



DOUGLAS COUNTY

COMMUNITY DEVELOPMENT

1594 Esmeralda Ave, Ste 202, Minden, Nevada 89423

ACCESSORY DWELLING SUBMITTAL GUIDE

[Title 20](#) – 20.660.150(B) & 20.664.010

ACCESSORY DWELLING: An attached or detached dwelling determined by Minor Design Review to be accessory to the permitted principal use; which provides complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation; which is intended for occupation by paying or non-paying guests, members of the family, or person employed on the premises; which is located on the same parcel as the permitted principal use. Accessory dwellings do not include dwellings which are designated as being part of an allowed principal use and which are allowed by right. The use of trailers and manufactured homes as accessory dwellings is not allowed, unless located within the A-19, FR-19, or FR-40 zoning districts. An attached living area without kitchen facilities that has **direct, heated access from a common area** within the primary dwelling is not considered an accessory dwelling.

It is your responsibility as applicant to obtain a *Building Permit Allocation* when applying for a building permit.

The purpose of this guide is to outline the general requirements for submitting and obtaining a Building Permit for an Accessory Dwelling.

ACCESSORY DESIGN REVIEW PROCESS

Upon the determination that the proposed structure is an accessory dwelling, a building permit is required. Planning design review will be incorporated with the building permit review. They are reviewed for zoning compliance, parcel size, structure size, utility capacity considerations, and architectural compatibility. A Planning design review fee will apply. For information regarding zoning, setbacks, and flood zones, please call the Planner Division at (775) 782-6217.

The **Engineering Division** will also review submittals for flood zone determinations, water/sewer connections if applicable, and easements. For more information on these items, please call the Engineer Division at (775) 782-6235.

ZONING CRITERIA

Residential Zoning. Accessory dwellings within the residential or rural agricultural zoning districts are limited to 800 square feet in the SFR-1/2, SFR-1, SFR-2, RA-5 and RA-10 zoning districts with a one-half (.50) net acre parcel size; and 1,000 square feet for parcels two net acres or greater in size and within the following residential zoning districts: SFR-2, RA-5, and RA-10. Accessory dwellings **ARE NOT** permitted in SFR-8,000 and SFR-12,000 zoning districts.

Manufactured Homes are allowed to be used as an accessory dwelling where the primary residence is a Manufactured Home within the RA-5 and RA-10 zoning districts and MH (Manufactured Housing) Overlay zoning. The accessory dwelling must be secured to a permanent foundation.

Accessory Dwellings in permitted residential zoning districts shall pay all Residential Construction Taxes as imposed on all single-family dwellings.

Agricultural Zoning. On parcels zoned A-19, FR-19, and FR-40, where the land is actively being used for open agricultural purposes (see definition in County Code), an accessory dwelling is permitted by right (i.e., no Accessory Dwelling Design Review is required). If the accessory dwelling is used to house employees or family members significantly employed in open agricultural work on the property, it may contain up to 2,500 square feet of livable area.

For A-19 and FR-19 parcels being used in a non-agricultural capacity, Accessory Dwelling Design Review is required. The size is limited to 800 square feet on parcels one-half (.50) net acre, and 1,000 square feet on parcels two acres or larger.

Non-Residential Zoning. A building permit is required and the square footage of the living area is limited to 1,000 square feet.

UTILITY CONSIDERATIONS

Septic. If the applicant proposes to connect to the existing septic system they must demonstrate that the existing system is sized adequately to handle the increased use.

If the applicant proposes to install a second septic system, the parcel must be at least 2 gross acres if water is supplied by a private well and at least ½ gross acres if water is provided by a public water system.

Well. When the accessory dwelling is to be detached from the primary residence, the total use from the well shall not exceed 1800 gallons per day and 2.00 acre feet per year. *Note: If the parcel can be subdivided according to current zoning, the State Water Resources Engineer shall require sufficient water rights dedication upon application for Land Division.*

Community Water and Sewer. A separate sewer and water connection permit are required whether the accessory dwelling is attached or detached. The connections have separate connection fees and billings; established by resolution of the Board of Commissioners. Each building shall have a separate and independent connection to the sewer main.

