



Washoe County COMMUNITY SERVICES DEPARTMENT

Department Contacts

Primary Contact and Permitting Assistance

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Building & Safety

Building Permit and Building Codes Information

Permit Supervisor, Stephanie Racy-McIntyre

SRacy@washoecounty.us

Planning & Development

Site Development Standards, Non-Conforming Uses Information

Planner, Roger Pelham

RPelham@washoecounty.us

Engineering

Flood Plain , Grading, Drainage and Sewer Utility Information

Engineer, Walt West

WWest@washoecounty.us



Washoe County COMMUNITY SERVICES DEPARTMENT

Current adopted Washoe County Building Codes as of September 1, 2013

2012 International Building Code - "IBC" (Chapters 2 through 35 and Appendices C, E & I)
2012 International Residential Code - "IRC" (Chapters 2 through 44 and Appendices A, B, C, G, H, J, K, & L)
2012 International Existing Building Code - "IEBC" (Chapters 2 through 16 and Appendices)
2012 International Energy Conservation Code - "IECC"
2012 International Fuel Gas Code - "IFGC" (Chapters 2 through 8 and Appendix A)
2012 International Green Construction Code - "IGCC" (Chapters 2 through 12)
2012 International Mechanical Code - "IMC" (Chapters 2 through 15)
2012 International Wildland Urban Interface Code - "IWUIC" (Chapter 5)
2012 International Swimming Pool and Spa Code - "ISPSC" (Chapters 2 through 11)
2012 Uniform Plumbing Code - "UPC" (Chapters 2 through 17 and Appendices A, B, D, E, F, I and L)
2012 Uniform Mechanical Code - "UMC" (Chapters 2 through 17 and appendices A, B and C)
2011 National Electric Code - "NEC" National Fire Protection Association (NFPA) 54 and 58
2012 Northern Nevada Energy Code Amendments by the NNICC (adopted July 1, 2016)
2012 Northern Nevada Code Amendments by the NNICC

Amendments to the above codes can be found within:

Washoe County Chapter 100

2012 Northern Nevada Code Amendments by the NNICC

2015 Northern Nevada Code Amendments to the 2012 IECC

Website: <https://www.washoecounty.us/building/index.php>



Truckee Meadows Fire Protection District (TMFPD) Rebuilding Guidance for the Little Valley Fire

Truckee Meadows Fire Protection District reviews all residential building plans for compliance with the International Wildland Urban Interface Code, 2012 Edition. TMFPD works with the Washoe County Building Department (WCBD) on plan review for residential construction. Here are some tips to help expedite the plan review process and some key points for consideration.

1. All plans for review shall be submitted to the Washoe County Building Department and will be routed to TMFPD for review. Questions regarding permits and requirements can be directed to Amy Ray, Fire Marshal, at 775-326-6005 or ARay@tmfpd.us. Please don't hesitate to call with questions.
2. The area affected by the fire is considered a HIGH WUI risk area for new construction. This means that the requirements for defensible space on the property are 50 feet from the structure or to the property line, whichever is closer. This affects the exterior construction elements required for building. The Living with Fire website www.livingwithfire.info has many suggestions for plants that are well suited for the 50 foot zone.
3. The area affected by the fire has conforming water, which corresponds with the Table to determine exterior construction elements by the Washoe County Building Department. See the Wildland Urban Interface Guide published by Washoe County Building Department for construction elements and requirements.
4. Driveway access shall be a minimum of 12 feet in width. If the house is greater than 150 feet from the main road, a turn-around for emergency vehicles shall be provided. This is very easy to accomplish, as many properties have this space available.
5. Residences with living space greater than 5,000 square feet (does not include the garage) are required to have a residential fire sprinkler system installed. If there is living space above the garage, then the garage square footage is included in the 5,000 square feet. Residences with less than 5,000 square feet of living space DO NOT need a residential fire sprinkler system.

Amy Ray, Fire Marshal • ARay@tmfpd.us



Sign up for Regional Alerts

Washoe County has a telephone notification system for use in times of crisis. The system is known as "Code Red."

While no system can ever be guaranteed to be disaster proof, local officials make every effort to keep the public informed. Every residence with a "land-line" installed telephone is in the 911 database. If you have an unlisted number, or wish to list your cell phone or work phone for emergency notification, you must sign up.

