



# WASHOE COUNTY

## COMMUNITY SERVICES DEPARTMENT

### Planning & Building Division

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

## Residential Addition

### Plan Submittal Required Documents

As of June 1, 2020 all Building Permit submittals to Washoe County will be Electronic and submitted online only ([www.onenv.us](http://www.onenv.us))

#### **General Requirements for Building Permits:**

All Plan sheets, calculations and specifications submitted for review must be drawn by a NV licensed design professional, contractor or owner-builder (with affidavit). Contractors of each trade specialty need to sign and assume design responsibility within the scope of their license for drawings they prepare. Where more than one sheet is submitted, pages must be numbered, titled and each page should be identified on the front cover sheet under *Sheet Index* or similar list.

Once plans have been accepted by the Building Program, you can check the status and review comments on permits online at: [www.OneNV.us](http://www.OneNV.us)

**Requirements for Submitting:** All Documents must follow Washoe County's Naming Conventions located on the following link: [https://www.washoecounty.gov/building/getting\\_started/Submit%20for%20a%20Permit.php](https://www.washoecounty.gov/building/getting_started/Submit%20for%20a%20Permit.php)

- Plan Set** electronically stamped, signed and dated by design professional(s) (DP) including date of license expiration per NRS requirements. Plans designed by a contractor must have signature, license number, class, and limit. Needed for routing to: Planning, Engineering, Building, Fire (if in High or Extreme WUI Zones), GID's (Sun valley or Incline Village) and WC Health District (if on septic).

#### **Plan Set Requirements:**

- Cover Sheet:** Climatic and geographic design criteria established by Northern Nevada Amendments (see Building website under *Design Criteria*), table of contents/list of drawing sheets, code analysis and applicable codes used for design, vicinity map and project information (address, APN, scope of work)
- Site Plan:** Property lines, public and private ways, easements, setbacks, all existing and proposed structures, area of work, utilities, service roads, drainage, 2-0" max. contours and grading info (see Engineering Minimum Permit Submittal Requirements- located <https://www.washoecounty.us/building>) and GIS info (for elevation levels, infrastructure, zoning and engineering features) available at: [www.https://gis.washoecounty.us/wrms](http://www.https://gis.washoecounty.us/wrms)

#### **Minimum graphic requirements:**

- Existing topography on sites with slopes greater than 10% and proposed grading with contour intervals of not more than two feet.
- Location of any watercourse and/or natural drainage channel, bodies of water and 100-year floodplains within 100 feet of subject property.
- Access slopes- must be less than 14% slope.
- Driveway width and length.
- Type and location of any slope stabilization and/or retaining walls including heights and finished grades. Grades and drainage details.
- Surface drainage diverted to a storm sewer conveyance or other approved point of collection. Lots graded to drain surface water away from foundation walls for a min. of 6 inches within the first 10 feet (5% slope).
- Impervious surfaces within 10 feet of the building foundation sloped a minimum of 2 percent away from the building.



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- Grading information must include amount of disturbed area and cubic yards of excavation and fill.
- Location of mechanical equipment, if ground mounted; Shown on Elevations if roof mounted.
- All fire hydrants within 200' of the property.

#### Exceptions:

- Where lots lines, walls, slopes or other physical barriers prohibit 6 inches of fall within 10 feet, drains or swales shall be constructed to ensure drainage away from the structure.

#### Additional Site Plan Requirements, if on Septic.(Washoe County Health District):

##### Important:

The items below are required to be submitted with well or septic system construction permit applications as per the Washoe County District Board of Health Regulations governing Sewage, Wastewater, and Sanitation (S.W.S.). If you have any questions regarding these requirements, or for information on well applications, please contact Environmental Health Services at (775) 328-2434. Septic Design must be prepared by a NV Licensed Engineer in accordance with NRS 445A :

- Diagram to scale the location of all proposed or existing on-site sewage disposal system components, including location, length, depth, and width of disposal trenches, location and size of septic tank and a delineated area for future replacement of disposal trench(es) (repair field). Distances to any part of the septic system shall be shown to the closest property line, and the location, thereof, shall also be established relative to the building it serves.
- Diagram to scale all areas subject to vehicular traffic and material storage.
- Show the location of all on-site well(s) with dimensions to the nearest two property lines and to all components of septic systems on site.
- Diagram and locate to the nearest property lines any percolation hole or test trench(s) on the property.
- Diagram the distance to any available sewer system within 400 feet of property line. (If none, so indicate).
- Indicate the number of bedrooms in the proposed residence footprint.
- Show existing and proposed ground slope of the on-site sewage disposal system area at contour intervals of not more than two feet.
- Diagram the location of the water supply line.
- Locate and diagram all septic systems and private wells within 100 feet of the site property line. (If none, so indicate.) Show any public well within 200 feet of site property line. (If none, so indicate.)
- Provide Percolation test results and report by a NV licensed Engineer per NRS 445A.

A construction permit for a new on-site sewage disposal system shall only be issued in conjunction with a building permit application for the building it serves. A building permit application is not required to obtain a construction permit to repair an existing on-site sewage disposal system.

