



WASHOE COUNTY

COMMUNITY SERVICES DEPARTMENT

Planning & Building Division

Permit # _____

1001 EAST 9TH STREET
 RENO, NEVADA 89512
 PHONE (775) 328.2020
 FAX (775) 328.6132

BUILDING APPLICATION FOR CHILDCARE BUSINESS LICENSE

Required for all New or Existing Childcare businesses that have made changes or intend to make changes to the business (change of ownership, # of children, age of children or hours of operation) or have modified or intend to modify their premises or initiate a change in building use.

THIS IS NOT A BUILDING PERMIT APPLICATION. A Building Permit is required for any construction or modification to the Childcare premises prior to any work being completed.

Please check with the Building Division at: (775) 328-2020. This application has 4 pages.

BEFORE YOU COMPLETE THIS APPLICATION OR MAKE ANY DECISIONS ABOUT YOUR CHILDCARE BUSINESS PLEASE MAKE SURE YOU SCHEDULE A PRE-DEVELOPMENT MEETING.

Pre-development meetings include a roundtable of county experts who are involved in reviewing and approving Childcare businesses. This includes staff from Planning, Building, Engineering, Health District and Fire District and is offered for the customers' benefit at no charge. Please schedule your meeting by email at:

development@washoecounty.us or by calling (775) 328-6100.

***Required**

| |
|---|
| <p>*Parcel Number: _____ Address: _____</p> |
| <p>Property Owner Information:</p> <p>*Name: _____ *Phone No: _____ Address: _____ *Email: _____</p> |
| <p>Business Owner Information:</p> <p>Name: _____ *Phone No.: _____ *Email: _____</p> |
| <p>Name of business: _____ Type of business: _____</p> |
| <p>List any remodel work that was done or is being proposed:</p> <p>_____</p> <p>_____</p> |
| <p>Number of children under the age of 2 ½ _____, Total number of children _____, Hours of operation _____.</p> |

Applicant (print) _____ **Date:** _____

Signature _____

Please see next page



INTEGRITY



EFFECTIVE COMMUNICATION



QUALITY PUBLIC SERVICE



WASHOE COUNTY
COMMUNITY SERVICES DEPARTMENT
Planning & Building Division

Permit # _____

1001 EAST 9TH STREET
 RENO, NEVADA 89512
 PHONE (775) 328.2020
 FAX (775) 328.6132

This Application may be submitted by sending this completed form to Building@washoecounty.us or faxed to (775) 328-6132 or (775) 325-8016. A Staff member will contact you for payment information.

Please be sure to read and initial **all** locations below.

IMPORTANT TIME DEADLINES: _____ (initial)

I UNDERSTAND THAT APPLICATION OR RENEWAL AND FINAL INSPECTION OF THIS APPLICATION IS REQUIRED FOR APPROVAL OF THE WASHOE COUNTY BUSINESS LICENSE. APPLICATION MUST BE SUBMITTED AND FEES PAID PRIOR TO SCHEDULING OF FINAL INSPECTION. APPLICATION EXPIRES WITH THE BUSINESS LICENSE, UNLESS DULEY RENEWED.

IMPORTANT WATER RIGHTS/WILL SERVE REQUIREMENTS: _____ (initial)

I UNDERSTAND AND AGREE THAT ANY NEW OR EXPANDED EXISTING PROJECTS THAT TRIGGER THE REQUIREMENT FOR SUFFICIENT WATER RIGHTS TO BE DEDICATED OR RELINQUISHED ACCORDINGLY IN CONFORMANCE WITH WASHOE COUNTY CODE CH.110, ARTICLE 422.15, APPLICABLE LOCAL AND STATE CODES / LAWS AND THAT PROOF OF WATER RIGHTS OWNERSHIP OR RELINQUISHMENT AND A *WILL SERVE* LETTER MUST BE PROVIDED TO THE WASHOE COUNTY PLANNING AND BUILDING DIVISION PRIOR TO FINAL INSPECTION, CERTIFICATE OF OCCUPANCY OR THE OCCUPANCY OF THE PREMISES APPLIED FOR HEREIN. OWNER / APPLICANT AGREE TO ALL RESPONSIBILITY AND LIABILITY RELATED TO WATER RIGHTS AND WILL SERVE LETTERS, AND RELEASE WASHOE COUNTY, ITS AGENTS AND EMPLOYEE FROM ANY LIABILITY OR CLAIMS.

DISCLAIMERS: INDEMNIFICATION: ACKNOWLEDGMENTS BY PERMITTEE: _____ (initial)

I UNDERSTAND THAT THE INSPECTIONS PROVIDED BY WASHOE COUNTY ARE VERY LIMITED AND DO NOT COVER ALL OF THE WORK PERFORMED UNDER THE AUTHORITY OF THIS APPLICATION. THE INSPECTIONS ARE OCCASIONAL SPOT CHECKS, MUCH LIKE AN AUDIT; THEREFORE, MANY PARTS OF THE WORK ARE NOT INSPECTED. NEITHER THE INSPECTIONS BY THE COUNTY NOR THE INSPECTION, FINAL OR CERTIFICATE OF OCCUPANCY CONSTITUTE A REPRESENTATION BY THE COUNTY THAT THE WORK WAS INSPECTED OR THAT THE WORK COMPLIES WITH COUNTY ORDINANCES.

