461-2302.

What type of building permits can I obtain?

A building permit is required for construction of residential projects, which includes one & two family dwellings and row houses/street townhouses. A building permit is also required for renovations to an existing building and for additions to existing buildings.

Phased building permits or deferred submittals may be obtained for commercial projects including apartment style residential projects. A Phased building permit is designed to allow construction to start on a commercial project before the final design is completed. **Caution:** Permit applications for future phases are not guaranteed to be approved, and construction may need to be changed after the initial construction phase if the final design warrants changes. Deferred submittals are allowed for some portions of construction such as fire sprinkler design, fire alarm design or shop drawings for items such as fabricated beams or trusses.

A permit for demolition is required to demolish a building or structure before new construction. This permit is also required for the removal of foundations, footings or slabs left as a result of a building move or relocation. It is your responsibility to review waste responsibilities and to protect City property and landscape features, including trees.

A Moving Permit is required to relocate a building either within or outside of city limits. Moved buildings are required to meet all of the requirements that would apply to a new building of the same use and construction type.

How long does it take to obtain a Building Permit?

For permits related to one or two unit dwelling projects, a permit is available in approximately five business days, provided all required application information is submitted and no changes are necessary. For other dwelling units, the approval time depends on the size and quantity of buildings, and complexity of the project.

BUILDING PERMITS

The timeline for permits depends on how complex the project is, the scope of the work and permit volumes. On average, building permits for residential construction on a single lot are issued in five to seven business days. In comparison, building permits for commercial construction, including residential construction on a group dwelling site, have an average turnaround time of two to three weeks.

How do I apply for a Building Permit?

Because building permits require several documents and plans, application for a building permit is not currently available online. You will need to bring plans, specifications and other construction documents to the Development Services Department located in City Hall, 220 N. Hastings Ave. You can also visit www.cityofhastings.org for information on how to apply for a Building Permit. Refer to the Building Permit Checklist applicable to your project in the appendix of this document for specific requirements.

Who reviews my application?

Development Services receives the application and will circulate it to various departments. Project complexity will determine the number of required reviews. Development Services will also conduct its review during this time.

Once each department reviews and approves the application, it is returned to Development Services for compilation of comments and conditions. Upon approval of all departments (with or without conditions) a Building Permit may be issued. Not every permit application is routed to every Department listed below, depending on the nature of the project. Departments and external organizations, and the requirements they review, include:

City of Hastings Development Services, Building Division, 402-461-2302, International Building Code or International Residential Code; International Plumbing Code; International Mechanical Code; International Existing Building Code; National Electric Code; 2010 ADA Standard

City of Hastings Development Services, Planning Division, 402-461-2302 Subdivision regulations, Zoning Regulations.

City of Hastings Fire Department, 402-461-2350, International Fire Code.

City of Hastings Utilities Department, 402-463-1371, review for conflict with utility mains and services, including water, sewer, natural gas and electricity.

City of Hastings Street Department, 402-461-2344 Driveway approaches and street access, right of way requirements, and building move/relocation requirements.

City of Hastings Environmental Engineering Assistant, 402-461-2339 Storm water and on-site storm water pollution prevention plan (SWPPP) enforcement

City of Hastings Parks and Recreation, 402-461-2324, Street or terrace trees

State of Nebraska – State Fire Marshal, 402-471-2027, <https://sfm.nebraska.gov/> apply online for plan review for all commercial projects. Reviews for fire and life safety compliance. Reviews plans for fire suppression systems, commercial kitchen hoods, fire alarm systems, etc.

BUILDING PERMITS

Who reviews my application? Continued.

Nebraska Department of Agriculture Food Safety & Consumer Protection

Division <https://nda.nebraska.gov/fscp/index.html> Approval is required independent of the permit review process for any occupancies using: kitchen facilities, processing of food or serving food. Reviews for compliance with health and food safety.

Nebraska Liquor Control Commission, <https://lcc.nebraska.gov/> regulates and licenses establishments that serve liquor.

Nebraska Department of Health and Human Services Division of Public Health

<http://dhhs.ne.gov/Pages/default.aspx> swimming pools (excluding private swimming pools), tattoo parlors, body piercing, child care facilities, in-home day cares. A Health License or approval is required and must be obtained before operating any of the business types above.

State and Federal Agencies

You will need to contact State and Federal Agencies and Divisions for separate permits and applications as applicable to your project.

How long are my Permits valid?

Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance or after commencement of work if more than 180 days pass between inspections. A permit may be extended upon written request acceptable to Development Services, provided the permit has not been revoked. If there is a change of general contractor, contact Development Services to update the contractor information. If there is a change in the licensed contractor such as an electrician, plumber, etc., a new permit is required, as these permits are non-transferable.

Substantial design changes will require a new plan submittal, plan review and may require a new permit, depending on the scope of the changes.

A Building Permit can be canceled at the request of the owner or owner's agent. Refunds will be assessed based on the current policy of the Hastings City Code, section 28-304.