It is your responsibility, as the applicant, to obtain approval from the appropriate Water and Sewer purveyors. Douglas County **Utilities Division** maintains several systems at Lake Tahoe and in the Carson Valley. Receipts of payment or will-serve letters must accompany all other submittals. Questions regarding County sewer and water systems may be directed to the Public Works Department at (775) 782-6480.

DOUGLAS COUNTY CODES AND ORDINANCES

Effective July 1, 2019, Douglas County adopted the following codes:

- 2018 International Building Code
- 2018 International Energy Conservation Code
- 2018 International Residential Code

In addition, all development is subject to the provisions of Douglas County Code. https://library.municode.com/nv/douglas_county/codes/code_of_ordinances?nodeId=000_Consolidated%20Development%20Code.

On January 19, 2023 Ordinance 2022-1610 was adopted by the Board of County Commissioners, an ordinance to amend Douglas County Code Section 20.660.150B Accessory Uses, to allow manufactured homes to be used as an accessory dwelling where the primary residence is a manufactured home within the RA-5 (Rural Agriculture - 5-acre minimum lot size) and RA-10 (Rural Agriculture - 10-acre minimum lot size) and MH (Manufactured Housing) Overlay zoning and to clarify that they must be secured to a permanent foundation.

PLAN PREPARATION GUIDELINES

Construction design plans and supporting documents must be prepared, signed, and “wet stamped” by a **NEVADA** registered architect or professional engineer (as applicable for the discipline and scope of work involved). A residential designer may submit design plans for single family or multi-family (maximum 4-plex) structures as authorized by the Nevada Revised Statutes (NRS 623). The cover and subsequent sheets of each discipline must be “wet stamped” with an original signature of the design professional. In addition, the following exceptions are applicable provided that the stated conditions are met:

- A **contractor** licensed under the provisions of the Nevada Revised Statutes (NRS 624) may prepare and submit his own plans provided that the plans are signed by the contractor and meet the conditions specified in the Nevada Revised Statutes (NRS 623.330).
- As allowed under an exception to the Nevada Revised Statutes (NRS 623.330), **owner/builders** may prepare and submit their own plans for their private residential use. In order to utilize this exemption, the applicant will be required to title the plans without reference to being prepared by a party other than the property owner who is building or overseeing the building activities.

CC & Rs

Many residential lots are subject to Covenants, Conditions, and Restrictions, commonly referred to as CC&Rs. This is a private, civil agreement between the property owner, the developer and, if applicable, the homeowners’ association representing the development. **Douglas County Community Development does not monitor or enforce CC&Rs**; however, each lot owner is encouraged to review their CC&Rs before submitting a permit application. **The owner is solely responsible for adhering to the CC&Rs of their community.** Many homeowners’ associations have the legal authority to obtain court orders halting the construction of buildings not in compliance with the CC&Rs.

ACCESSORY DWELLING REQUIREMENTS

All accessory dwellings shall be approved for and permanently connected to all required utilities and shall have a code-approved, site built, concrete, masonry, steel, or treated wood foundation or such that is compatible with surrounding foundations, capable of transferring design dead loads and the design live loads as required by local design criteria. The space beneath the structure shall be enclosed at the perimeter of the dwelling and constructed with materials that are weather resistant and aesthetically consistent with concrete or masonry type foundations.

1. **ROOF SURFACES** shall be metal, asphalt, composition, cement or clay, concrete, fiberglass or slate tiles. Unfinished galvanized steel or unfinished aluminum roofing shall in no case be permitted. The roof pitch shall be a minimum of 4:12 for at least 75 percent of the total roof area, and there shall be a roof overhang of not less than 18", excluding rain gutters, measured from the vertical side of the dwelling. Overhang requirements shall not apply to areas above porches, alcoves, and other appendages that together do not exceed 25% of the length of the dwelling.
2. **SIDING MATERIALS** shall consist of wood, hardwood, brick, concrete, stucco, glass tile, vinyl lap, or stone.
3. **BUILDING WIDTH** shall be at least 20 feet at the narrowest point of its first story or a length of at least 20 feet exclusive of any garage or porch area. The width shall be considered the lesser of the two primary dimensions.
4. **OFF-STREET PARKING** shall be provided in accordance with Code. The accessory dwelling shall be provided with one off-street covered parking space in addition to that required for the primary dwelling unit. No variance or minor exception may be filed to allow parking within the required front or side yard setbacks.
5. **PORCHES, DECKS, OR VERANDAS** that require a building permit shall be covered with a roof if located on the front of the dwelling.
6. **ALL ACCESSORY DWELLINGS SHALL UTILIZE AT LEAST THREE OF THE FOLLOWING ARCHITECTURAL FEATURES:**
 - A. Dormers
 - B. Building off-set
 - C. More than two gables
 - D. Eave overhang of at least 24 inches
 - E. Recessed front entry
 - F. Roof pitch of at least 6:12
 - G. Covered front porch/entry
 - H. Deck with railing or planters and benches
 - I. Other neighborhood compatible
 - J. Bay window or alcove features

