



## **Building Permit - Submittal Requirements & Descriptions**

**Note:** Upon review of your submittal, Douglas County may require additional documentation and/or applications.

**Plan size requirements**, to approved scale: Plot (site) scales; 1"=10', 20' up to 60' max. Construction plans approved scales; ¼"=1'0"; Once printed after issuance, minimum size of 11 x 17 inch paper; maximum size 24" x 36". No varying size pages (paper size must be consistent on all pages).

Each set of plans must have an original signature of the person responsible for the plan design.

All building permit submittals will require a deposit prior to review. Once your application is accepted, you will receive a notification with your deposit amount, and instructions for paying online.

- 1. Application Form and Application Fee.** The four pages of the completed General Building Application form, including all required information and signatures, plus one copy of each required checklist item (see checklist matrix) must be submitted along with the deposit. Fees vary from project to project. Please contact the public counter for estimates 775-782-6224.
- 2. Not Applicable Letter.** For any item that is required on the submittal requirement checklist, but not included with the application, the applicant shall provide a letter stating the reason for not providing each item.
- 3. Tax Receipt.** Provide documentation showing that all taxes and assessments are paid current as of the date of the application.
- 4. Connection Receipt.** If required to connect to public water and/or sewer, receipts of payment from the utility purveyor will be required at time of issue.
- 5. Energy Calcs (REScheck, COMcheck)** <https://www.energycodes.gov/rescheck>
- 6. HVAC Calcs (Manual J, S)**
- 7. Cut Sheets (Manufacture Specifications).** Documents that outline the product, material and process for installation of mechanical equipment; such as HVAC, machinery, fireplaces, etc.
- 8. Elevation Certificate.** New construction and additions in the primary floodplain require a series of three (3) elevation certificates.
- 9. Structural Calculations.** Calculations package, stamped by a Nevada Licensed Engineer.
- 10. Plans** **ALL PLAN SHEETS MUST BE SIGNED AND/OR SEALED BY THE DESIGN PROFESSIONAL OR PERSON WHO CREATED THE PLANS.**

**Cover Sheet.** Plans shall include the following minimum sheets or details.

- Building Codes used for project (Current Design Criteria)
- Sheet Index (table of contents)
- Indicate if the building has fire sprinkler suppression system
- Square footage – existing ft<sup>2</sup> + proposed additional ft<sup>2</sup> = total ft<sup>2</sup> (breakdown for T.I.'s with additional square footage)
- Indicate special Inspection/structural observation (if required)
- Identification of all design professionals, contractor(s), and owner
- Deferred submittals (ie: Fire)

**Additional items for Commercial –**

- Shell Building Construction Type

- Occupancy Type (with architectural design analysis for mixed occupancy T.I.'s)
- Occupant load – existing + proposed additional load = total occupant load (breakdown for T.I.'s with additional square footage)
- Plans shall include **Key Plan**, identifying the location of the unit or suite to be remodeled or improved within a larger complex.

**Plot Plan or Site Plan (MUST BE SIGNED BY THE DESIGN PROFESSIONAL OR OWNER.)**

- Provide North Arrow.
- Provide APN and address of proposed project.
  - Show proposed new structures, any existing buildings or structures, all property lines with dimensions, all streets, easements and setbacks. (at required scale)
  - Provide structures (complete) footprint along with all setbacks lines (distance between proposed structure and the property lines) and distances between other structures on the parcel (existing and proposed) and all easements.
  - Show required and approved drainage around structure; provide single contour lines showing direction (slope) of flow, finished floor elevation and existing pad elevation grade.
  - Provide location of all utility laterals to the structure (water, sewer, septic, replacement field, well power, natural gas or propane. (existing and proposed)
  - Provide locations and call out street(s) name(s) and new (if required) or show existing curb, gutter, sidewalk, driveway(s) (proposed cut for new driveway) or County approved residential driveway approach(s).
  - If proposed project is in a flood zone, provide flood zone boundary lines and, if applicable, provide locations of designated multiple flood zone areas.
  - **Commercial** – show required building separations.