ALL APPLICABLE CITY DIVISIONS MUST GIVE FULL OR CONDITIONAL APPROVAL BEFORE A BUILDING AND DEVELOPMENT PERMIT CAN BE ISSUED. CONTACT DEVELOPMENT SERVICES WITH QUESTIONS ABOUT YOUR BUILDING AND DEVELOPMENT APPLICATION. THE CITY DOES NOT SUBMIT PLANS OR APPLICATIONS TO ANY STATE AGENCIES. STATE APPLICATIONS ARE THE RESPONSIBILITY OF THE OWNER.

OTHER PERMITS

Plumbing Permits, Development Services: 402-461-2302

A Plumbing Permit is required to construct, alter, extend, renew or repair a plumbing system. A permit is not required to: clear a stoppage in a drainage system; repair a leak in a water distribution system; replace a fixture without changing the drainage system; or to replace existing faucets or valves.

To obtain a permit, a licensed plumber acting on your behalf must apply for a plumbing permit at the Development Services office or online at www.cityofhastings.org. Inspections of the plumbing system are then carried out and a final inspection is required before a new system can be put into service.

Contractors and individuals who provide plumbing installation services must apply for a license with the City of Hastings.

Gas Permits

Development Services: 402-461-2302

A Gas Permit is required to construct, alter, extend, renew or repair the natural gas system. A permit is not required to repair a leak in the gas distribution system.

To obtain a permit, a licensed gas fitter acting on your behalf must apply for a gas permit at the Development Services office or online at www.cityofhastings.org. Inspections of the gas system are then carried out and a final inspection is required before a new system can be put into service.

Contractors and individuals who provide gas fitting installation services must apply for a license with the City of Hastings.

Electrical Permits

Development Services: 402-461-2302

An Electrical Permit is required to construct, alter, extend, renew or repair any part of an electrical system in which such work includes more than 3 electrical devices. A permit is not required to do general repairs or maintenance work (See the City of Hastings Electrical Code – Chapter 29 for more information).

To obtain a permit, a licensed electrician acting on your behalf must apply for an electrical permit at the Development Services office or online at www.cityofhastings.org. Inspections of the electrical system are then carried out and a final inspection is required before a new system can be put into service. Any and all wiring must be inspected prior to being covered by soil, insulation, wall coverings or any other materials.

Contractors and individuals who provide electrical installation services must apply for a license with the City of Hastings.

Re-Roofing Permits

Development Services: 402-461-2302

A Roofing Permit is required to replace the roof of any building. A permit is not required to repair a leak in the existing roof.

To obtain a permit, you or a roofer acting on your behalf must apply for a roofing permit at the Development Services office or online at www.cityofhastings.org. Inspections of the new roof are then carried out and a final inspection is required.

OTHER PERMITS

Siding Permits

Development Services: 402-461-2302

A Siding Permit is required to replace or cover the siding of any building. A permit is not required to repair damage to the existing siding.

To obtain a permit, you or a siding installer acting on your behalf must apply for a siding permit at the Development Services office or online at www.cityofhastings.org. Inspections of the new siding is then carried out and a final inspection is required.

Dumpster Permit

Development Services: 402-461-2302

A Dumpster Permit is required to place a dumpster or roll-off on the City Street, Right-of-Way or a public sidewalk.

Storm Water Pollution Prevention Plan (SWPPP) & Notice of Intent (NOI)

Development Services: 402-461-2302

The Storm Water Pollution Prevention Plan (SWPPP) is a plan for the control of erosion and storm water runoff from a job site using Best Management Practices or BMPs. This plan is drawn by the contractor or a qualified designer. The Notice of Intent (NOI) is a document detailing who is responsible to maintain the SWPPP and BMPs and who to contact in the event of track-out or silt on the street.

Sign Permits

Development Services: 402-461-2302

All forms of signs in Hastings are regulated for safety and aesthetic reasons. The goal is that sign use and placement does not create a hazard for pedestrians and motorists, signs are well maintained, and the number of signs does not affect the attractiveness of the city.

Permanent and Portable signs require a Sign Permit.

Street Access Permits

Development Services: 402-461-2302

A Street Access Permit is required to remove or replace a curb. This includes moving existing access or providing new access from a public street or lane to a private site.

Occupancy Permits

Development Services: 402-461-2302

An Occupancy Permit from Development Services is required prior to occupancy of a building or part thereof, if the building is to be occupied prior to, or upon finishing of construction. Contact Development Services to schedule a final inspection. Once all construction is complete and all inspections have passed, a Certificate of Occupancy is issued.

CITY OF HASTINGS LAWS AND CODES

As a contractor or owner of a property under construction, it is important to be aware of, and abide by, the City of Hastings laws and codes. A full listing of adopted codes can be found on the City of Hastings website at www.cityofhastings.org. Regulations to be aware of during construction are:

Building Code

Chapters 13, 28, 29 & 30 of the Hastings City Code adopt a number of building and construction codes. Collectively they form The City of Hastings Building Code, which also includes the International Building Code (IBC), International Residential Code (IRC), International Existing Building Code (IEBC), International Fire Code (IFC), International Mechanical Code (IMC), International Plumbing Code (IPC), the National Electrical Code (NEC), NFPA 54 Fuel Gas Code and other National Fire Protection Agency (NFPA) codes by reference. These codes indicate requirements for permits, permit fees and administrative fees, condition of permits being issued or refused, enforcement tools, addressing, signs and means of appeal.

