

**INSTRUCTIONS**  
**APPLICATION FOR PERMIT TO BUILD**  
**NEBRASKA DEPARTMENT OF AERONAUTICS**  
**(NDA Form HP1)**

**Construction or Alteration Requiring Permit to Build**

The sponsor who proposes any of the following construction or alterations shall request A Permit to Build from the Nebraska Department of Aeronautics (NDA) by submitting an Application for Permit to Build (NDA Form HP1)

1. All new structures that exceed a height of one hundred fifty feet (150) above the surface of the ground at point of installation.
2. Altering (i.e., increasing the height) existing structures with a final height exceeding one hundred fifty feet (150) above the surface of the ground at point of installation

The sponsor must submit NDA Form HP1 at least 60 days prior to the date the construction or alteration is to begin.

**Application For Permit To Build**

Upon receipt of the NDA Form HP1 with attachments (i.e., FAA Airspace Determination or FAA Notice Criteria Tool indicating structure does not exceed Notice Criteria, USGS Map, and Certification of No Zoning Violations), the NDA will send “notification of a permit to build” or “declination of permit to build” within 60 days. Notification of NDAs action will be conveyed to the Sponsor via mail to the address provided.

Permits will not be issued for structures that do not receive/include:

1. A favorable FAA airspace determination,
2. *A determination of FAA Notice Criteria Not Exceeded,*
3. A certification of no zoning violations, and
4. *USGS Map with Nebraska Registered Surveyor Stamp.*

*FAA Notice Criteria Tool can be accessed at <https://oeaaa.faa.gov>*

Per Nebraska Revised Statute 3-408, sponsors erecting structures exceeding 150-feet above the ground elevation at the point of installation without a permit shall be guilty of a Class III misdemeanor.

**Marking and Lighting**

As per Nebraska Administrative Code (NAC) Title 17, Chapter 3 – Marking and Lighting of Structures, the following structures, including appurtenances, must be marked and lighted as follows:

1. Structures outside the corporate limits of cities and villages and more than 200 feet above ground level, and

Instructions – Applications for Permit to Build  
Nebraska Department of Aeronautics  
(NDA Form HP1)

2. Structures within the corporate limits of cities and villages and more than 500 feet above ground level.

Marking and lighting must be in the manner prescribed in the Federal Aviation Administration Advisory Circular (AC) 70/7460-1K "Observation Marking and Lighting dated April 15, 2000, including Change 1, incorporated into these regulations by reference. A copy of this advisory circular may be obtained from the Department of Aeronautics, P.O. Box 82088, Lincoln, Nebraska 68501. It shall be the duty of the persons, firms, and corporations owning, maintaining, or using such structures to provide and maintain such marking and lighting. The proposed marking and lighted plan will be prepared by the sponsor and submitted with the Application for Permit to Build.

### **Permit To Build**

Upon receipt of Permit to Build, the Sponsor will provide written notification to the Nebraska Department of Aeronautics:

1. Within 30 days completion of construction (Notice of Construction)
2. To cancel the Permit to Build if it is determined the Sponsor will not construct (Request to Cancel)
3. Upon transfer of ownership of the structure (Transfer of Ownership)

Nebraska Department of Aeronautics	<b>Failure To Provide All Requested Information May Delay Processing</b> <h2 style="margin: 0;">APPLICATION FOR PERMIT TO BUILD</h2>	<b>NDA USE ONLY</b> NDA Permit Number
<b>1. Sponsor</b> (person, company, etc. proposing action)		
<b>Contact:</b> _____ <b>Company:</b> _____		
<b>Address:</b> _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____		
<b>Email</b> _____ <b>Telephone:</b> _____ <b>FAX:</b> _____		
<b>2. Notice of:</b> _____ New Construction _____ Alteration		
<b>3. Duration:</b> Permanent Temporary (_____ Months, _____ Days)		
<b>4. Work Schedule:</b> Beginning _____ End _____		
<b>6. Structure Type:</b> _____ Antenna Tower - FCC Antenna Structure Registration No. _____ _____ Crane, _____ Building, _____ Power Line, _____ Tower, _____ Wind Turbine _____ Other _____		
<b>7. Nature of Intended Use of Structure:</b> _____		
<b>8. Marking/Painting and or Lighting Proposed:</b> ___ Red Lights and Paint, ___ White Lights - Medium Intensity, ___ White Lights - High Intensity, ___ Dual Lights - Red and Medium Intensity White ___ Dual - Red and High Intensity White, ___ Other _____		
<b>9. Latitude:</b> _____ ° _____ ' _____ " <b>10. Longitude:</b> _____ ° _____ ' _____ "		
<b>11. Datum:</b> ___ NAD 83 ___ NAD 27 ___ Other _____ <b>12. County</b> _____		
<b>13. Nearest Nebraska Public-Use Airport:</b> _____ <b>14. Distance From #13 to Structure:</b> _____		
<b>15. Direction From #13 to Structure:</b> _____		
<b>16. Ground Elevation at Site (AMSL):</b> _____ ft. <b>17. Structure Height. (Including Appurtenances) (AGL):</b> _____ ft.		
<b>18. Overall Ht. (16+17):</b> _____ ft.		
<b>19. Required Attachments</b> (Failure to provide the following will delay processing and issuance of a permit): ___ FAA Airspace Determination (FAA Aeronautical Study Number _____), OR ___ FAA Airspace Determination Not Submitted; Does Not Exceed FAA Notice Criteria ( <b>FAA Notice Criteria Tool Printout Attached</b> ) ___ USGS 7.5 Minute Quadrangle Map with the Precise Site Marked and Stamped By Nebraska Registered Surveyor ___ Notarized Certification of No Zoning Violations From County/City Zoning Administrator Marking and Lighting Plan - ___ ATTACHED or ___ NOT REQUIRED AS DEFINED IN NEBRASKA REVISED STATUTE 3-407		
<b>I hereby certify that all of the above statements are true, complete, and correct to the best of my knowledge.</b> <b>I acknowledge that any changes to the above information will require future submittals to the Nebraska Department of Aeronautics.</b>		
_____ Date	_____ Typed or Printed Name and Title of Person Filing the Application	
	_____ Signature	