Go To: www.ReadyWashoe.com

Click on:



Then: **Sign up for Code Red**

Again, Washoe County makes no guarantees. However, by signing up you will be included in the 911 database for emergency notifications.

Make a Plan, Assemble a Kit, Stay Informed – Be Ready!

Septic System Permit Application Requirements

Address: _____ APN No.: _____

Listed below are the construction permit application requirements for properties served by on-site disposal systems as per the Washoe County District Board of Health Regulations Governing Sewage, Wastewater, and Sanitation (SWS). Please make certain the necessary items are included to ensure the plan review process is completed as expeditiously as possible. If the required items are not included on your plan, they will be returned due to incomplete information. This will require a plan revision and re-submittal. If you have any questions regarding these requirements, please contact Environmental Health Services at 328-2434.

For new residential home construction or additions of bedrooms:

- 1. The name, address, and current phone number of the applicant.
- 2. The Assessor's parcel number of the property which is the subject of the permit.
- 3. Two copies of clearly legible, complete plot plans, minimum size 18" x 24", maximum size 24" x 36". The scale for properties under 10 acres shall be in the range of 1 inch = 10 feet to 1 inch = 40 feet. The scale for properties larger than 10 acres shall be in the range of 1 inch = 50 feet to 1 inch = 100 feet and shall include a detail of the residence and delineated septic system, well and/or water supply system in a scale range of 1 inch = 10 feet to 1 inch = 40 feet. The plot plan shall be drawn to scale and the following information must be included on the plot plan:
 - a. The location of all buildings.
 - b. The location of all existing and proposed on-site sewage disposal system components and an area delineated for a future replacement of disposal trench(es).
 - c. All water lines.
 - d. A vicinity map.
 - e. A North arrow.
 - f. The lot dimensions and total lot area.
 - g. The location of roadways, area subject to vehicular traffic, any and all easements, material storage or large animal habitation.
 - h. The location and distance to any private well within 100 feet of the subject property and any public well within 200 feet of the subject property. The locations shall be shown with dimensions to the closest property lines. If none, so indicate.
 - i. The location of any percolation hole or test trench(es) on the property with dimensions to the two closest property lines.
 - j. The distance to any available public sewer system within 400 feet of the property. If none, so indicate.
 - k. The existing and proposed ground contours of the on-site sewage disposal system area shown with 2-foot contour intervals.
 - l. The location and layout of all existing and proposed drainage improvements.
 - m. The location of any watercourse including lakes, ponds, streams, or irrigation ditches located on or within 100 feet of the property. If none, so indicate.
 - n. The boundaries of the 100-year flood plain on or within 100 feet of the property. If none, so indicate.
- 4. Percolation test results including a log of the test measurements signed and stamped by an engineer and/or a test trench inspection letter issued by the Health District (**new septic systems only**).
- 5. A copy of the permitted or certificated water rights or a letter of approval from the State of Nevada Department of Water Resources, if an on-site water well is to serve more than one dwelling.

Plan requirements for expansions of the existing building footprint or construction of a new building that includes plumbing, but does not include additional bedrooms:

- 1. The name, address, and current phone number of the applicant.
- 2. The Assessor's parcel number of the property which is the subject of the permit.
- 3. Two copies of clearly legible, complete plot plans, minimum size 18" x 24", maximum size 24" x 36". The scale for properties under 10 acres shall be in the range of 1 inch = 10 feet to 1 inch = 40 feet. The scale for properties larger than 10 acres shall be in the range of 1 inch = 50 feet to 1 inch = 100 feet and shall include a detail of the residence and delineated septic system, well and/or water supply system in a scale range of 1 inch = 10 feet to 1 inch = 40 feet. The plot plan shall be drawn to scale and the following information must be included on the plot plan:
 - a. The location of all buildings.
 - b. The location and dimensions of all existing and proposed on-site sewage disposal system components and an area delineated for a future replacement of disposal trench(es).
 - c. All water lines.
 - d. A vicinity map.
 - e. A North arrow.
 - f. The lot dimensions and total lot area.
 - g. The location of roadways, area subject to vehicular traffic, any and all easements, material storage or large animal habitation.
 - h. The existing and proposed ground contours of the on-site sewage disposal system area shown with 2-foot contour intervals.
 - i. The location and layout of all existing and proposed drainage improvements.
 - j. The location of any watercourse including lakes, ponds, streams, or irrigation ditches located on or within 100 feet of the property. If none, so indicate.
 - k. The boundaries of the 100-year flood plain on or within 100 feet of the property. If none, so indicate.