Variance Requests may be considered by the Community Development Director (*as part of a separate application*) for one or more of the above developmental or architectural standards, 1 through 6. Any variance request related to these standards shall be considered a minor variance request pursuant to the variance provisions of Code Section 20.606. In lieu of the findings required under Section 20.606.050 A., the following findings must be made for approval:

- A. The architectural style proposed provides compensating features and the proposed dwelling will be compatible and harmonious with existing structures in the vicinity;
- B. The variance is not requested exclusively on the basis or economic hardship to the applicant; and

- C. The granting of the variance will not result in material damage or prejudice to other properties in the vicinity, substantial impairment of natural resources or be detrimental to the public health, safety and general welfare. (ORD.99-902)

ACCESSORY DWELLING BUILDING PERMIT APPLICATION GUIDELINES

Applications may be submitted to building@douglasnv.us, Monday through Friday (excluding holidays) from 9:30 am to 4:00 pm. Accessory Dwelling Building Permit Applications must be accompanied with **ONE SET** of digital plans drawn to an approved Building Division scale. For information regarding building permit requirements please call the Building Development Coordinator at (775) 782-6200.

- **Plot Plan** showing lot size, setbacks, north arrow, all existing and proposed structures, and the location of any easements.
 - **Foundation Plan** with foundation details and flood zone requirements, when applicable.
 - **Floor Plans** identifying all rooms, size and use, window and door sizes, and electrical, mechanical, and plumbing details.
 - **Roof Plan**, including truss calculations.
 - **Framing Plan**, showing framing details with cross sections, and flood zone requirements (when applicable).
 - **Heat loss calculations**
 - **Building Elevations**, all sides, showing height from natural grade to peak of roof and flood zone requirements, if applicable.
 - **Structural Engineering Calculations.** Each set must be wet-stamp and signed by a Nevada Licensed Engineer with corresponding stamps and signature on plans.
 - **Manufacturer’s Specifications** for fireplaces, woodstoves, water heaters, and furnaces.
 - **Floodplain Development Permit and/or Elevation Certificate**, if applicable.
 - **TRPA Approval**, if located with the Lake Tahoe Basin
 - **Completed Septic Application** (with 2 additional plot plans – see Septic Application Guidelines).
- OR --
- **Identification of Sewer and Water Purveyors.** For County Utility districts, see Douglas County Utility Division Sewer and Water Application.

Whether or not the plans require Engineering Calculations, the local current design criteria must be met (subject to updates). In effect, the structure must be designed to withstand the forces of nature and the following criteria shall be met:

International Residential Code:	2018 Edition
Seismic Zone:	IBC=D/IRC=D2 & E for some site specific areas
Wind Speed:	Minimum basic speed 120 mph V_{ult} (refer to Design Criteria)
Exposure:	C
Snow Load:	40 PSF ground (areas below 6,000 feet elevation), 190 PSF (areas 6,000 feet elevation and above)
Frost Depth	Frost Depth: 18” minimum (areas under 6,000’ elevation), 24” minimum (areas 6,000’ elevation and above)
Ice Shield Required:	above 6,000’ elevation

BUILDING PERMIT APPLICATION TIMELINE

When you submit a complete, accurate application, you can expect to receive your building permit within 10 to 15 working days. Should there be an increased volume of submittals, this time frame *may* be exceeded; however, we diligently strive to maintain our processing time.

You will be required to pay the plan check fee at the time of your submittal. Once the Community Development Department has approved your plans, you will be notified that your permit is ready and the amount of the remaining permit fee balance.

