City of Gretna
Guidelines & Requirements

Room Addition/Remodel

The City of Gretna requires that contractors and homeowners comply with the 2018 International Residential Building Code, the 2017 National Electrical Code and the City of Gretna Zoning Code

The drawings shall depict existing and proposed work by the use of shading or other discernable method, as well as wall sections and other details. The drawings may be a floor plan view and should include, as applicable:

1. The purpose for all rooms and areas shall be listed; i.e., storage, office, recreation, bedroom, etc.

2. The size and location of all existing and proposed windows and doors shall be shown.

3. Locations of all plumbing fixtures proposed.

4. Location of proposed electrical outlets, switches and lighting fixtures.

5. Proposed changes to the heating, ventilation and air conditioning system.

6. If an enclosed crawl space rather than a basement, show the method of underfloor ventilation proposed.

7. Proposed finished ceiling height above finished floor should be indicated on the drawings. Habitable spaces shall have a ceiling height of not less than 7' 6". There are a few exceptions allowed by code where ceiling height can be reduced intermittently where the required height is not available.

8. Rooms for sleeping purposes require evaluation of exiting requirements. Escape or rescue windows shall be provided in each sleeping room. Escape windows shall have a minimum area of 5.7 sq. feet, and minimum net clear open-able dimensions of 24" in height and 20" in width and a maximum sill height of 44" above the finished floor. Below grade window wells must be installed.

Below Grade Window Wells: The clear horizontal dimensions shall allow the window to be fully opened and provide a minimum accessible net clear opening (floor area of the well) of 9 square feet, with a minimum dimension of 36 inches. Window wells with a vertical depth of more than 44 inches shall be equipped with an approved permanently affixed ladder or stairs that are accessible with the window in the fully open position. The ladder or stairs shall not encroach into the required dimensions of the window well by more than 6 inches.

Plot Plan (for exterior room additions only): The plot plan drawing must indicate the principal structure, the location and size of the project, location of property lines and proximity to other structures or features located on the site. Dimensions or measurements between structures/features should be added to ensure clarity of information being provided.

No permanent structure may be located in a right-of-way or easement (check with Sarpy County for the location of easements).

It is the homeowners responsibility to identify existing easements, location of lot lines and, if applicable, covenant restrictions.

Required property line setbacks shall be as follows:

	R-1, R-2, R-3	RE, RE-A, TA, & AG
Front Yard	25 ft.	50ft.
Street Side Yard	*15 ft.	25ft.
Interior Side Yard	7.5ft	25ft.
Rear Yard	25 ft.	25 ft.

*In existing developed areas, the street side yard (corner lot) setback may conform to existing setbacks of existing structures along that street (15 ft.). In new developments, the street side yard setback shall be equal to the front yard setback (25 ft.).

Footings: All additions to buildings must have footings extending below the frost-line (42" deep minimum) to prevent damage to the structure or to the structure that is being expanded. Before digging the footings, call Diggers Hotline 1-800-331-5666 or 811 for buried utility locations.

All wood in contact with concrete or masonry surfaces shall be of pressure treated (PT) or naturally rot resistant wood (e.g. cedar, redwood). This typically includes "nailer" plates on floor, wall nailer "furring strips" for wallboard application and frames/casings for windows. The objective is to avoid having untreated wood in contact with concrete or masonry. Concrete and masonry are permeable and, thus, able to transmit both water and water vapor. This situation can create an environment conducive to fungus growth (wood rot) and/or termite damage.

Electrical:
Location of proposed electrical outlets, switches and lighting fixtures, as well as the completion of the Electrical Permit Application must be submitted with the Building Permit Application and performed by a licensed electrical contractor. However, the homeowner currently residing at the property may perform all phases of the electrical wiring with the completion of an Electrical Permit Application. Hard-wired with battery backup smoke detectors shall be added in all areas designated as sleeping areas and in hallways leading to those areas.

Plumbing/Bathrooms:
The homeowner may perform all phases of plumbing for a room addition or remodel as per the 2018 International Residential Building Code requirements.

All bathrooms which do not have a window that can open shall have a ventilation fan for odor and moisture control. These shall vent to the exterior of the building, NOT into a garage, attic or other enclosed room.

Utility/Furnace Room:
The planning of rooms and location of walls near or around the furnace room must consider the clearances required for service and maintenance of the furnace. All furnace and smoke stack clearances to combustibles must be consistent with the Underwriters Laboratory, Factory Mutual or other nationally recognized testing laboratory label on the appliance, as well as the 2018 International Residential Building Code requirements. The frontal clearance to the furnace service/maintenance door must be 30" and a clear height of 80" from the floor.

An evaluation of your furnace by a competent heating appliance installer or the furnace manufacturer representative is recommended. If needed, the furnace manufacturers' dealer/installer can help plan and install fresh air intake ducts where they may be most effective and/or less intrusive to the finished space (i.e.,

between floor joists, etc.)

Commentary: All heated spaces require limited amounts of outside (fresh) air to reduce the risk of carbon monoxide build-up. Limited amounts of CO will decrease efficient operation of the furnace. Increased amounts can be fatal.

Fresh combustion air differs from return air. It is usually mixed with and, thus, is tempered with furnace "return" air. Fresh air is normally available from infiltration (entering through small cracks around doors and windows, siding and foundation sills and the opening and closing of doors and windows). In more energy efficient homes which are provided sheet plastic vapor seals on walls, sealers on sills, and caulked effectively during and after siding is applied, fresh combustion air may already be provided by a supplemental air duct directly from the outside.

Lots served by Septic Tanks & Drain-fields: The proposed addition must also meet the set-back requirements of the septic tank and drain field(s). If new bedrooms and/or additional waste water generating facilities are proposed, an analysis of the existing waste water disposal and the potential need for additional sub-surface disposal field may be required.

Commentary: For a residential lot which is currently served by an “on-site” waste water disposal system (e.g., septic tank/drain-field system), special care must be taken in siting the addition to avoid conflict with the existing drain-field and to conserve sufficient “critical area” for a replacement drain-field. If new bedrooms and/or additional waste water generating facilities are proposed, an analysis of the existing waste water disposal and the potential need for additional sub-surface disposal field may be required. Depending on the size, slope and other improvements on the lot, the need for an area for a replacement drain-field may eliminate or severely limit the opportunity to build the proposed addition. This “critical area” is defined as a location which can be served by using gravity or pumping the waste to a replacement disposal field. The drain-field size depends on a number of factors including soil percolation rate and water usage in the residence.

Inspections Required:

1. Footing Inspection - Once the footings are dug and before concrete is poured.
2. Ground Work Inspection - Placing new or relocated plumbing lines concealed below the floor slab.
3. Rough-In Electrical Inspection - After all electrical are "roughed-in", but before insulating and concealing work.
4. Rough-In Building Inspection (framing, plumbing and mechanical) – After the Electrical Inspection passes
5. Wall Insulation – After Rough-In Building Inspection
6. Final Electrical Inspection - After the completion of the electrical fixtures have been completed.
7. Final Building Inspection (After the Electrical Inspection passes) - After the completion of the ceiling, walls, installation of all plumbing fixtures, and all safety features have been completed.

Please allow a 24-hour notice when calling for an inspection.
The Building Inspections Office number is 402-332-3336, ext. 209.

The Building permit fee is based on square footage of room addition.

Please be advised this informational sheet is a summary guideline and is not inclusive of all codes and regulations.