



## 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 4 sets of plans** showing the construction to be considered by the board. Plans are **NOT REQUIRED** for IPMC appeals.
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.

**A \$100.00 filing 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.**