

Washoe County Building Permit Checklist – Engineering Items

Rev. 4/10/2019

Project Description:

Address:

APN:

Permit Number:

Reviewer:

Date:

Note: If a requirement begins with “No”, it will be used as a double negative to confirm the absence of something.

For example: “No Work in Right-of-Way”

– If you choose “Yes”, it means “Correct, there is *NO* work to be done in the right-of-way”


– If you choose “No”, it means “Incorrect, there *IS* work in the right-of-way”

For the entire checklist, a “No” answer will trigger the Permit Comment and will be required as a correction.

The goal of the checklist is to have ZERO “No” boxes checked. If all “Yes” boxes [that apply] are checked, the permit should become approved.

	<u>Requirements</u>	<u>Code, Std Detail, & Policy Reference*</u>	<u>Yes</u>	<u>No</u>	<u>Permit Comments</u>
General Information					
1	Name/Address of Owner	438.38(a)			Per Washoe County Code 438.38(a): Provide name and current address of owner
2	Name/Address of Preparer	438.38(a)			Per Washoe County Code 438.38(a): Provide name and address of preparer of site plan
3	Address of Project	438.38(a)			Per Washoe County Code 438.38(a): Provide address of project
4	Plans Stamped and Signed	NRS			Per Nevada Revised Statute (NRS): Plans must be stamped and signed by one of the following: - Licensed Professional who is responsible for preparation, OR - Contractors stamp with the information filled out, OR - Owner/Builder stamp with information filled out
5	North Arrow and Accurate Scale	POLICY			Per Washoe County Policy: Provide a north arrow and accurate engineering scale to depict site drawing(s) (1"=10', 1"=20', etc.)
6	Confirm Ownership of Street	POLICY	Pub	Priv	Per Washoe County Policy: Use WRMS to confirm ownership of street. (https://gis.washoecounty.us/wrms)

*-Code Articles can be found under Washoe County Code Section 110

	<u>Requirements</u>	<u>Code, Std Detail, & Policy Reference*</u>	<u>Yes</u>	<u>No</u>	<u>Permit Comments</u>
7	Structure Located in Flood Zone "X" (shaded or unshaded)	416.55-65 416.70			Reviewer to see "Elevation Certificate Review" Section
8	Parcel Located other than Arrowcreek	Ordinance			Note for Engineering Staff only: See Leo Vesley to process Arrowcreek RRIF
9	No Fault Locations and their Associated Setbacks Shown (Arrowcreek, Montreux, and other recorded maps)	610.15(f)			Per Washoe County Code 610.15(f): Show fault lines and their associated setbacks
10	Setbacks, Property Lines, Easements, Street Right-of-Way Identified	438.38(a)(5)			Per Washoe County Code 438.38(a)(5): Identify setbacks, property lines, easements, and street right-of-way
11	Finish Grade (FG) Elevations at all Structures Shown	438.38			Per Washoe County Code 438.38: Show Finish Grade (FG) elevations at all structures/ground intersection
12	Existing & Proposed Structures on Site Shown	438.38(a)(3)			Per Washoe County Code 438.38(a)(3): Show location of existing and proposed structures on site
13	Existing Structures within 15' of Grading Shown	438.38(a)(3)			Per Washoe County Code 438.38(a)(3): Show location of existing structures within 15' of grading
14	No Retaining Wall Included in Building Permit Description	Building Division Policy			Note: This is to be used with Engineering Conditional Approval in Accela Workflow. If it is Engineering's only comment, add the comment to Workflow and select Conditional Approval and Building will ensure it is addressed. If we have corrections in addition to this one, include this comment with the others and select Corrections Required in Workflow. Per Washoe County Building Division Policy:  requires permit. Note permit number on the plans.
15	No Work in Right-of-Way	W-5.2			Per Washoe County Standard Detail W-5.2: An Encroachment/Excavation and/or Revocable Occupancy Permit is required prior to building permit issuance for <u>ANY</u> improvements in the County right-of-way
16	No Bear Box Proposed on Plans (Incline Village only)	WC Recorded Document #3864795			Per Washoe County Recorded Document #3864795: Revise Bear Box location to be 12 feet or more from edge of pavement >>OR<< Obtain a Revocable Occupancy Permit if within 12 feet from edge of pavement
17	Required Cut and Fill Slope Set Backs from Boundaries Shown	438.60 438.45(b)			Per Washoe County Code 438.60 & 438.45(b): Show required cut and fill setbacks from boundaries