Planning & Zoning

Subdivisions are regulated by Chapter 38 of the Hastings City Code. This chapter regulates the creation of subdivisions and provides minimum requirements for public improvements such as streets, street lights, water, sewer, electricity and natural gas.

Land uses are regulated by the City of Hastings Zoning Ordinance found in Chapter 34 of the Hastings City Code. Together with the subdivision regulations, these provisions regulate how property is developed and what uses are allowed in specific areas of the City. The Zoning Ordinance defines land use, development type, landscaping, parking and site coverage requirements.

Sidewalk Regulations

Sidewalks are regulated by Chapter 25 of the Hastings City Code and by the 2010 ADA Standard for Accessible Design. Chapter 25 requires that a new sidewalk shall be built when a new home is built. Chapter 38, Subdivisions also has requirements for sidewalks to be installed in new subdivisions as a public improvement.

Sidewalk Clearing

Chapter 25 of the Hastings City Code outlines the requirements for an owner of a property adjoining a City sidewalk to remove snow and ice and other loose debris to prevent injury or inconvenience to pedestrians.

Swimming Pool Code

The International Swimming Pool and Spa Code outlines requirements for above and below ground swimming pools and hot tubs. This includes pool enclosures, life safety requirements and enforcement tools.

Landscaping

Chapter 34 zoning regulations contain minimum requirements for street trees, ornamental trees, shrubs, foundation plantings, parking lot landscaping and buffer zone landscape requirements. In addition, developments must provide minimum open space, either on site or as a dedicated public open space. Existing parks and public open spaces can be considered when applying this requirement.

CITY OF HASTINGS LAWS AND CODES

Use of Right of Way During Construction

The use of Right of Way During Construction requires permission from the City Street Department and includes closures of streets, lanes or sidewalks and placement of enclosed construction buildings and garbage dumpsters. Failure to provide proof of permit upon request may result in fines being issued for non-compliance.

Chapters 15 and 25 of the City Code contain the requirements for vehicle and pedestrian traffic within the city. Included are parking restrictions like length of stay and types of vehicles. These laws also provide enforcement tools for violations of parking requirements.

Dumpster Permit

Requirements for construction projects include keeping debris tidy and the regular removal of debris.

The Dumpster Permit allows for limited-time placement of dumpsters and roll-off dumpsters on the Public Street or Right of Way for multi-family, residential and commercial properties during construction.

Permanent trash enclosures must be located on private property and have screening requirements for commercial and multi-family developments.

Portable Toilet Facilities

Construction sites are required to have a minimum of one portable toilet on the job site. Portable toilets shall be anchored in place and located on private property.

Fire Codes – Access Roads

- **503.1 Where required.** Fire apparatus access roads shall be provided and maintained in accordance with Sections 503.1.1 through 503.1.3.
- **503.1.1 Buildings and facilities.** *Approved* fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the *exterior walls* of the first story of the building as measured by an *approved* route around the exterior of the building or facility.
- **503.2.1 Dimensions.** Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096mm), exclusive of shoulders, except for *approved* security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).
- **503.2.3 Surface.** Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all weather driving capabilities.
- **503.2.4 Turning radius.** The required turning radius of a fire apparatus access road shall be determined by the *fire code official*.
- **503.2.5 Dead ends.** Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an *approved* area for turning around fire apparatus.

Other Fire Department Access requirements can be found in Appendix D of the 2018 IFC.

Fire Codes – Premises Identification

- **505.1 Address identification.** New and existing buildings shall be provided with *approved* address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) high with a minimum stroke width of 1/2 inch (12.7 mm). Where required by the *fire code official*, address identification shall be provided in additional *approved* locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the *public way*, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained.
- **505.2 Street or road signs.** Streets and roads shall be identified with *approved* signs. Temporary signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles. Signs shall be of an *approved* size, weather resistant and be maintained until replaced by permanent signs.

Fire Codes – Key Boxes

- **506.1 Where required.** Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the *fire code official* is authorized to require a key box to be installed in an *approved* location. The key box shall be of an *approved* type listed in accordance with UL 1037, and shall contain keys.

Contact your fire code official for assistance if needed.

Fire Codes – Fire Protection Water Supply

- **507.5.1 Where required.** Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 400 feet (122 m) from a hydrant on a fire apparatus access road, as measured by an *approved* route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the *fire code official*.
 - **Exceptions:**
 - For Group R-3 and Group U occupancies, the distance requirement shall be 600 feet (183 m).
 - 2. For buildings equipped throughout with an *approved automatic sprinkler system* installed in accordance with Section 903.3.1.1 or 903.3.1.2, the distance requirement shall be 600 feet (183 m).
- **507.5.1.1 Hydrant for standpipe systems.** Buildings equipped with a standpipe system installed in accordance with Section 905 shall have a fire hydrant within 100 feet (30 480 mm) of the fire department connections.
 - **Exception:** The distance shall be permitted to exceed 100 feet (30 480 mm) where *approved* by the *fire code official*.
- **507.5.2 Inspection, testing and maintenance.** Fire hydrant systems shall be subject to periodic tests as required by the *fire code official*. Fire hydrant systems shall be maintained in an operative condition at all times and shall be repaired where defective. Additions, repairs, *alterations* and servicing shall comply with *approved* standards. Records of tests and required maintenance shall be maintained.

