

INOI Individual Lot Permit Frequently Asked Questions

Why does the City require me to have an INOI permit?

Soil erosion is a major contributor to pollution in our waterways. Uncontrolled sediment can move off-site through ditches, storm drains or across other property and be deposited in a creek, stream or wetland. Sediment can clog storm drains and pose a safety hazard on streets. The Environmental Protection Agency (EPA) and the Nebraska Department of Environmental Quality (NDEQ) enacted programs to address these problems. Through these agencies, the City of Lincoln is required to implement a local erosion and sediment control program which includes an ordinance and enforcement capabilities for managing construction site stormwater runoff.

Erosion and sediment control during construction activity is important. Not only is it the law, but implementing Best Management Practices (BMPs) for the building professional can save time, money and worry, and protect natural resources. Additionally, practicing erosion prevention instead of erosion repair may help avoid problems such as negative publicity or private party lawsuits, fines and stop work orders.

Who must file an individual lot notice of intent (INOI) application?

You must file for an Individual Lot Notice of Intent (INOI) if your construction activity will disturb LESS than one acre AND is part of a larger common plan of development.

What is a larger common plan of development?

Typically lots in a subdivision are considered to be part of a larger common plan of development. The developer obtained a permit to discharge stormwater associated with construction activity from the overall site to waters of the United States through a National Pollutant Discharge Elimination System (NPDES) permit.

The original permit for the subdivision cannot be closed until all land disturbing activity on the site is complete OR someone else obtains an large site (NOI permit) for all or a portion (i.e. an Individual Lot) of a subdivision. An owner/builder that has purchased one of those lots must submit an Individual Lot NOI to comply with federal, state and local regulations, unless the original owner/developer retains that responsibility.

Your site is not part of a larger common plan if your site had a home and a new home is being built on the same site or if your site is an infill home among existing older homes. If you are not sure whether your site is part of a larger common plan, contact the City of Lincoln Public Works and Utilities, Watershed Management Division at (402) 309-5936.

What is expected of me as a builder or lot owner?

Persons applying for this permit should be familiar with erosion and sediment control requirements applicable for the City of Lincoln. Local erosion and sediment control requirements can be found on the City of Lincoln website <http://www.lincoln.ne.gov/city/pworks/watershed/erosion/> or in Sec. 28.01 of the LMC "Regulation for Construction Discharges" and Chapter 9 of the City of Lincoln Drainage Criteria Manual. The completed form also serves as transfer of responsibility from the prior owner of the property (developer) to the new owner of the parcel. All responsibility regarding installation and maintenance of sediment control measures is solely the responsibility of the new owner.

Where do I file an Individual Lot INOI application?

Individual Lot INOIs must be filed online through the web portal: <http://permits.lincoln.ne.gov/CitizenAccess/> prior to obtaining a building permit.

How do I complete the application online?

Please complete all required fields on the form, failure to provide required information can result in an incomplete submission and the application will be not be accepted. The applicant must select one of three possible [site plans](#) or create a site specific plan with sediment controls.

What contact information is required?

The legal name of the person, firm, public organization, or any other entity that is performing the construction of the site must be provided, along with the complete address, email address, and mobile phone number. The responsible party is the legal entity that controls the site rather than the job site supervisor. The name, email address, and mobile phone number of the 24 Hour contact person who is responsible for addressing these requirements (if the applicant isn't) is also required. **Note: If improper information is given, applicants will not receive an email with their INOI authorization letter, which is needed to obtain a Building Permit.**

What site location information is required?

The official or legal name of the subdivision including lot and block numbers, and the complete address including city, state and zip code.

If I don't actually sign the application, am I still responsible?

Yes, by submitting the application, the owner indicates they are solely responsible for the requirements for erosion and sediment control for the lot and will comply with the terms and conditions stated in the online application.