**For Septic please include information (See Exhibits A, B & C):**

- Signature of owner or owner's representative.
- Show the distance of neighboring well and septic systems from the proposed septic system.
- Dimensionally locate well on the lot. Show distance from the well to the nearest portion of the proposed septic system. Minimum distance allowed is 100' when well is sealed to 50' and 150' when well is not sealed.
- Dimensionally locate percolation holes. Note: Location of percolation test must be within the actual area of the proposed field.
- Show (label and dimension) all proposed septic system components (distribution box, tank, leach lines, etc.) and note the size of the septic tank.
- Show the distance of the well and proposed septic system from all property lines.
- Show number of bedrooms in the house, existing and/or proposed.
- Show the depth, length, width and spacing of septic field trenches.
- Show the distance of any watercourse (pond, lagoon, stream, drainage ditch, etc.) within 500 feet of proposed septic system. If there are none, then note that on the plot plan.
- Dimensionally locate sewer clean-out within 2' outside of the structure.
- Indicate percentage of slope in two (2) directions across the leach field.
- Note the distance to the nearest public sewer system.
- Indicate the location of the replacement leach field area.

**Foundation Plan & Structural Floor Plan MUST BE SIGNED AND SEALED BY LICENSED NEVADA ENGINEER**

- Show all foundations and footings.
- Indicate size, locations, thicknesses, materials, strengths and reinforcing
- Show all locations, size, type and spacing of floor joists, girders and beams – show location of all double joists for bearing walls.
- Call out size and type of floor sheathing.
- Provide location of required under-floor access opening and size (min. 18" x 24").
- Provide under-floor ventilation system calculations along with all the location & sizes of foundation vents.

- Provide under-floor venting (type, sizes & locations) and finish floor elevation if in special hazard flood zone.

#### **Floor Plan MUST BE SIGNED AND/OR SEALED BY THE DESIGN PROFESSIONAL OR OWNER**

- Provide floor layout for each level or story and dimension all walls, openings and construction points.
- Indicate and label the use of each room within the dwelling or structure.
- Square footage – include all habitable, garage, deck/patio/covered/uncovered, total fire area. If an addition, please include existing square footage.
- Provide all window locations, sizes and type (fixed, slider, casement, etc.) and meet natural light and ventilation requirements for habitable rooms.
- Note all required fire-wall(s), materials and locations.
- Provide all door locations, sizes, types and direction of swing.
- Provide section detail for all stairways, handrails and guardrails.
- Show location and size of attic access (min. 22" x 30").
- Call out all room ceiling style types and heights.
- Provide locations of all plumbing fixtures (bathtubs/showers/sinks), water heater(s), hose bibs, any other plumbing equipment and required vacuum breaker if lawn sprinkler system is included.
- Provide location of all built-in kitchen and bathroom cabinets, and fixed appliances (both interior and exterior).
- Provide location of each type of heating, cooling and ventilation unit equipment.
- Provide all location(s) of fireplace(s) along with the required ICBO/UL listing number; for masonry fireplaces, provide required details and installation from manufacturer.

#### **Roof Framing Plan MUST BE SIGNED AND SEALED BY LICENSED NEVADA ENGINEER**

- Provide required attic ventilation calculations.
- Provide locations, types and size of attic roof vents.
- Show location and size of attic access (min. 22" x 30").
- Provide and call out all beam and header locations, type and size.
- Provide any special framing details or special connections.
- Call out all locations and types of mechanical hardware.
- Show any and all roof features (sky-lights) with required details.
- Provide location of all girder trusses as per truss drawings.
- Provide location, size and spacing for all roof joists, rafters and ridge beams.
- Pre-Manufactured Trusses - trusses will be designed by a Registered Nevada Engineer. Provide approval letter for truss design and shall bear the signed/ wet or electronic, signature and date from the engineer.
- Conventional Roof Framing - design per Chapter 8 of the International Residential Code.