- **Floor plan of all rooms contiguous to addition:** All floors dimensioned, identifying rooms names (use), ceiling heights, opening sizes, rated assemblies, separations, stair/landings/handrail details, fireplaces/stoves and window/skylight/door schedule.
- **Foundation and Floor Framing:** All structural members, materials, sizes and matched to accompanying calculations (stamped, signed and dated by NV licensed Engineer or Architect).
- **Elevations:** All building elevations, vertical dimensions, openings, materials and HVAC equipment.
- **Roof framing:** All structural members, materials, sizes and matched to accompanying structural calculations.
- **Electrical:** Electrical load calculations, service panel, outlet and receptacle locations.
- **Cross Section(s):** Multiple Building Cross Sections to show different portions of structure and Wall Sections to include footings, insulation (R-values), materials, wall construction, flashing, weather-proofing, framing ( top/bottom plates), blocking, rim/ceiling joists, roof rafters, sheathing and any decks.



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#### Documents

- Completed application.
- Energy Calculations and Certification (signed by DP or contractor): Insulation values on Wall Sections. If non-prescriptive method is chosen, provide energy compliance documentation/modeling. ResCheck software available for free at: [www.energycodes.gov](http://www.energycodes.gov)
- Manual D, S, and J Calculations
- Truss Calculations (if applicable): (sheets electronically stamped, signed and dated by NV Licensed Engineer or Architect, including date of license expiration per NRS requirements)
- Truss review letter from engineer of record
- Engineering Calculations
- HOA letter (if applicable)
- TRPA Approval (if applicable)

#### Additional Requirements

##### Floodplains

- If the structure is in a FEMA floodplain or in an area determined to be a floodplain, there will be additional requirements for construction. There are several options and methods of construction in a floodplain and the Engineering Division will assist you in determining which methods meet your needs.
- The services of a licensed engineer or land surveyor will be required to complete a FEMA Elevation Certificate. The first part of the elevation certificate is required before a building permit is issued. The second part is required at the floor joist inspection. The elevation certificate (part 2) can be used to obtain flood insurance for the structure.

#### **DOCUMENTS REQUIRED DURING INSPECTION PROCESS**

- Soils Compaction Certification letter before footings inspection
- Setback and Elevation Certification letter (electronically stamped, signed and dated by a NV licensed Engineer, including date of license expiration per NRS requirements) – before Footings
- Drainage Certification letter (signed/stamped and dated by a NV licensed Engineer) – Before Final Inspection

#### **DRAFTING OF PLANS:**

- All design documents must be stamped and signed by a licensed/registered design professional.
- Plans drawn by persons not licensed/registered by the Nevada State Board of Architecture or the Nevada State Board of Registered Professional Engineers & Land Surveyors cannot be accepted.

##### Exceptions:

1. An owner builder may prepare plans for use with his own residential construction. This does not exempt the owner builder from any engineering requirements set forth in the building code or by Washoe County.
2. Plans submitted by a licensed contractor under the provisions of NRS 623 who provides his own drawings for his own construction activity



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#### ENGINEERING REQUIREMENTS

Structural engineering strongly recommended for all additions. Structural engineering is required when the ground snow load (See table below) is more than 70 pounds per square foot, exceeds the prescriptive design requirements, or exceeds a 25' length braced wall line.

- Provide two (2) stamped and signed engineering calculations for the project.
- All engineering requirements are to be shown on plans.
- The project engineer or architect shall wet stamp and seal all engineered plan sheets

#### Snow Load Requirements

Elevation In Feet	WEST of U.S. Hwy 395 Sierra slope Carson, Douglas, Washoe, Reno	EAST of U.S. Hwy 395 Washoe County,	Lyon County	Storey County	All Nevada Counties Lake Tahoe Basin
	Pg (Pounds Per Square Foot)	Pg (Pounds Per Square foot)	Pg (Pounds Per Square foot)	Pg (Pounds Per Square foot)	Pg (Pounds Per Square foot)
4500	30	30	10	10	
5000	30	30	30	10	
5100	41	31	31	10	
5200	52	33	33	10	
5300	64	34	34	10	
5400	75	35	35	10	
5500	86	37	37	50	
6000	142	43	43	70	220
6500	171	43	43	90	235
7000	200	57	57	90	250
7500	215	57	57	90	265
8000	229	86	86	90	280
8500	243	86	86	90	295
9000	271	114	114	114	330
9500	300	142	142	142	390
10000	357	142	142	142	420

1. Drift load design in the 30-psf zones may utilize ASCE 7 -10 Table C7-1 ground snow values.
2. The final roof design loads shall not be less than 20 psf after all reductions are factored, except for Lyon County.
3. Intermediate values may be interpolated by proportion.

#### Special Wind Region – Basic Wind Speed, Exposure & Risk Category

- Washoe County is in a Special Wind Region
- Minimum basic wind speed within Washoe County is 120 MPH (Vult), Exposure C, Risk Category II

#### Seismic Design – IBC Chapter 16, Section 1613

- The seismic design for structures within Washoe County shall be based on the response parameters and equations of Chapter 16. Use Category "D2" for single family residential structures designed to the IRC.



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