- **507.5.3 Private fire service mains and water tanks.** Private fire service mains and water tanks shall be periodically inspected, tested and maintained in accordance with NFPA 25 at the following intervals:
 - Private fire hydrants of all types: Inspection annually and after each operation; flow test and maintenance annually.
 - Fire service main piping: Inspection of exposed, annually; flow test every 5 years.
 - Fire service main piping strainers: Inspection and maintenance after each use. Records of inspections, testing and maintenance shall be maintained.
- **507.5.4 Obstruction.** Unobstructed access to fire hydrants shall be maintained at all times. The fire department shall not be deterred or hindered from gaining immediate access to fire protection equipment or fire hydrants.
- **507.5.5 Clear space around hydrants.** A 3-foot (914mm) clear space shall be maintained around the circumference of fire hydrants, except as otherwise required or *approved*.
- **507.5.6 Physical protection.** Where fire hydrants are subject to impact by a motor vehicle, guard posts or other *approved* means shall comply with Section 312.

Fire Codes – Fire Protection and Life Safety Systems

- **903.3.8.4 Supervision.** Control valves shall not be installed between the water supply and sprinklers unless the valves are of an *approved* indicating type that are supervised or secured in the open position.

When a fire protection system is required a post indicator valve must also be installed and meet NFPA 13.

Section 912 – Fire Department Connections

- **912.1 Installation.** Fire department connections shall be installed in accordance with the NFPA standard applicable to the system design and shall comply with Sections 912.2 through 912.7.
- **912.2 Location.** With respect to hydrants, driveways, buildings and landscaping, fire department connections shall be so located that fire apparatus and hose connected to supply the system will not obstruct access to the buildings for other fire apparatus. The location of fire department connections shall be *approved* by the *fire code official*.
- **912.2.1 Visible location.** Fire department connections shall be located on the street side of buildings or facing *approved* fire apparatus access roads, fully visible and recognizable from the street, fire apparatus access road or nearest point of fire department vehicle access or as otherwise *approved* by the *fire code official*.
- **912.2.2 Existing buildings.** On existing buildings, wherever the fire department connection is not visible to approaching fire apparatus, the fire department connection shall be indicated by an *approved* sign mounted on the street front or on the side of the building. Such sign shall have the letters “FDC” not less than 6 inches (152 mm) high and words in letters not less than 2 inches (51 mm) high or an arrow to indicate the location. Such signs shall be subject to the approval of the *fire code official*.
- **912.3 Fire hose threads.** Fire hose threads used in connection with standpipe systems shall be *approved* and shall be compatible with fire department hose threads.
- **912.4 Access.** Immediate access to fire department connections shall be maintained at all times and without obstruction by fences, bushes, trees, walls or any other fixed or moveable object. Access to fire department connections shall be *approved* by the *fire code official*.
 - **Exception:** Fences, where provided with an access gate equipped with a sign complying with the legend requirements of Section 912.5 and a means of emergency operation. The gate and the means of emergency operation shall be *approved* by the *fire code official* and maintained operational at all times.

- **912.4.1 Locking fire department connection caps.** The *fire code official* is authorized to require locking caps on fire department connections for water-based *fire protection systems* where the responding fire department carries appropriate key wrenches for removal.
- **912.4.2 Clear space around connections.** A working space of not less than 36 inches (914 mm) in width, 36 inches (914 mm) in depth and 78 inches (1981 mm) in height shall be provided and maintained in front of and to the sides of wall-mounted fire department connections and around the circumference of free-standing fire department connections, except as otherwise required or *approved* by the *fire code official*.
- **912.4.3 Physical protection.** Where fire department connections are subject to impact by a motor vehicle, vehicle impact protection shall be provided in accordance with Section 312.
- **912.5 Signs.** A metal sign with raised letters not less than 1 inch (25 mm) in size shall be mounted on all fire department connections serving automatic sprinklers, standpipes or fire pump connections. Such signs shall read: AUTOMATIC SPRINKLERS or STANDPIPES or TEST CONNECTION or a combination thereof as applicable. Where the fire department connection does not serve the entire building, a sign shall be provided indicating the portions of the building served.

OTHER IMPORTANT REGULATIONS

Please refer to the City of Hastings website at <https://www.cityofhastings.org/departments/administrative-services/city-code.html> for the most up-to-date city code documents.

Occupational Safety & Health Administration

The Occupational Safety & Health Administration (OSHA) Regulations must be adhered to on all construction sites. They must be provided to anyone entering your construction or development site.

Inspection services may be refused if the minimum OSHA safety standards are not provided for workers. This could cause delays to project completion.

For more information visit the OSHA website, <https://www.osha.gov/>.