For permit applications for constructions without plumbing: Patio covers, solar arrays, sheds, in-ground pools, cargo containers, wind generators, carports, garages.

- 1. The name, address and current phone number of the applicant.
- 2. The Assessor's parcel number of the property which is the subject of the permit.
- 3. Two copies of clearly legible, complete plot plans showing the location of all buildings, septic system components, wells, water lines, a North arrow, and a vicinity map.

For Septic Abandonments:

- 1. The name, address and current phone number of the applicant.
- 2. The Assessor's parcel number of the property which is the subject of the permit.
- 3. Two copies of clearly legible, complete plot plans showing the location of all buildings, septic system components, wells, water lines, a North arrow, and a vicinity map.
- 4. The disposal plan required by **Section 120.055**, if applicable.

120.055 - If the septic tank is going to be removed, the permit application must include a written disposal plan that describes how the tank will be removed and transported to the landfill or approved disposal site. The contents shall be completely pumped out and inspected before the tank is removed.

Washoe County Health District (WCHD) Rebuilding Guidance For the Little Valley Fire

The WCHD reviews all residential building plans which utilize onsite sewage disposal systems (OSDS) and domestic wells. The WCHD will work in conjunction with the Building and Safety and Planning Divisions within the Community Services Department of Washoe County to assist in the rebuilding process. In an effort to assist in this process WCHD has done the following for homeowners:

1. Designated the Senior Environmentalist of the Land Development Program, David Kelly, REHS, as the point person for all construction related questions regarding the rebuilding process. David can be reached at dakelly@washoecounty.us or at 775-328-2630.
2. You may send electronic requests for Septic/Well/Health Parcel Records to healths@washoecounty.us.
3. The WCHD will follow the lead of WC CSD regarding current nonconforming uses and their rebuilds.
4. The WCHD recommends all existing septic and well infrastructure be evaluated for damage and functionality as part of the rebuilding process.
5. The WCHD, in an effort to promote environmental stewardship, will attempt to designate a repair area for all OSDS systems which originally did not have an approved designated repair area whether or not the rebuilt residence/outbuilding is using the original foundation footprint.
6. Any rebuilds which do not utilize the exact same foundation footprint will require the property owner to meet the current regulations of the WCHD and the attached Septic System Permit Application Requirements Document. To expedite this process, if you do not know exactly where your system is located, the WCHD recommends you locate it prior to submitting plans.
7. The WCHD will provide all residents affected by the Little Valley Fire onsite advisory inspections prior to the submittal of all construction plans if requested free of charge.

If you have any general questions or concerns regarding the rebuilding process or WCHD requirements please contact the Waste Management/Land Development Supervisor, James English, at jenglish@washoecounty.us or at 775-328-2434.

What to do After a Fire

Call Your Insurance Carrier Right Away

Don't settle claims or sign releases too quickly. Confirm they will take care of security matters, i.e., boarding up your property, or call your landlord who can contact insurance carriers. **Take your time and make sure your agent knows of all your losses,** since it may be difficult to recall everything at once. Much more laundry and cleaning might be necessary due to smoky odors and fine smoke particles than first expected. **Obtain a copy of the fire report from your local fire department.** It may be required by your insurance agent. **SAVE receipts for ALL expenditures** related to losses in the fire.

Check with your insurance company to determine whether professional cleaning service costs are covered by your policy and if the insurer will either accept billing from the restoration company or will reimburse you. Questions about insurance coverage or claims? Contact the [Nevada Division of Insurance, Consumer Services](#) at (775) 687-0700 or toll free at (888) 872-3234, email csc@doj.state.nv.us, website: www.doi.state.nv.us/. For verification of state business licenses contact the Secretary of State at (775) 684-5708, or visit their website <http://nvsos.gov/>

Contractors

BEFORE entering into a contract or paying for services, research all construction, cleaning and debris removal contractors. Contact the [Nevada State Contractors Board](#) at 775-688-1141, www.nvcontractorsboard.com to verify licensure. To inquire about complaints against contractors, go to the [Better Business Bureau of Northern Nevada](#) website <http://reno.bbb.org/> or call (775) 322-0657; toll free 888.350.4222 (NV & CA).

