

Facility Construction FAQ's

Question: Can a third party architect/engineer sign the construction forms?

Answer: Facility licensure regulations do not specify, other than a Nebraska licensed architect or engineer. You would need to check with the Nebraska Architect and Engineering Board to determine if that is an acceptable practice.

Question: What is the state's definition of construction?

Answer: Construction means a facility or distinct part of a facility in which services are to be provided, which is enlarged, remodeled, or altered in any fashion, or is built from the ground up.

Question: Does the state review the plans and if not, why are they sent?

Answer: The Department of Health & Human Services – Licensure Unit does review the plans to ensure the architect/engineers have signed the plans and placed their seals on the plans as we no longer have an architect onsite to examine them. The State Fire Marshal's office does a plan review for certified facilities for Life Safety Code.

Question: What is the time frame for approval to begin construction once all the documents have been submitted?

Answer: It could take anywhere from one week to a couple weeks, depending on the workload at the time the information is submitted.

Question: What is the time frame to approve the final project for the use and occupancy by the public?

Answer: It could take anywhere from one week to a couple weeks, depending on the workload at the time the information is submitted AND depending on whether we need to get additional information or clarify some of the submitted information. The final use and occupancy could also take longer if a walk through inspection or licensure inspection is required prior to use.

Question: Why does the state do a walk through on some projects and not the others?

Answer: The individual Program Manager for each facility type makes that determination.

Question: What is the difference between the building inspector and SFM approval for occupancy? Why can't the state accept one or the other?

Answer: Only the State Fire Marshal and/or their delegated representatives have the authority, knowledge and training to inspect and approve building occupancy based on the Life Safety Code and NFPA.

Question: Why can't the architect/engineer send the Notification of project instead of the facility and vice versa?

Answer: Facility licensure regulations require notification directly from the facility of a construction project.

Question: Should I send plans on a roll or CD and why do we have to submit plans to two different state agencies?

Answer: The Department prefers plans on a CD, however, the State Fire Marshal's office requires that the plan are on a roll when they are submitted to them for their review. You are required to submit two separate sets of plans due to the nature of each office's individual plan review process.

Question: Does the Completion Certificate need to be signed by facility administrator or representative of facility?

Answer: The DHHS Completion Certificate form is required to be signed by a Nebraska licensed architect or engineer.

Question: Where do I get the forms I need to submit for a construction project?

Answer: The required forms are available on the DHHS Construction webpage. In addition to those forms, the facility needs to submit a letter (on facility letterhead) outlining the project to the Construction office.