

Washoe County PLAN SUBMITTAL

Commercial Tenant Improvement

July 2016

PERMITS+PLUS ZONE



Washoe County
1001 East Ninth Street
Reno, NV 89512

GUIDELINES

The following is an outline of the requirements for a Commercial Tenant Improvement submittal or a change of use or occupancy. This list is for reference purposes only and may not include all items needed to complete the plan review process.

1. Prerequisites

- **Architectural Committees (NRS 278.563):** If the project is located in an area that has an architectural committee that is registered with Washoe County, architectural committee approval is required prior to submitting your plans to the building department.
- **Shell Building Approvals Required:** The tenant improvement Certificate of Occupancy will not be issued until the shell building receives all required final inspections and approvals.

2. General Requirements

- Permits for tenant improvements are only issued to Nevada Licensed Contractors with a current Washoe County business license.
- Five (5) complete sets of plans are required. Two (2) sets are required to be prepared, signed and wet-sealed by a Nevada Registered Design Professional as applicable for the discipline involved. A Nevada Licensed Contractor may prepare and submit plans within their license discipline provided the plans are signed by the contractor. The remaining (3) sets may be copies of the original wet-sealed documents.
- Three (3) copies of the project specification book are required (if applicable). All three (3) copies must be wet-sealed by the registered design professional.
- Two (2) copies of the energy code compliance forms are required.
- Two (2) copies of the structural calculations are required (if applicable). Both copies must be wet-sealed by the registered design professional.
- All pages of the plans shall be on the same size paper and firmly bound on one edge. Recommended minimum plan size is 18" x 24". Plans must be legible and clear. All plans and details are to be drawn to a minimum 1/8" scale.
- All construction documents must show in detail that the proposed work will be in accordance with the 2012 International Building Code® (IBC), 2012 International Energy Conservation Code® (IECC), 2011 National Electrical Code® (NEC), 2012 Uniform Mechanical Code™ (UMC), and 2012 Uniform Plumbing Code™ (UPC).

3. Plan Requirements

- **Existing (E), Demolition (D), and New (N)** work must be clearly indicated on all construction elements.
- **Key plan/site plan** fully dimensioned and indicating lot lines, use of adjacent tenants and structures, location of existing or proposed utilities, parking counts, accessible parking spaces, and accessible routes.
- **Code analysis** including intended use or nature of the business, change of use or occupancy, allowable floor area, occupancy group, type of construction, fire sprinkler, fire alarm, occupant load, egress, ADA toilet facilities, and accessibility requirements.
- **Floor plan** fully dimensioned and identifying use of all occupied spaces (office, storage, etc.), exits (number, width, distance to, direction of, hardware requirements, etc.), corridors (type of construction, width, access to exits, cross-section of all fire-rated corridors, etc.), all fixed elements of construction (walls, partitions, cabinets, fixtures, etc.) and all occupancy separations with fire resistive ratings for each separation.
- **Architectural details** showing building sections, waterproofing, fireproofing, weatherproofing, door and window schedules, ceiling type, finishes, egress and accessibility requirements.

- **Typical wall section** indicating stud size and type of material to be used, height, spacing, insulation, wall finish, and bracing. Show dimensions of all heights, materials of construction, and non-rated and fire-rated penetrations.
- **Isometric/schematic plumbing plans** (water, gas, and waste) showing sizes and lengths of all lines (for gas, show BTU input rating of each appliance); identifying vents and cleanouts; and showing grease interceptor size and location (if applicable). Indicate minimum plumbing facilities in accordance with Washoe County amendments. See Table 2902.1 below. Accessibility requirements for plumbing facilities must be shown.
- **Mechanical plans**-isometric/schematic showing duct sizes, locations, and CFM. Show location of return air and size. Show location of all HVAC units and fire dampers (if applicable). Show commercial kitchen hoods giving complete details; calculations; make-up air; shaft type, rating and construction details; and mechanical equipment schedule. Identify automatic shutoffs.
- **Electrical plans** showing floor plan, panel schedule, load calculations, single line diagram (showing service, feeders, conduit size, wire size, disconnect, overcurrent protection, grounding), wiring method (combustible or noncombustible), and symbols list. Indicate all hazardous electrical locations (if applicable). Show location of all outlets, switches, light fixtures and electrical panels or services.
- **Energy Conservation** requirements supported by the energy calculations must be indicated on the plans. Clearly indicate independent controls for each space and manual controls to provide uniform light reduction by at least 50% where required.