#### **Exterior Elevations MUST BE SIGNED AND/OR SEALED BY THE DESIGN PROFESSIONAL OR OWNER**

- Provide all exterior views (4-sides typical) of structure.
- Show all exterior windows and door locations.
- Provide location of any fireplace chimneys with height dimensioned from adjacent roof.
- Call out all exterior finishes (siding/stucco/brick) and any special features.
- Provide vertical height dimensioning from finish grade to finish floor(s), wall heights and roof peaks on each elevation side along with roof pitch slopes, roofing material and overhang lengths.

#### **Building Sections**

- Show as many building sections as necessary to clearly show all framing details. Provide complete sections (half sections are unacceptable). Include garage section and all open covered porch and patio areas.
- Provide complete construction details including bearing walls, spans of rafters, ceiling joists or trusses spacing and sizes.
- Call out roof sheathing type and size.
- Call out roof slope and type of roof covering.
- Provide details or note all required connections of columns, posts and beams.

- Provide and show insulation of R-value in ceiling, walls, under-floor or stem-walls.
- Provide dimensions for all points of construction.
- For habitable rooms or areas with various ceiling heights (sloped), provide a room cross-section that has floor and ceiling dimensions at the lowest and highest areas.
- Commercial – show height, number of stories and any rooftop mechanical equipment with screening details.

**Electrical, Mechanical & Plumbing Plan MUST BE SIGNED AND/OR SEALED BY THE DESIGN PROFESSIONAL OR OWNER.**

- Provide complete floor(s) plan, identifying room areas, doors and windows.
- Provide all electrical receptacles (outlets) and identify all required GFCI and AFCI type receptacles (outlets/lights/switches) with single line designation, any sub-panels and identify any 240-volt receptacles.
- Show location of main meter/service panel and provide panel size (amperes) along with description of
  - required grounding.
  - Provide locations of all required smoke and carbon monoxide detectors throughout structure.
  - Provide exhaust fan(s) with switch, in bathrooms and water closet compartments.
  - Provide location of all built-in kitchen and bathroom cabinets and fixed appliances (both interior and exterior) with all electrical serving these areas noted.
  - Provide location of all electrical disconnects in relationship to fixed appliances.
  - Electrical calculations are required for photovoltaic and generator systems.

**\*\*Structural Plans, Details and Construction notes by signed/sealed by a Licensed Nevada Engineer\*\***

**11. A separate submittal to the local fire agency.** It is the applicant’s responsibility to submit their building permit to the local fire agency.

**12. Commercial Requirements.**

- Douglas County Major Design review approval letter with response required and the applicable Town final approval letter.
- Soils / Geological / Drainage Report
- Landscaping & Irrigation Plan
- Engineers Estimated Cost of Site Improvement
- Civil Plans (2 with commercial submittal & 4 individual civil plans)
- Equipment Cut sheets
- [Health Department](#) submittal (Restaurant/Bar, pools/spas, School and Childcare, Tattoos & Piercings and more)
- Sign – Elevations in color, bolting or attachment information, dimension of building, Engineering if req’d. All easements must be shown on the site plan. Also provide a site triangle in accordance with Design Standards-[Engineering Division 3.9.2.5.](#)

**13. Additional Submittal Requirements**

- If project is located within the Lake Tahoe Basin, **TRPA** approval Qualified Exempt or Exempt must be indicated on the plans by their original stamp and/or applicable approved TRPA permit.
- If project is a new Dwelling Unit located within the Lake Tahoe Basin, a **TRPA** allocation is required.
- Tahoe Township within Douglas County Water service area, a new pit setter & meter is required for any project with valuation of \$20,000 or more.
- If project is a new Dwelling Unit located in the Valley, an Allocation Application must be submitted concurrently with the Building Permit Application, if not in a vested subdivision.
- Energy compliance - calculations REScheck / COMcheck & Manual J & S (deferred submittal at framing)
- Accessory Dwelling – submit Accessory Dwelling Disclaimer – see **Exhibit “D”**, Domestic [Water Well form](#) and follow our [Accessory Dwelling submittal guide](#).
- Accessory Structure ONLY – [Plumbing Fixture Count for Detached Non-Dwelling Units document](#) (per NAC 444.818)

***All Architects, Engineers, and Contractors shall be licensed in the STATE OF NEVADA***