Occupation Tax – Proof of Insurance

Development Services: 402-461-2302

The Occupation Tax is a fee that is required to be paid yearly for any company wishing to conduct business within the City of Hastings. A current copy of the business liability insurance must be provided each year at the time of payment of the Occupation Tax.

Storm Sewer Protection

Hastings Engineering Department: 402-461-2330

Detailed requirements for Storm Water Pollution Prevention are found in the SWPPP and NOI requirements. This also restricts the dumping of materials or liquids that will cause damage to the storm sewer system.

Storm Water Pollution Prevention Plan and Notice of Intent

Development Services: 402-461-2302

The Storm Water Pollution Prevention Plan (SWPPP) is a plan for the control of erosion and storm water runoff from a job site using Best Management Practices or BMPs. This plan is drawn by the contractor or a qualified designer. The Notice of Intent (NOI) is a document detailing who is responsible to maintain the SWPPP and BMPs and who to contact in the event of track-out or silt on the street. The SWPPP and NOI are submitted at the time of application for a building permit. Sites over one acre of disturbed land are also subject to satisfying the requirements of the Nebraska Department of Environmental Quality SWPPP and NOI requirements.

Nebraska Department of Environmental Quality SWPPP and NOI requirements.

<http://deq.ne.gov/Publica.nsf/pages/WAT012> NDEQ requires that all job sites with a disturbed area of an acre or more to have a SWPPP and NOI on file with NDEQ before starting the job or any disturbance under the Construction Storm Water program (CSW).

OTHER IMPORTANT REGULATIONS

Parking Restrictions

Hastings Police Department: 402-461-2380

Parked vehicles and equipment are not allowed within 3 feet horizontally of a fire hydrant. A clear path of at least 6 feet (measured along the street) must be maintained for emergency access.

Vehicle and trailer combinations greater than 20 feet in length are not permitted in residential neighborhoods for longer than 24 hours.

Landfill

Hastings Landfill: 402-461-2412. Hastings landfill requires that all loads are tarped before departing the jobsite or point of origin. To set up a charge account with the Landfill, contact the City Finance Department at 402-461-2311.

For a list of banned items and materials, see the appendix “Landfill Bans”. To dispose of banned items, see the appendix, “Where to get rid of it”.

CONSTRUCTION

Getting Started – Recommended Best Practices

- Obtain the necessary permits to construct and to use city streets, lanes or sidewalks. A Dumpster / Right of Way permit is required to have dumpster placed on a street, lane, sidewalk or City property. Development Services issues these permits.
- Locate all easements and underground services to reasonably determine unseen dangers. It is the owner's responsibility to contact Diggers Hotline (Call 811 or go to the website at: <https://www.ne1call.com/>) to locate all utility lines.
- City-owned trees shall be safeguarded to prevent damage to the tree, both above and below ground. City trees cannot be removed without authorization. Contact the Hastings Parks and Recreation Department (402-461-2324) for site-specific tree protection plans.
- In some cases, the water shutoff valve is located at the property line and is generally identified with a protective cap. Marking and identification of this pipe can avoid potential damage and unwanted costs for repairs or replacement.
- Provide information to owners of neighboring properties and area residents. Include the type and length of your construction and contact information in case they experience or see any problems. People are more forgiving if they are aware of what will affect them in both the short and long term.
- From start to finish, you are required to have temporary erosion and sediment control measures in place to prevent damage to the storm sewer system and to prevent track out and silt on the streets.
- A site security evaluation should be done to assess the risk to citizens of the area. Fencing, covered walkways or barricades may need to be installed before construction activities begin.
- You are responsible for all people that work on your site. This includes behavior of workers and damage to private property that may be caused. Ensure that all people who enter your site know your expectations and requirements.
- Adhere to the good neighbor standard and perform construction activities during the hours of 7 a.m. to 10 p.m. on Monday to Saturday and 9 a.m. to 7 p.m. on Sundays and holidays. Any complaints are investigated by the Hastings Police Department.
- Arrange for mandatory inspections by calling Development Services at 402-461-2302, or the appropriate inspector as follows:
 - Building Inspector: 402-461-2301
 - Electrical Inspector: 402-461-2340
 - Gas / Plumbing Inspector: 402-461-2338