4. Energy Requirements

- All energy forms must be in accordance with the IECC. Compliance may be demonstrated by submitting (1) Envelope Compliance Certificate, (2) Lighting Compliance Certificate, (3) Mechanical Compliance Certificate, and (4) Mechanical Requirements Description from the latest version of COMcheck™ software. COMcheck™ is available at no cost from the U.S. Department of Energy web page at www.energycodes.gov.
- Energy conservation requirements must be clearly indicated on the plans.

5. Structural Requirements

- Structural engineering is required for tenant improvements that remove, add, or otherwise modify any structural element.
- All structural engineering requirements are to be shown on plans.
- Verify and provide details for roof top HVAC structural supports.

6. Special Inspections

- Indicate special inspection requirements for architectural components (including, but not limited to suspended ceilings, storage racks 8'-0" or greater in height, glazed storefronts, and interior glazed partitions) and mechanical and electrical components (including, but not limited to electrical equipment for emergency or standby power systems; HVAC ductwork containing hazardous materials; and flammable, combustibles or highly toxic piping systems).
- Complete required special inspection forms.

Washoe County Code amendments are available at:

<https://www.washoecounty.us/building/Building%20Codes.php>

Table 2902.1 Commercial Occupancies

MINIMUM NUMBER OF REQUIRED PLUMBING FIXTURES ^a (See Sections 2902.2 and 2902.3)

No.	CLASSIFICATION	OCCUPANCY	DESCRIPTION	WATER CLOSETS ^h		LAVATORIES		BATHTUBS/ SHOWERS	DRINKING FOUNTAINS ^{e, f}	OTHER
				MALE	FEMALE	MALE	FEMALE			
1	Assembly	A-1 ^d	Theaters and other buildings for the performing arts and motion pictures	1 per 125	1 per 65	1 per 200		—	1 per 500	1 service sink
		A-2 ^d	Nightclubs, bars, taverns, dance halls and buildings for similar purposes	1 per 40	1 per 40	1 per 75		—	1 per 500	1 service sink
			Restaurants, banquet halls and food courts	1 per 75	1 per 75	1 per 200		—	1 per 500	1 service sink
		A-3 ^d	Auditoriums without permanent seating, art galleries, exhibition halls, museums, lecture halls, libraries, arcades and gymnasiums	1 per 125	1 per 65	1 per 200		—	1 per 500	1 service sink
			Passenger terminals and transportation facilities	1 per 500	1 per 500	1 per 750		—	1 per 1,000	1 service sink
			Places of worship and other religious services	1 per 150	1 per 75	1 per 200		—	1 per 1,000	1 service sink
		A-4	Coliseums, arenas, skating rinks, pools and tennis courts for indoor sporting events and activities	1 per 75 for the first 1,500 and 1 per 120 for the remainder exceeding 1,500	1 per 40 for the first 1,520 and 1 per 60 for the remainder exceeding 1,520	1 per 200	1 per 150	—	1 per 1,000	1 service sink
A-5	Stadiums, amusement parks, bleachers and grandstands for outdoor sporting events and activities	1 per 75 for the first 1,500 and 1 per 120 for the remainder exceeding 1,500	1 per 40 for the first 1,520 and 1 per 60 for the remainder exceeding 1,520	1 per 200	1 per 150	—	1 per 1,000	1 service sink		
2	Business	B	Buildings for the transaction of business, professional services, other services involving merchandise, office buildings, banks, light industrial and similar uses	1 per 25 for the first 50 and 1 per 50 for the remainder exceeding 50		1 per 40 for the first 80 and 1 per 80 for the remainder exceeding 80		—	1 per 100	1 service sink
3	Educational	E	Educational facilities	1 per 50		1 per 50		—	1 per 100	1 service sink
4	Factory and industrial	F-1 and F-2	Structures in which occupants are engaged in work fabricating, assembly or processing of products or materials	1 per 100		1 per 100		—	1 per 400	1 service sink
5	Institutional	I-1	Residential care	1 per 10		1 per 10		1 per 8	1 per 100	1 service sink
		I-2	Hospitals, ambulatory nursing home patients ^b	1 per room ^c		1 per room ^c		1 per 15	1 per 100	1 service sink
			Employees, other than residential care ^b	1 per 25		1 per 35		—	1 per 100	—
			Visitors, other than residential care	1 per 75		1 per 100		—	1 per 500	—
		I-3	Prisons ^b	1 per cell		1 per cell		1 per 15	1 per 100	1 service sink
		I-3	Reformatories, detention centers and correctional centers ^b	1 per 15		1 per 15		1 per 15	1 per 100	1 service sink
			Employees ^b	1 per 25		1 per 35		—	1 per 100	1 service sink
I-4	Adult day care and child care	1 per 15		1 per 15		—	1 per 100	1 service sink		