It is a requirement that all sewer and water fees are paid before submitting your permit application. Receipts showing payment to applicable purveyors must be included with application. Any monies due to the Public Works Division for County Sewer and/or Water systems must be paid in full.

INSPECTION REQUIREMENTS

You are required to commence work and obtain an inspection within 180 days of receiving your permit. Inspections are scheduled through our Inspection Request Line (775) 782-9006. You must call in your inspection on a business day *PRIOR* to 3:30 pm to receive your inspection on the next business day.

Permits for single-family dwellings are valid for 5 years; you must obtain an approved FRAME INSPECTION with 3 years of issuance, and an approved FINAL INSPECTION within 5 years of issuance.

You may request a one-time, six-month extension from the Building Official. The request must be submitted in writing prior to the expiration of your permit. Should your permit expire, and you have not yet obtained your frame inspection, you will be required to renew your permit at a cost of 50% of the current permit fee based on the original valuation. Should your permit expire between the frame and final inspection, you will be required to renew your permit at a cost of 25% of the current permit fee based on the original valuation. If a new Model Code is in effect at the time of expiration, you are required to submit new plans conforming to the current code to renew your permit.

Permits submitted and approved for construction will expire 180 days from the time of Department approval.

MISCELLANEOUS INFORMATION

DRIVEWAY APPROACH REQUIREMENTS

Per Douglas County Code, Section 20.692.050.C1, “When access is from a paved public street, alley, or private easement, a paved driveway approach, a minimum of ten feet in length and twelve feet in width shall be provided to each residential property. The drive approach shall be paved with two inches of asphaltic concrete or similar material and four inches of aggregate base material. The use of dip sections or culverts will be determined by the field inspector at the time of your footing inspection, and must be installed prior to the Final Inspection.” Questions regarding County Driveway Approach Requirements may be directed to the Engineer Department at (775) 782-6200.

When County Code requires a driveway approach, your approved building permit will serve as authorization to work within a public road in the Towns of Genoa, Gardnerville, and Minden, as well as areas of the county outside of the General Improvement Districts (GIDs). If the work is within a GID or an area governed by a Homeowners’ Association, please inquire with those agencies for any additional rules or regulations that may apply. For driveways connecting with a State or Federal Highway, you must obtain an Encroachment Permit from the Nevada Department of Transportation at (775) 688-1250.

FREQUENTLY USED PHONE NUMBERS

Permit Requirements and General Code Information Building Division	775-782-6200 Option 2
Water and Sewer Designations, Flood Zones Engineering Division	775-782-6200 Option 3
Zoning and Setbacks Planning Division	775-782-6200 Option 4
USA DIG	800-227-2600
Tahoe Regional Planning Agency	775-588-4547
Gardnerville Ranchos GID	775-265-2048
Gardnerville Town Water	775-782-2339
Minden-Gardnerville Sanitation District	775-782-3546
Indian Hills GID	775-267-2805
State of Nevada Division of Water Resources (Well Information)	775-684-2800
State Contractors Board	775-688-1141
State Engineer's Board	775-329-1955
State Architect's Board	702-486-7300
Douglas County Building Industry Association	775-783-1782
State Manufactured Housing	775-687-5500

BUILDING PERMIT FEES

<u>Permit Fee:</u>	IS BASED ON THE SQUARE FOOTAGE OF THE DWELLING AND ESTIMATED PER COUNTY FEE TABLE.
<u>Plan Check Fee:</u>	IS CALCULATED AT 65% OF THE PERMIT FEE.
<u>Park Tax Fee:</u>	IS CALCULATED AT 1% OF THE TOTAL DWELLING VALUATIONS, NOT TO EXCEED \$1,000.00 (I.E.; VALUATION IS \$75,000.00 THEN THE PARK TAX FEE WILL BE \$750.00)
<u>Road Tax Fee:</u>	\$500.00 PER RESIDENTIAL UNIT
<u>School Tax Fee:</u>	\$1,600.00 PER RESIDENTIAL UNIT

THIS GUIDE IS FOR INFORMATION PURPOSES ONLY. Please note that a response by Douglas County Community Development staff in person, to a phone call or an e-mail does not constitute an approval of any application. We strongly encourage you to consult with a legal or real estate professional if you have concerns about whether your proposed actions are appropriate under the laws of Nevada or the Douglas County Code.