Lost Power and Utilities

Don't attempt to turn on the gas yourself. Firefighters will immediately shut off gas and electricity. Utilities will remain off until the utility company determines it is safe to restore service. **Don't run wet appliances until a professional has checked them.** Damage, improper grounding or short-circuiting may cause property damage or safety hazards.

Food and Water Safety

Keep cold foods cold. Closed freezers usually keep food frozen for at least 1 day, up to 3 days. A refrigerator is less able to keep food cool.



If power remains off, wrap frozen items in blankets or newspapers, pack in boxes, and move to a locker or a friend's freezer. **Discard the food,** if it may have been held above 41°F for more than 4 hours.

Make sure water is safe to drink. Boil your water unless your water company announces that water is safe to drink. Information regarding private wells in the **Caughlin Fire affected area** is available by contacting the Washoe County Department of Water Resources, call 954-4600 or visit www.washoecounty.us/water

Landscape Care: For information about what to do after the fire, contact your local Cooperative Extension, in Reno (775) 784-4848 or Nevada Division of Forestry (775) 684-2500 or visit [Living With Fire info](#)



Water Damage

Check for water beneath vinyl flooring. It can cause odors, warp the supporting wood, and eventually cause the floor to lift. Call a flooring dealer for suggestions to remove or loosen the remaining adhesive without damaging the covering. After you remove the covering, let wood dry thoroughly before replacing.

Allow rugs and carpets to dry thoroughly. Lay them flat and expose to warm, dry, circulating air. Fans help speed drying. Even though the surface may appear dry, moisture remaining at the base of the tufts can cause a rug or carpet to rot. Clean dried throw rugs by beating, sweeping, or vacuuming, and then shampooing. For more information, call a carpet dealer or installer.

Assess damaged wood furniture and fixtures since they may be salvageable.

- Clean mud and dirt off. Scrub with a soft brush and mild cleaning solution (vinegar and water)
- Wipe dry with a soft cloth
- Dry wood thoroughly to prevent mold and decay; don't dry in sun to prevent warping and twisting
- Open doors, windows and drawers; use fans to circulate air
- Tips to remove white spots or film
 - Rub the wood surface with a 4/0 steel wool pad dipped in liquid polishing wax. Wipe with a soft cloth and buff.
 - Rub wood surface with a cloth soaked in ½ cup household ammonia per ½ cup water



solution; wipe dry and polish with wax, or rub with a cloth soaked in a solution of ½ cup linseed oil

To remove mildew stains from clothing, wash the stain with soap and water. Rinse and dry in the sun. If still stained, use lemon juice and salt; or try one tablespoon bleach to one pint lukewarm water. Test colored garments before using any treatment.

NEVER mix chlorine bleach with anything other than water or laundry detergent. Chlorine bleach mixed with ammonia or other chemicals can result in toxic fumes with serious, potentially fatal results.

Fire and Ash Damage

Wood ash is a combination of nutrients and minerals left behind by burned wood. The ash from vegetation can be messy, but not harmful. However, ash from a home or garage that has burned may be harmful, because of chemicals and consumer products in the home or garage. Wet the ash before removing it to avoid creating a potentially harmful dust.

Wash cooking utensils, such as pots, pans, and flatware with soapy water, rinse, and polish with a fine powder cleanser. Clean copper and brass with salt sprinkled on a vinegar-saturated cloth.

Smoke Damage

Wash smoke odor and soot from clothing. Using one to two cups of white vinegar with each load of wash can help rid clothing of the "smoke smell."

Propane and Household Chemicals

Ensure that your propane tanks are secure and not leaking. Check to make sure the lines have not been damaged by fire. If the fire may have damaged the tank or lines, don't use the propane and call your propane service provider. **Properly dispose of household chemicals** if the original containers or labels are damaged. Do not transfer chemicals to new containers.