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	Requirements	Code, Std Detail, & Policy Reference*	Yes	No	Permit Comments
Grading Standards (Article 438)					
18	Existing Site Contours Shown <u>Exceptions:</u> 1. Attached Patio Covers within 10 Feet of Existing Building 2. Patio to be Placed over Existing Concrete Pad	438.38(a)(5)			Per Washoe County Code 438.38(a)(5): Show accurate contours of existing grade
19	Grading Associated with this Permit (if yes, skip to "Proposed Site Contours Shown" requirement) (if no, see next requirement)	438			Per Washoe County Code 438: See next Grading Standards requirement
20	No Grading Associated with this Permit <u>AND</u> is Noted on Plans as: "No grading required" (if yes, skip to "Drainage Standards" section)	438			Per Washoe County Code 438: Add note to plans: "No grading required" (now, move on to "Drainage Standards")
21	Proposed Site Contours Shown (confirm contours and slopes indicated match)	438.38(a)(6)			Per Washoe County Code 438.38(a)(6): Show proposed finish grade contours
22	Grading Shown to Include Drainage Swales with Flowlines, Elevations, Slopes, Direction of Runoff, Slope Setback; plus, Natural Drainage Ways and Off-Site Drainage, all Sufficient to Show Drainage Functionality.	438.38(a)(4) W-4.2			Per Washoe County Code 438.38(a)(4) & Washoe County Standard Detail W-4.2: Show grading to include drainage swales with flowlines, elevations, slopes, direction of runoff, slope setback; plus, natural drainage ways and off-site drainage, all sufficient to show drainage functionality.
23	Cut & Fill Volumes Listed	438.38(a)(2)			Per Washoe County Code 438.38(a)(2): Note the volumes of cut and fill in cubic yards
24	Less than 50cy Material Export	438.37			Per Washoe County Code 438.37: Note disposal location and associated grading permit number on plan if more than 50cy material export

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	Requirements	Code, Std Detail, & Policy Reference*	Yes	No	Permit Comments
25	No Cut or Fill Slopes Steeper than 3H:1V (see exceptions)	438.45(a)			Per Washoe County Code 438.45(a): Show grading to comply with 3H:1V slope standard
26	Fills Within Required Yard Setbacks are 48 Inches or Less <u>Exempted by:</u> ○ Special Use Permit ○ Tentative Map	438.45(b)			Per Washoe County Code 438.45(b): Show that fills within the required yard setbacks do not differ from the natural or existing grade by more than forty-eight (48) inches
27	Delineate Limits of Disturbed Area and Associated Square Footage	438.38(a)(2)			Per Washoe County Code 438.38(a)(2): Delineate limits of disturbed area and note square footage disturbed. If disturbed area is more than 10,000 square feet, show a temporary storage area.
28	No Slope Stabilization Required (Reveg, mulch)	438.70			Per Washoe County Code 438.70: Add note as to the method/process of stabilizing area that was disturbed by construction
29	No Rip Rap or Gabions Shown for Mechanical Stabilization (rip rap or gabion for storm drainage is OK)	438.45(k) 438.50(a)			Per Washoe County Code 438.45(k) & 438.50(a): Use of rip rap or gabions for mechanical slope stabilization is prohibited
30	Threshold for Major Grading Permit Not Met	438.35			Per Washoe County Code 438.35: Obtain special use permit (major grading permit), pursuant to Article 810 ○ Permit obtained via Washoe County Planning Division
31	No Grading Bond Required (yes=less than or equal to 1 acre disturbed area; no=greater than 1 acre disturbed area)	438.39			Per Washoe County Code 438.39: Submit Grading Bond of \$2000 per acre of disturbed area, or submit a cost estimate on an approved County form(s)
Continue					