6	Mercantile	M	Retail stores, service stations, shops, salesrooms, markets and shopping centers	1 per 500	1 per 750	—	1 per 1,000	1 service sink
7	Residential	R-1	Hotels, motels, boarding houses (transient)	1 per sleeping unit	1 per sleeping unit	1 per sleeping unit	—	1 service sink
		R-2	Dormitories, fraternities, sororities and boarding house (not transient)	1 per 10	1 per 10	1 per 8	1 per 100	1 service Sink
		R-2	Apartment house	1 per dwelling unit	1 per dwelling unit	1 per dwelling unit	—	1 kitchen sink per dwelling unit; 1 automatic clothes washer connection per 20 dwelling units
		R-3	One- and two-family dwellings	1 per dwelling unit	1 per 10	1 per dwelling unit	—	1 kitchen sink per dwelling unit; 1 automatic clothes washer connection per 20 dwelling units
		R-3	Congregate living facilities with 16 or fewer persons	1 per 10	1 per 10	1 per 8	1 per 100	1 service sink
		R-4	Residential care/assisted living facilities	1 per 10	1 per 10	1 per 8	1 per 100	1 service sink
8	Storage	S-1 S-2	Structures for the storage of goods, warehouses, storehouses and freight depots, low and moderate hazard	1 per 100	1 per 100	—	1 per 1,000	1 service sink

- a. The fixtures shown are based on one fixture being the minimum required for the number of persons indicated or any fraction of the number of persons indicated. The number of occupants shall be determined by this code.
- b. Toilet facilities for employees shall be separate from facilities for inmates or patients.
- c. A single-occupant toilet room with one water closet and one lavatory serving not more than two adjacent patient rooms shall be permitted where such room is provided with direct access from each patient room and with provisions for privacy.
- d. The occupant load for seasonal outdoor seating and entertainment areas shall be included when determining the minimum number of facilities required.
- e. The minimum number of required drinking fountains shall comply with Table 2902.1 and Chapter 11.
- f. Drinking fountains are not required for an occupant load of ~~45~~ 30 or fewer.
- g. For business and mercantile occupancies with an occupant load of ~~45~~ 30 or fewer, service sinks shall not be required.
- h. In each bathroom or toilet room, urinals shall not be substituted for more than 67 percent of the required water closets in assembly and educational occupancies. Urinals shall not be substituted for more than 50 percent of the required water closets in all other occupancies.