CONSTRUCTION

Active Construction

- After building permits are in place, inspections are mandatory and are required for all of the following:
 - Footings.
 - Framing.
 - Underground or Rough-In, for any and all trades prior to cover.
 - Insulation
 - Fire-resistive construction
 - Final Inspection for General Contract and all trades.
- It is the responsibility of the contractor to contact the appropriate inspector to arrange any and all inspections. Failure to have inspections done could result in the removal of anything that is covering the work and /or fines. You may request a set inspection date at your discretion with the appropriate inspector.
- Arrange for mandatory inspections by calling Development Services at 402-461-2302, or the appropriate inspector as follows:
 - Building Inspector: 402-461-2301
 - Electrical Inspector: 402-461-2340
 - Gas / Plumbing Inspector: 402-461-2338
- Each construction site must have a dumpster or designated trash area located on or near the site. Keeping the site clean by depositing construction debris in the dumpster or secure area will help keep the neighborhood clean and tidy. Residents will appreciate a clean site and be more willing to accommodate you in your construction. Any debris, including mud, deposited on city property must be cleaned as soon as possible. If a complaint is received, a fine of up to \$500 may be issued. City property must be returned to its original state as soon as possible.
- Hastings City Code states that snow, ice and debris must be removed from city sidewalks. Even though your project is under construction, members of the public may need to use the sidewalk and you are required to keep it in a clean and safe condition.
- Communicate with neighbors about upcoming deliveries, water shut-offs, street or lane closures and before undertaking any abnormally loud activities. If you are planning a break in construction, let your neighbors know there is going to be a stoppage in construction and for about how long.
- Communicate with neighbors if you will require to access their property to either move materials or place equipment for construction.
- When excavating a site, ensure that neighboring property is not damaged or adversely affected. This includes foundations, accessory buildings and fences. It is your responsibility to repair or replace any damage as a result of your construction.
- Corner property pins, or monuments, mark the boundaries of the property and must be located and marked in order for inspectors to determine setbacks. They are also important for the construction of fences, accessory buildings and the installation of underground sprinklers.
- In order to ensure good neighborhood surface-water drainage, follow the grading plan on the plat, or maintain the existing drainage of the neighborhood. Ensure that all extra earthwork material is removed after the final grade is complete; this helps maintain the drainage for the neighborhood.

CONSTRUCTION

Occupancy Permit

An occupancy permit from Development Services will be required prior to occupancy of any building or part thereof if the building is to be occupied prior to, or upon finishing of construction.

Finishing Construction

- Ensure that all requirements and special conditions of the permit have been completed.
- Ensure that the construction site and surrounding City property are clean and free of debris. Ensure that City property has not been damaged, or that damage has been repaired to City specifications. Repair any damage caused to neighboring properties. Remove any construction related buildings, such as office and storage buildings, shipping containers, dumpsters, portable toilets, etc.
- Although construction has been completed, landscaping may affect the drainage of the property. Ensure that you are maintaining the drainage water on your property and following the approved site drainage plan.
- Ensure permanent landscaping and all required trees and shrubs have been planted and that all areas are seeded, sodded, mulched or otherwise protected against erosion.
- Ensure the public sidewalk has been installed and meets grade and slope requirements.
- Obtain any demolition deposit refunds from Development Services.

UTILITY HOOK-UPS

Water

Hastings Utilities, 1228 N Denver Ave, Hastings, NE 68901 – 402-463-1371

Electricity

Hastings Utilities, 1228 N Denver Ave, Hastings, NE 68901 – 402-463-1371

Natural Gas

Hastings Utilities, 1228 N Denver Ave, Hastings, NE 68901 – 402-463-1371

Telephone & Television

Local 3rd party suppliers:

Kinetic by Windstream, 321 N St Joseph Ave, Hastings, NE 68901 - (402) 462-7900

Spectrum, 2303 W 2nd St Ste 100, Hastings, NE 68901 – (866) 874-2389

ALLO Hastings, 725 W 1st St, Hastings, NE 68901 – (402) 303-6050

BUILDING PERMIT ENFORCEMENT

In accordance with Section 28-301 of the Hastings City Code:

- The building inspector or his duly authorized representative shall have the power to enforce the provisions of the building code. No building or other structure shall be erected, constructed, reconstructed, moved, nor shall it be altered without first obtaining a building permit from the building inspector, to be issued in accordance with the terms of the City Building Code.
- No such permit shall be issued for any building, structure or construction unless the same be in conformity in every respect with all the provisions of the Hastings City Code.
- There shall be a separate permit for each building or structure to be constructed, erected or altered.
- A building permit shall be required for awnings on buildings, except that awnings utilized for signage shall not require a building permit, but shall be subject to the sign permit requirements of 34-309 of the Hastings City Code. Awnings extending more than 6 feet from the face of the building shall be designed by a Nebraska licensed engineer or architect.
- A permit may be revoked, suspended, or work ordered stopped by the building inspector at any time prior to the completion of the building or structure for which the same was issued, when it shall appear that there is departure from the plans, specifications, or conditions as required under terms of the permit, or for any other reason set forth in the International Building Code and thereafter no such construction shall proceed.
- A permit shall be required for the installation of any mobile home or any manufactured home in a mobile home park. Installation of manufactured homes or mobile homes shall comply with the provisions of Appendix E to the 2018 International Residential Code and the manufacturer's installation instructions. Where there are conflicts between the manufacturer's installation instructions and Appendix E, the more restrictive requirements shall govern.
- The minimum building permit fee established in the most recent fee schedule shall be charged at the time of application for a permit to install a mobile home or manufactured home. The applicant shall provide the following information at the time of application:
 - A site plan indicating the size of the home, the location of utility services, and the location of accessory buildings.
 - The name and address of the mobile home park and the lot number where the home will be located.
 - Foundation and anchorage plans and details along with the manufacturer's installation instructions.
- The mobile home or manufactured home shall not be occupied until a final inspection has been conducted and a certificate of occupancy is issued for the home.

Enforcement action may be taken based on an inspection, whether scheduled or initiated by a complaint.