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	<u>Requirements</u>	<u>Code, Std Detail, & Policy Reference*</u>	<u>Yes</u>	<u>No</u>	<u>Permit Comments</u>
Drainage Standards (Article 420)					
32	Positive Drainage Away from Structure	IRC R401.3			Per International Residential Code (IRC) R401.3: Indicate positive drainage away from structure. Add note: "5% slope, or 6 inches of fall, for 10' min."
33	Easement Set Backs from Centerline of Drainage Ways Shown	420.40			Per Washoe County Code 420.40: Show minimum setbacks for structures maintained from centerline of drainage ways which are not classified as perennial streams
34	No Drainage Report Needed	420.20(a)			Per Washoe County Code 420.20(a): Drainage Report is required (Truckee Meadows Regional Drainage Manual will be basis for design)
35	No Increase in Off-Site Drainage	420.20(b)			Per Washoe County Code 420.20(b): Show that drainage does not contribute to existing peak flow in drainage basin
36	No Impact to Natural Waters	420.20(d)			Per Washoe County Code 420.20(d): Show that development of property shall not adversely affect any natural drainage facility or natural water course
37	No Discharge Across Property Lines	420.20(l)			Per Washoe County Code 420.20(l): Show surface drainage from any developed area does not cross any property line except by way of natural watercourse, major drainage facility, approved drainage system within a public storm drain easement, or permanent surface drainage easement
38	No Interceptor Swales Above Retaining Walls & Cut Slopes	420.25(j)			Per Washoe County Code 420.25(j): Show required semi-impervious (plantmix, concrete, RAP, etc.) paved interceptor swales provided along the top of retaining walls and cut slopes greater than 4 feet in height
39	No Discharge into Water Supply Ditches	420.35			Per Washoe County Code 420.35: Discharge prohibited into water supply ditches unless authorization from ditch owner. Provide documentation.
Continue					

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	<u>Requirements</u>	<u>Code, Std Detail, & Policy Reference*</u>	<u>Yes</u>	<u>No</u>	<u>Permit Comments</u>
Driveways (Article 436)					
40	Legal Access to Public Right-Of-Way Shown (Existing, Public, & Private)	POLICY			Per Washoe County Policy: Provide recorded documentation of legal access to property (Deed, Easement, etc.)
41	Meets Minimum Width (Existing, Public, & Private)	W-16.4			Per Washoe County Standard Detail W-16.4: Revise plans to meet minimum driveway width
42	Meets Minimum Separation (Existing, Public, & Private)	W-16.4			Per Washoe County Standard Detail W-16.4: Revise driveway location to meet minimum separation from property line, curb return or circular driveway
43	Driveway Slope 14% or Less (Existing, Public, & Private)	436.30(b)(3) W-5.2			Per Washoe County Code 436.30(b)(3) & Washoe County Standard Detail W-5.2: Revise plans to show driveway slope to not exceed 14%
44	Existing Driveway for an Addition or Detached Structure (if yes, skip to "Sewer Standards")	W-5.2			Per Washoe County Standard Detail W-5.2: Include a 4-foot-wide transition from the edge of plantmix street surface to driveway with 4% minimum cross slope consisting of 4-inch plantmix pavement on 6 inches of aggregate base (if unpaved or P.C.C. street surface, use matching material)
45	Connection of New Driveway (if public, continue with 'Driveways')	POLICY	Pub	Priv	Per Washoe County Policy: If private, move on to Sewer Standards Section
46	Meet Connectivity to Existing Pavement	W-5.2			Per Washoe County Standard Detail W-5.2: Include a 4-foot-wide transition from the edge of plantmix street surface to driveway with 4% minimum cross slope consisting of 4-inch plantmix pavement on 6 inches of aggregate base (if unpaved or P.C.C. street surface, use matching material)
47	Required 5' Return Radii/Flare for Non-curb and Gutter Shown >OR< Required Ramps for Curb and Gutter Shown	W-5.2 W-5.11			Per Washoe County Standard Detail W-5.2: Show required 5' return radii/flare for non-curb and gutter >OR< Per Washoe County Standard Detail W-5.11: Show required ramps and approach for curb and gutter
48	Driveway Material Shown Within Right-of-Way	W-5.4			Per Washoe County Standard Detail W-5.4: Show proposed driveway material to be used in right-of-way
49	Show Edge and Material of Existing Road and Associated Drainage (connection to driveway)	436.35 POLICY			Per Washoe County Code 436.35 & Washoe County Policy: Show edge and material of existing travel way and associated drainage