Tips for When You Return to Inspect/Inventory Your Home

For self-protection, wear long pants, a long-sleeve shirt, closed-toed rubber-soled shoes or boots and work gloves.

- Depending on the situation, dust masks, safety glasses and/or hard hats and other safety equipment may be needed.
- Do not throw away any damaged goods until after an inventory has been made. All damages are taken into consideration in developing insurance claims.
- Take photographs of the damage to substantiate insurance claims later.
- Save all receipts for materials you purchase or lease for repair purposes.
- Leave your children with a trusted friend or relative. The site may be unsafe for children and seeing the damage first-hand may upset them and cause long-term effects, including nightmares.

Gas

- If you detect the odor of natural or propane gas, or hear a hissing noise, leave the property immediately and get far away from it.
- Call the fire department using a cell phone or a neighbor's phone.
- If the fire department instructs you to do so, turn off the gas with the proper tool at the valve on the outside meter or LP shut-off valve.
- DO NOT attempt to turn gas back on yourself. You will need to call your gas provider whether it is NV Energy, SouthWest Gas or an LP provider.
- Throughout your first day back, check the entire home including the attic and under floor for smote and embers.
- Please be aware of animals, such as rodents, snakes, spiders and other insects that may have entered your home.

Structural Damage *(Please Note that before you remove and damaged areas, whether from fire or water you should obtain a Demo Permit from the County Department of Building & Safety)*

- Objects such as furnishings or building parts that have been damaged may be unstable. Avoid holding, pushing or leaning against damaged building parts.
- Check the ceiling for signs of sagging. If the ceiling is sagging from the weight of water, poke holes in it, starting from the outside of the bulge (striking from near the center of the bulge could cause the ceiling to collapse) to let the water drain.
- Check the floor for signs of sagging. Avoid walking on damaged floors as they can collapse.
- If possible, open windows and doors to ventilate and dry out your home.
- If the electricity is out, do not use open flame (including candles) to inspect for damage or to serve as alternate lighting.

Permit # _____



Washoe County

Department of Building & Safety

1001 E. Ninth Street

P.O. Box 11130

Reno, NV 89520-0027

Phone (775) 328-2020

FAX (775) 328-6132 or FAX (775) 325-8016

www.washoecounty.us/bldgsafety



RESIDENTIAL/REMODEL

BUILDING PERMIT APPLICATION

Parcel Number: _____ Address: _____	
Unit No. _____	
Owner Information:	Owner/Builder Permit? <input type="radio"/> Yes <input type="radio"/> No
Name: _____	Phone No: _____
Address: _____	
Contractor Information:	
General Contractor: _____	Contact Name: _____
Address: _____	
Phone : _____	Fax : _____
Nevada License No. : _____	County Business License No.: _____
Design Professional Information:	
Architect's Name: _____	Phone No.: _____
Email: _____	Fax No.: _____
Engineer's Name: _____	Phone _____
Email: _____	Fax No.: _____
Person to contact regarding the permit:	
Name: _____	Phone No.: _____
Email: _____	Fax No.: _____

Permit # _____

Project Information:

(Complete Applicable Items)

Contract Price: _____

Total Project Sq. Footage: _____

New Living Area Sq. Footage: _____

Remodel Sq. Footage: _____

Current Living Area Sq. Footage: _____

New Garage Sq. Footage: _____

Current Garage Sq. Footage: _____

New Covered Deck and Porch Sq. Footage: _____

New Deck and Porch Sq. Footage: _____

Patio Cover or Sunroom Sq. Footage: _____

Shed Sq. Footage: _____

Fence Lineal Footage: _____

Water Well:

Yes No

Septic System:

Yes No

Architectural Committee

Yes No

Description of Work:

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

Signature _____

FOR OFFICE USE ONLY

RTC:

New Single Family Home

Accessory Dwelling (second kitchen on site)

N/A

Park Tax Determination:

New Dwelling on Vacant Lot

Replace Existing Dwelling Built Prior To 1974

N/A

Building Code Information:

Edition of Code: _____ Building Code used: _____

Type of Construction: Wood Framing ~ Steel Framing Occupancy Use _____

Occupancy Group: Single Family Home ~ Townhouse ~ Duplex