Enforcement actions include: revoking issued permits; closing expired permits; and/or the issuance of an order.

BUILDING PERMIT ENFORCEMENT

A building permit may be revoked or closed when a permit:

- has not commenced within 180 days of the date of issue and, in the opinion of the local authority, is not actively carried out thereafter;
- work authorized by the permit has commenced but is suspended or abandoned for a period of 180 days;
- has exceeded two years from the date of issue; or
- has exceeded the agreed upon extension date.

Construction activities that start without a valid Building Permit can be stopped immediately until the required permit is obtained. This will result in an additional building permit fee of up to double the original fee, or possible fines of up to \$500.00 per day.

Enforcement action can be undertaken at any time during the construction phase to ensure minimum building construction and life safety practices are being followed.

Failure to comply with enforcement actions can result in legal action with possible penalties of up to \$500.00 per day / per violation for violation of building codes, and \$100.00 per day / per violation of zoning ordinances.

Inspections

All construction work for which a permit is required shall be subject to inspections by the City Building, Plumbing, Gas, Electrical and/or Fire Inspector(s). All Such work shall remain accessible and exposed for inspection purposes until approval to cover is given by the Building Official. All building, plumbing, electrical, HVAC, fire, and life safety inspections will be completed by a City of Hastings Building Official.

It is the responsibility of the permit applicant or contractor to contact Development Services and request all necessary inspections. Inspections may require a 24 hour notice. Proceeding to the next phase of construction without an inspection or the approval of Development Services is a violation, and the Building Official, Plumbing, Gas, Electrical and/or Fire Inspector may order removal of any material for the purpose of inspecting.

The City of Hastings, Development Services and its inspectors are not liable for the expense entailed in the removal or replacement of any material required for inspection purposes.

No building, or portion of a building, for which a building permit has been issued may be occupied until a final inspection has been performed by Development Services and approval has been given by the Building Official and all applicable inspectors.

Contractor Registration

In accordance with the City of Hastings Code: Independent contractors engaged in the business or a combination of businesses such as general construction, carpentry, heating, air conditioning, plumbing, gas fitting, electrical, fire protection system installation, excavation, or roofing of buildings, structures, or land within the jurisdiction of the city are required to register, pay the applicable occupation tax and provide a certificate of liability insurance.

BUILDING PERMIT ENFORCEMENT

Occupations Taxed – Schedule of Rates.

In addition to all other occupation taxes set forth in the Hastings City Code, there is hereby levied an occupation tax upon each and every occupation within the City, as hereinafter enumerated: (Only construction related occupations are shown)

- Electrical Contracting \$100.00
- Gas Fitter & Installer Contracting \$100.00
- Plumbing Contracting \$100.00
- Water Conditioner Installer & Contracting \$100.00
- Lawn Sprinkler Contracting \$100.00
- Utility Contractor \$100.00

Occupations Taxed – When due.

All construction related occupation taxes shall be due and payable in full on May 1 of each year. All occupation taxes shall be paid at the office of the Hastings City Clerk. No occupation taxes shall be prorated for partial years, nor shall any occupation tax be refunded unless paid by mistake or oversight.

Liability Insurance – Minimum Coverage

In addition to payment of the levied occupation tax, the following trades are required to carry liability insurance in the minimum coverage amounts shown, and are required to submit a copy of their current liability insurance to the City Clerk at the time of occupation tax renewal each year.

- Electrical Contracting \$300,000.00
- Gas Fitter & Installer Contracting \$500,000.00
- Plumbing Contracting \$1,000,000.00
- Water Conditioner Installer & Contracting \$300,000.00
- Lawn Sprinkler Contracting \$300,000.00
- Utility Contractor \$1,000,000.00 and Maintenance Bond.

The information contained in this handbook is intended only as a general guide. Information presented is deemed to be as accurate as possible.

We recommend seeking professional advice or contacting the appropriate governing body regarding specific issues as they relate to your business.

City of Hastings – Development Services

<https://www.cityofhastings.org/>

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LANDFILL BANS

The Integrated Solid Waste Management Act was created by Legislative Bill 1257 in 1992. This Act identifies the timeline for banning specific materials from land disposal. The legislative bans are designed to eliminate problematic materials from the waste stream and extend the life of landfills. Materials affected by the bans are listed with their definition and land disposal ban date.

September 1, 1994

- **Lead-Acid Batteries** - electrical storage batteries with cells that contain lead electrodes and an acidic electrolyte, such as those commonly used in motor vehicles.
- **Waste Oil** - any oil that has been refined from crude oil, used, and as a result of such use is contaminated by physical or chemical impurities.
- **Yard Waste** - grass and leaves. Yard waste is banned from land disposal from April to November 30 of each year.

September 1, 1995

- **Discarded Household Appliances** - clothes washers and dryers, water heaters, heat pumps, air conditioners, dehumidifiers, refrigerators, freezers, trash compactors, dishwashers, conventional ovens, ranges, stoves and wood stoves.
- **Waste Tires (except for waste tire shreds nominally six (6) inches in size or smaller)** - a tire that is no longer suitable for its original intended purpose because of wear, damage, or defect.