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	Requirements	Code, Std Detail, & Policy Reference*	Yes	No	Permit Comments
50	Driveway Length 20' or Greater (from back of sidewalk or property line)	W-16.4			Per Washoe County Standard Detail W-16.4: Show 20' minimum driveway length from back of sidewalk or property line
51	No Inpavement Heating within the County Right-of-Way.	W-5.2			Per Washoe County Standard Detail 5.2: Hydronic or heated driveways located within County ROW must be on separate station
52	No Culvert Under Driveway (if yes, skip next TWO requirements about culverts)	420.25(c) W-5.2			Per Washoe County Code 420.25(c) & Washoe County Standard Detail W-5.2: Minimum culvert size shall be determined by the County Engineer (indicate material) - RCP and HDPE are acceptable
53	Culvert Greater than 24" Includes Engineered Design Calculations	W-5.2			Per Washoe County Standard Detail W-5.2: Include engineered design calculations for culvert sizes greater than 24". If culvert size is matching upstream and downstream culvert sizes, disregard calculations
54	Sufficient Driveway Culvert Cover	W-5.2			Per Washoe County Standard Detail W-5.2: Show cover on culvert per culvert manufacturers specifications
Sewer Standards (Article 422)					
55	Location of Sewer Connections Shown	422.25 422.35 422.40			Per Washoe County Code 422.25, 422.35, & 422.40: Show design of all sewer connections to applicable standards and specifications. Show street cuts for water, gas, electric, etc.
56	No Street Cut Shown or Noted (if work in street)	W-2.2			Per Washoe County Standard Detail W-2.2: Add note "Encroachment/Excavation (aka Street Cut) Permit to be obtained by County Approved Contractor prior to starting work within right-of-way"
Storm Water Discharge Program (Article 421)					
57	No NDEP Stormwater Discharge Permit Required (Industrial and Commercial)	421.65(d)			Per Washoe County Code 421.65(d): Either a Notice of Intent (NOI) or NDEP Stormwater Discharge Permit is required if disturbed area is greater than 1 acre or if in sensitive area
58	Construction Permit Submittal Checklist Complete	421.65(d)			Per Washoe County Code 421.65(d): Submit completed Construction Permit Submittal Checklist, and add standard notes to plan
59	Performance Standards Compliance Checklist Complete	421.65(d)			Per Washoe County Code 421.65(d): Submit completed Performance Standards Compliance Checklist
60	Construction Stormwater Inspection Fee & Fee Worksheet Complete	421.65(e)(f)			Per Washoe County Code 421.65(e)(f): Submit Construction Stormwater Inspection Fee and completed fee worksheet

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	<u>Requirements</u>	<u>Code, Std Detail, & Policy Reference*</u>	<u>Yes</u>	<u>No</u>	<u>Permit Comments</u>
RRIF					
61	Any Building Located on Property in the Past (if yes, RRIF credit for previous building)	RRIF Gen. Admin. Manual			Per RRIF General Administration Manual (RTC): RRIF fees apply
62	<p><u>Attached or Detached Supplemental Unit</u></p> <p>1. <u>Attached</u>: Addition sharing a common wall w/ living space</p> <p>2a. <u>Detached</u>: Structure has kitchen w/ <u>NO</u> stove and doesn't share common wall but is still attached to home (garage, breezeway, etc.)</p> <p>2b. <u>Detached</u>: Contains a kitchenette with <u>NO</u> stove (if yes to 1 or 2a/2b, no RRIF fees)</p>	RRIF Gen. Admin. Manual			Per RRIF General Administration Manual (RTC): RRIF fees apply The single-family rate applies to the primary residence and the multi-family rate applies to any supplemental unit(s)
63	<p><u>Tenant Improvement for Commercial Projects</u></p> <p>1. RRIF fees paid for previous land use of original structure</p> <p>2. No change in land use (if yes to 1 OR 2 no RRIF fees)</p>	RRIF Gen. Admin. Manual			Per RRIF General Administration Manual (RTC): RRIF fees apply
Continue					

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	<u>Requirements</u>	<u>Code, Std Detail, & Policy Reference*</u>	<u>Yes</u>	<u>No</u>	<u>Permit Comments</u>
Other					
64	Presumed Public Access has been Perpetuated	NRS 405.191 & 405.195			Per Nevada Revised Statute (NRS) 405.191 & 405.195: Show that access to presumed public road is to be perpetuated https://www.washoecounty.us/csd/engineering_capitalprojects/presumed_public_roads.php
65	No Special Drainage Issues: FF Elevation Requirements <ul style="list-style-type: none"> ○ Cella Barr ○ Casazza Ranch ○ Flood Zone – Critical Flood Zone 1 	POLICY 416.57			

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