I HEREBY AGREE TO DEFEND AND TO SAVE, INDEMNIFY AND KEEP HARMLESS THE COUNTY OF WASHOE AND ITS OFFICERS, EMPLOYEES AND AGENTS AGAINST ALL LIABILITIES, JUDGEMENTS, COSTS AND EXPENSES WHICH MAY ACCRUE AGAINST THE COUNTY IN CONSEQUENCE OF GRANTING OF THIS APPLICATION, INSPECTION, FINAL OR CERTIFICATE OF OCCUPANCY, IN CONSEQUENCE OF THE COUNTY'S OWN NEGLIGENCE OR ITS OTHERS ACTS OR OMISSIONS WITH RESPECT TO THIS APPLICATION, INSPECTION, FINAL OR A CERTIFICATE OF OCCUPANCY, OR IN CONSEQUENCE OF THE USE OR OCCUPANCY OF ANY WORK, SIDEWALK, SUB-SIDEWALK OR STREET, OR OTHERWISE BY VIRTUE THEREOF, AND WILL IN ALL THINGS STRICTLY COMPLY WITH THE CONDITIONS OF THIS APPLICATION AND PROVISIONS OF THE RULES, REGULATIONS AND ORDINANCE OF THE COUNTY OF WASHOE.

Inspections and hours:

Office hours are 7:30am to 4:30pm Monday through Friday. Monetary transactions must be completed by 4:00pm. INSPECTION TEL **(775) 325-8000.**

BUILDING DIVISION INSPECTIONS WILL BE SCHEDULED AT LEAST ONE DAY IN ADVANCE. A STAFF MEMBER WILL CALL YOU TO SET UP THE INSPECTION. DUE TO INSPECTION DEADLINES AND AREA ASSIGNMENTS, STAFF WILL CALL YOU AGAIN TO CONFIRM THE INSPECTION ON THE DAY OF THE INSPECTION BETWEEN 8:00 AND 8:30 A.M TO PROVIDE A MORE SPECIFIC TIME OF INSPECTION.

PLEASE FILL OUT THE DAY CARE QUESTIONNAIRE AND READ THE FAQ ON THE FOLLOWING PAGES.

Thank you.





WASHOE COUNTY

COMMUNITY SERVICES DEPARTMENT

Planning & Building Division

1001 EAST 9TH STREET
RENO, NEVADA 89512
PHONE (775) 328.2020
FAX (775) 328.6132

Day Care (Childcare) Questionnaire

Is my building suitable for use as a Day Care?

Before signing a lease or purchasing a building for use as a Day Care (Childcare) please review the following information and answer the following questions. If you cannot answer the questions, please reach out to us for assistance @ (775) 328-2020 or building@washoecounty.us

1. What are my hours of operation?

- A. Less than 24 hours per day. (As described by Washoe County Human Services).
- B. 24 hours per day.

2. How many children will I be caring for?

- A. More than 6; but not more than 100.
- B. Less than 6.
- C. More than 100.

3. What is the age of children that I am caring for?

- A. Less than 2 ½ years of age.
- B. 2 ½ years of age and older.

4. Is my building or space located above or below the first floor/grade?

- A. No.
- B. Yes.

5. Do each of the rooms that I am using for child care contain an exit door directly to the outside?

- A. Yes.
- B. No.

If you have selected "A" for all of the above answers your occupancy classification will most likely be determined as an "E" (Educational).

If you have chosen any other answers besides "A" or you are not sure, please contact the Washoe County Building Division for assistance @ (775) 328-2020 or building@washoecounty.us



INTEGRITY



EFFECTIVE
COMMUNICATION



QUALITY
PUBLIC SERVICE



WASHOE COUNTY

COMMUNITY SERVICES DEPARTMENT

Planning & Building Division

1001 EAST 9TH STREET
RENO, NEVADA 89512
PHONE (775) 328.2020
FAX (775) 328.6132

Day Care FAQ's

Please contact us for any questions @ (775) 328-2020 or building@washoecounty.us

Does the building or space that I am located in need a fire alarm or suppression system?

If the space in which you are located, or the entire building is greater than 5,000 square feet you may be required to install a fire alarm and or suppression system. Please contact us for clarification.

Will the building or space that I intend to use require any modifications?

Depending upon the type of use taking place in the adjacent spaces or the overall size of the building, rated fire walls may be required. Please contact us for clarification.

If your use is classified as an "E" occupancy and you have more than 49 occupants in any location, you may need to provide additional exit doors.

If more than one exit door is required from your space you will be required to install illuminated exit signs.

Does my building need to be ADA accessible?

If the space in which you intend to occupy was previously a Day Care, and classified as an "E" occupancy, and your new use is classified as an "E" occupancy, then you may not need to make any upgrades. If the previous occupancy was anything other than an "E" occupancy, then your space will be required to meet the accessibility requirements of the current International Building Code as well as the ANSI 117.1 standards and any applicable code requirements for conformance to currently adopted codes which are available under "Codes" at www.washoecounty.us/building. Accessibility requirements include an accessible route from the main point of drop off/parking, to and through the main entrance, and all primary function areas, including restrooms. Please contact us for clarification.

Do I have adequate restroom facilities?

Any Day Care facility that has an occupant load in excess of 15 occupants is required to have separate facilities for male and female. Please contact us to determine the exact number of required plumbing fixtures.

Do I need a building permit to open my Day Care?

If you are changing the use from any other use to an "E" occupancy as identified on page one, then you will need a "Change of Use" permit. Additionally, if you are making any modifications to the space a Building Permit will be required. Please note that both activities can take place under one permit.

A licensed State of Nevada Contractor is required to perform any work in a commercial building, including a change of use. A Nevada licensed Design Professional (Architect, Engineer or Interior Designer) may prepare and submit permit drawings. A NV Licensed Contractor is required for permit issuance.

Please contact us for any questions @ (775) 328-2020 or building@washoecounty.us



INTEGRITY



EFFECTIVE
COMMUNICATION



QUALITY
PUBLIC SERVICE