# NEBRASKA DEPARTMENT OF AERONAUTICS

Dave Heineman  
Governor

Ronnie D. Mitchell  
Director



NEBRASKA DEPARTMENT OF AERONAUTICS	<b>NOTICE OF CONSTRUCTION</b>	PERMIT NO.
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**Sponsor (person, company, etc. proposing action)**

Contact: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Nature of Structure: \_\_\_\_\_

Latitude: \_\_\_\_\_ ° \_\_\_\_\_ ' \_\_\_\_\_ " Longitude: \_\_\_\_\_ ° \_\_\_\_\_ ' \_\_\_\_\_ "

Height of Structure (Including Appurtences) (AGL): \_\_\_\_\_

Ground Elevation at Site (AMSL): \_\_\_\_\_ ft.

Structure Ht. (Including Appurtences) (AGL): \_\_\_\_\_ ft.

This form is being provided as notification to the Nebraska Department of Aeronautics that the referenced structure is being constructed and construction will be completed within 30 days of this notification.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor Signature

**Main Office**

**Navigational Aids Office**

**Mailing Address**  
P.O. Box 82088  
Lincoln, Nebraska 68501  
402.471.2371  
402.471.2906 fax

**Office Location**  
3431 Aviation Road Suite 150  
Lincoln, Nebraska 68524

**Submit to: Nebraska Department of Aeronautics**  
P.O. Box 82088  
Lincoln, Nebraska 68501-2088

Kearney Municipal Airport  
5065 Airport Road  
Kearney, Nebraska 68847  
308.865.5696  
fax 308.865.5697

[www.aero.state.ne.us](http://www.aero.state.ne.us)

NEBRASKA DEPARTMENT OF AERONAUTICS	<b>TRANSFER OF OWNERSHIP FOR PERMIT TO BUILD</b>	PERMIT NO.

**Sponsor (person, company, etc. proposing action)**

EXISTING/ORIGINAL OWNER/SPONSOR

Contact: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Nature of Structure: \_\_\_\_\_

Latitude: \_\_\_\_\_ ° \_\_\_\_\_ " \_\_\_\_\_ ' Longitude: \_\_\_\_\_ ° \_\_\_\_\_ " \_\_\_\_\_ '

Height of Structure (Including Appurtences) (AGL): \_\_\_\_\_

NEW/CURRENT OWNER/SPONSOR

Contact: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Nature of Structure: \_\_\_\_\_

Latitude: \_\_\_\_\_ ° \_\_\_\_\_ " \_\_\_\_\_ ' Longitude: \_\_\_\_\_ ° \_\_\_\_\_ " \_\_\_\_\_ '

Height of Structure (Including Appurtences) (AGL): \_\_\_\_\_

This form is being provided as notification to the Nebraska Department of Aeronautics that ownership of the referenced structure has changed. As sponsor/owner of the referenced structure, I will maintain the structure and provide the Nebraska Department of Aeronautics with future notification related to alterations, removal or ownership.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor Signature

Submit to: Nebraska Department of Aeronautics  
P.O. Box 82088  
Lincoln, Nebraska 68501-2088

NEBRASKA DEPARTMENT OF AERONAUTICS	<b>CERTIFICATION OF NO ZONING VIOLATIONS</b> for <b>APPLICATION FOR PERMIT TO BUILD</b>	NDA USE ONLY
		NDA PERMIT NO.

**Sponsor (person, company, etc. proposing action)**

Contact: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Nature of Structure: \_\_\_\_\_

Latitude: \_\_\_\_\_ ° \_\_\_\_\_ " \_\_\_\_\_ ' Longitude: \_\_\_\_\_ ° \_\_\_\_\_ " \_\_\_\_\_ '

Height of Structure (Including Appurtenances) (AGL): \_\_\_\_\_

This Certification of No Zoning Violations certifies that the Zoning Administrator of \_\_\_\_\_ County, Nebraska has reviewed the proposed structure Application for Permit to Build, which is being submitted to the Nebraska Department of Aeronautics. Based on the information submitted, the Zoning Administrator of \_\_\_\_\_ County, Nebraska, finds that the proposed structure would not violate local zoning standards and the Zoning Administer does not object to the construction.

In Witness thereof, executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary (Signature & Seal)

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