September 1, 1996

- **Unregulated Hazardous Waste** - a hazardous waste containing free liquids, or hazardous waste in solid form in a container greater in size or volume than 5 gallons or in a quantity greater in weight than 19.5 kilograms (43 pounds), which are generated by a conditionally exempt small quantity generator. This does not include household hazardous waste.

September 1, 1998

- **Waste Tires (in any form)** - a tire that is no longer suitable for its original intended purpose because of wear, damage, or defect.

*****The City of Hastings also enforces the following bans - yard waste year around, paint, liquids, chemicals and propane tanks.*****

***Recycling Options** are available for these wastes in the "**WHERE TO GET RID OF IT!!!**" - A Guide To Disposal and Recycling Options In The Hastings Area, section that follows. For more information go to www.cityofhastings.org/solidwaste or call (402) 463-0705, City of Hastings Solid Waste Facility.

Notice

All Waste Loads Transported To the Solid Waste Landfill In
Vehicles Shall Be Covered;
Unless Waste Load Is Of Such That It Will Not Blow Or Fall
Out Of Vehicle At Speeds Of 55 MPH.

Violation Of This Code Shall Subject The Driver To Double
Fees At Landfill Gate.

City of Hastings
City Code-Chapter 9, Section 1-103

Thank You!

*City of Hastings Solid Waste
Department*

WHERE TO GET RID OF IT.

A GUIDE TO DISPOSAL AND RECYCLING OPTIONS IN THE HASTINGS AREA

The information following is subject to change. Please call the listed businesses for more information regarding disposal and applicable fees.

ALUMINUM CANS

City Iron & Metal
J & M Steel Woodward's
Disposal Service, Inc.

APPLIANCES - WHITE GOODS

City of Hastings Landfill
Beman's Sales & Services
City Iron & Metal - (no refrigerant)
J & M Steel McMurray Motors
Woodward's Disposal Service, Inc.

BATTERIES- Lead Acid

City of Hastings Landfill
City Iron & Metal
J & M Steel
McMurray Motors

CURBSIDE RECYCLING

Woodward's Disposal Service, Inc.
Ellis Disposal

DOCUMENT DESTRUCTION & RECYCLING

Woodward's
Great White Shredding
Paper Tiger Shredding

ELECTRONICS - Computers, Monitors, TV's, Etc.

City of Hastings Landfill (limit 1 per
customer per day)
Computer Hardware
Electronic Recyclers
Goodwill (no televisions)

FLUORESCENT LIGHT BULBS

Safety-Kleen Corp
Clean Community Systems

HAZARDOUS CHEMICALS - Paint & Solvents

Clean Community Systems
Safety-Kleen Corp

HOUSEHOLD HAZARDOUS WASTE

Clean Community Systems
Safety-Kleen Corp

MOTOR OIL

City of Hastings Landfill
Clean Community Systems
Fairbanks International
Pavelka Trucking
J & M Steel
Snow's Car Clinic

OIL FILTER RECOVERY

Safety-Kleen Corp

PLASTIC BAGS

Goodwill Store (Paper & Plastic)
Wal-Mart

PROPANE BOTTLES – Cylinders

Nutrien Ag Solutions

SCRAP METALS

City of Hastings Landfill
City Iron & Metal
J & M Steel
McMurray Motors

SOLID WASTE & SPECIAL WASTE

City of Hastings Landfill

TIRES

City of Hastings Landfill
J & M Steel
McMurray Motors
Woodward's Disposal Service, Inc.

WOOD WASTE - Clean, Grindable

City of Hastings Landfill

YARD WASTE - Grass & Leaves

City of Hastings Landfill
Ellis Disposal
Woodward's Disposal Service, Inc.

ADDRESSES AND PHONE NUMBERS

Beman's Sales & Services
709 E Park St. * 402-462-2311

City Iron & Metal
200 S Burlington * 402-462-6016

Computer Hardware
1001 W 2nd Street * 402-463-3456

Electronic Recyclers
Omaha * 402-408-0053

Ellis Disposal
1110 W. A Street * 402-462-8984

Fairbanks International
1660 S Baltimore Ave * 402-463-0544

Goodwill Store
2416 W 2nd Street * 402-463-5869

Great White Shredding
1039 S Burlington * 402-462-9252

J & M Steel
Industrial Park East#35 * 461-3815

McMurray Motors & Salvage
515 E G Street * 402-462-6879

Nutrien Ag Solutions
150 N Blaine Ave * 402-463-7200

Paper Tiger Shredding
Lincoln * 888-873-5633

Pavelka Trucking
1215 E J Street * 402-462-4650

Safety-Kleen Corp - (Large Quantities)
Grand Island * 308-384-1616

Snow's Car Clinic
836 S Burlington * 402-462-6490

Wal-Mart
3803 Osborne Dr. West * 402-462-6000

Woodward's Disposal Service, Inc.
1039 S Burlington * 402-462-9252

Clean Community Systems (Appt. Only)
3661 Sky Park Rd, Grand Island
* 308-385-5095

Nebraska Recycling Council
402-436-2384
www.nrcne.org