



Recovering and Rebuilding After Natural Disasters

Properties impacted by a recent natural disaster can begin the rebuild/repair process by taking the steps below. Note this is not an exhaustive list but highlights key actions.

Photograph damage to structures, utilities, vehicles & personal items for insurance claims

Contact your insurance provider immediately to initiate the claim process if you have not already done so.

Before Cleanup Begins

Expect lingering hazards such as smoldering materials, unstable structures, damaged utilities, compromised fuel tanks, exposed chemicals, etc. Evacuation-area hotspots may reignite with wind. Use protective gear and follow professional guidance for any debris removal. Nevada Department of Environmental Protection is available to provide guidance 24/7 on hazardous material disposal at (888) 331-6337.

Permits for Demolition, Repairs and Rebuilds

The Washoe County Building Program issues building and demolition permits for properties in unincorporated Washoe County (outside the cities of Reno and Sparks). Permit applications and plans are submitted online at www.onenv.us. Permits to demo/rebuild/repair properties affected by a natural disaster will be prioritized for processing and review. Information on building permits is available online; however, please do not hesitate to contact our team. We are available Monday-Friday from 8 a.m. – 4 p.m. for online or in-person meetings and will schedule based on your needs. Meetings can be easily scheduled at www.washoecounty.gov/building.

For the smoothest and most efficient permitting and construction processes, start by hiring a Nevada licensed design professional (ex. engineer, architect, etc.) to prepare all plans and required submittal documents, as well as a licensed contractor for the construction. Contractors and design professionals will also assist with permit submittal, providing the opportunity for the fastest timeframes from submittal to issuance through to final inspection and Certificate of Occupancy.

Demolition (Demo) Permit Requirements

Demo permits are required for damaged or destroyed structures and utilities. These permits help ensure your safety, including safe disposal protocols for hazardous materials (ex. toxic residue, asbestos, and ash contaminated with heavy metals). They also may be required for insurance claims processes.

Demo permits can either be included on a rebuild/repair permit or can be pulled in advance. In either case, the submittal must include a demo permit application, plans indicating the extent of the demo, and details on how utilities will be addressed. Northern Nevada Public Health (775-328-2434) can provide additional guidance on the information they require for a demo permit associated with fire loss/damage.

Required documents* for repair/rebuild permits may include but are not limited to:

- Complete written application
- Complete plan set including civil, architectural, structural, electrical, mechanical, and plumbing drawings
- Structural calculations and geotechnical reports
- Energy compliance (REScheck) and Mechanical Calculations (Manual J, S, and D)
- Truss calculations certification and Special Inspection documents

*Required documents will vary depending on the scope of work being permitted. For more information, visit www.washoecounty.gov/building/Residential_Projects, then click on “Applications and Handouts.”

Permit Submittal

When submitting for a Washoe County building permit for a demo/repair/rebuild after a natural disaster:

- Submit electronically at www.onenv.us
- Indicate the disaster that affected the property and whether the submittal is for a rebuild or repair (EX. HAWK FIRE REBUILD, HIDDEN VALLEY FLOOD REPAIRS, etc.) in the application name and at the beginning of the description.
- After submittal, notify Washoe County Permit Services Coordinator Jake Osborn at josborn@washoecounty.gov so that your application can be prioritized.

Permitting Process

- Upon receiving notification of a disaster demo/repair/rebuild permit submittal, the permit services coordinator will ensure that the submittal gets assigned for processing on the next business day.
- Once the initial processing is complete, the assigned permit technician will notify the primary contact about next steps in the permitting process. This may include payment of initial fees, to provide any missing documentation, or to update documents so the reviews can be completed. Once initial fees are invoiced and payment is made, the plans will be routed to the necessary agencies for review (ex. Engineering, Northern Nevada Public Health, Truckee Meadows Fire, etc.). Review of these submittals will be expedited.
- When all reviews have been completed, the primary contact will be notified whether the plans have been approved or if items need to be corrected. If corrections are required and updated plans submitted, this process will continue until the plans are approved by all agencies.
- The permit will be issued once all approvals are given, any other outstanding items are addressed, and the balance of permit fees are paid.
- Once the permit is issued, construction can begin according to the approved plans.

Key Contacts and Information (Permits, inspections and re-building support)

- Permit Services Coordinator, Jake Osborn, (775) 328-2123
- Building Manager/Official, Shawn Huff, (775) 328-2021
- Division Director, Kelly Mullin, (775) 328-3619
- Forms and general building permit information: www.washoecounty.gov/building
- To obtain copies of prior building plans that may be available, submit a public records request to washoe311@washoecounty.gov or via www.washoecounty.gov/311