

Washoe County Building Permit Checklist – Engineering Items

(Rev. 04/24/2025)

Permit Number:	Reviewer:	Date:	Project Description:
Address:	APN:	Zoning:	

NOTE: If a requirement begins with “No”, checking the “True” box will be used to *confirm* the absence of something.

For example: “No Work in Right-of-Way”

– If you choose “True”, it means “The statement is *Correct*, there is *NO* work to be done in the right-of-way”

– If you choose “False”, it means “The statement is *Incorrect*, there *IS* work in the right-of-way”

For the entire checklist, a “False” answer will trigger the Permit Comment and will be required as a correction.

The goal of the checklist is to have ZERO “False” boxes checked. If all “True” boxes [that apply] are checked, the permit should be approved.

[For questions/clarifications on items within this document, contact WC Engineering at \(775\) 328-2040 or at \[engineering@washoecounty.gov\]\(mailto:engineering@washoecounty.gov\).](#)

	<u>Requirements</u>	<u>Reference*</u>	<u>TRUE</u>	<u>FALSE</u>	<u>Permit Comments</u>
General Information					
1	Name/Address of Owner is provided on the plan set	Standard of Practice	<input type="radio"/>	<input type="radio"/>	Per Standard of Practice: Provide name and current address of the owner directly on the plan set
2	Name, Address, and Phone # of Preparer are provided on the plan set	NAC 625.611	<input type="radio"/>	<input type="radio"/>	Per Nevada Administrative Code 625.611: Provide name, address, and phone number of the preparer of site plan directly on the plan set
3	Address of Project is provided on the plan set	NAC 625.611	<input type="radio"/>	<input type="radio"/>	Per Nevada Administrative Code 625.611: Provide address of project directly on the plan set
4	Plans Stamped and Signed	NAC 625.611	<input type="radio"/>	<input type="radio"/>	Per Nevada Administrative Code 625.611: Site Plans must be stamped and signed by one of the following: <ul style="list-style-type: none"> · Licensed Professional who is responsible for preparation, OR · Contractor’s stamp with the information filled out, OR · Owner/Builder completed affidavit

	<u>Requirements</u>	<u>Reference*</u>	<u>TRUE</u>	<u>FALSE</u>	<u>Permit Comments</u>
5	North Arrow and Accurate Engineering or Architect Scale Provided	Standard of Practice	<input type="radio"/>	<input type="radio"/>	Per Standard of Practice: Provide a north arrow and an accurate engineering or architectural scale to depict site drawing(s)
6	No Disclaimer Regarding Accuracy of Plans	NAC 625.611 & Standard of Practice	<input type="radio"/>	<input type="radio"/>	Per NAC 625.611 & Standard of Practice: Applicants are liable for the accuracy of their plan sets and any disclaimers regarding accuracy of the drawings must be removed
7	Structure Located in Flood Zone "X" (shaded or unshaded)	416.55-65 416.7	<input type="radio"/>	<input type="radio"/>	Reviewer to see "Elevation Certificate Review"
8	No Faults within Development, <u>OR</u> Fault Lines and Associated Setbacks are Shown	610.15(f)	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 610.15(f): Show fault lines and their associated setbacks
9	Zoning Setbacks, Property Lines, Easements, Street Rights-of-Ways are Shown	406.05	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 406.05: Show zoning setbacks, property lines, easements, and street right-of-way
10	Existing & Proposed Structures on Parcel are Shown	438.27(a)(3) & 438.29(a)(5)(v)	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 438.27(a)(3) & 438.29(a)(5)(v): Show location of existing and proposed structures on parcel
11	Existing Structures within 15' of Grading Shown	438.27(a)(3) & 438.29(a)(5)(v)	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 438.27(a)(3) & 438.29(a)(5)(v): Show location of existing structures within 15' of grading
12	No Structural Retaining Wall Associated with This Project	Standard of Practice	<input type="radio"/>	<input type="radio"/>	Per Standard of Practice: Two options for retaining/rockery walls: a) Contact Building and Safety and have them add the wall(s) to the "Description" section of the route slip for this permit and it will be reviewed by Building and Safety, OR b) Apply for a separate permit for the wall(s) and note that permit number on these plans

	<u>Requirements</u>	<u>Reference*</u>	<u>TRUE</u>	<u>FALSE</u>	<u>Permit Comments</u>
13	No rockery wall Associated with this Permit	438.42	<input type="radio"/>	<input type="radio"/>	Any rockery walls shall comply with Washoe County Code 438.42. (Reviewer shall review plans for conformance with 438.42)
Grading Standards (Article 438)					
13	Existing AND Proposed Site Contours Shown	438.27(a)(5) & (6) & 438.29(a)(5)(x)(A)	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 438.27(a)(5) & (6) & 438.29(a)(5)(x)(A): Show accurate contours of Existing Grade AND show proposed Finish Grade contours.
14	Finish Grade (FG) Elevations at all Proposed Structures and Walls (TW and BW) Shown	438.27(b) & 438.29(a)(5)(iii)	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 438.27(b) & 438.29(a)(5)(iii): Show Finish Grade (FG) elevations at all Proposed structures/ground intersection, including all proposed walls
15	Less than 50 Cubic Yards of Material AND Less than 10,000 Sq Ft Disturbed AND IS Noted on Plans (see Exempted Work - 438.20) (If TRUE, skip to "Drainage Standards")	438.10 & 438.20	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 438.10: If less than 50 cubic yards of material AND less than 10,000 sq ft will be disturbed, the following notes must be included on the site plan: a. "Less than 50 cubic yards of grading and/or 10,000 square feet of disturbance required" b. "Owner is responsible to perpetuate and maintain existing drainage" If more than 50 cubic yards of material AND/OR more than 10,000 sq ft will be disturbed, the remaining requirements of Article 438 are required to be shown
16	Grading Shown to Include Drainage Swales with Flowlines, Elevations, Slopes, Direction of Runoff, Slope Setback; plus, Natural Drainage Ways and Off-Site Drainage, all Sufficient to Show Drainage Functionality	438.27(a)(4) & 438.29(a)(5)(iii)	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 438.27(a)(4) & 438.29(a)(5)(iii): Show grading to include drainage swales with flowlines, elevations, slopes, direction of runoff, slope setback; plus, natural drainage ways and off-site drainage, all sufficient to show drainage functionality.

	<u>Requirements</u>	<u>Reference*</u>	<u>TRUE</u>	<u>FALSE</u>	<u>Permit Comments</u>
17	Cut & Fill Volumes Listed	438.27(a)(2) & 438.29(a)(5)(iv)	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 438.27(a)(2) & 438.29(a)(5)(iv): Note the volumes of cut, fill, and net balance in cubic yards The applicant shall provide the maximum cut/fill depths within the volume calculations table.
18	Less than 50 Cubic Yards of Material Export	438.10& 438.31(b)(1)	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 438.10 & 438.31(b)(1): If more than 50 cy of material export, note the disposal location on the plans. If hauling to a localized site (i.e., other than a licensed site such as a landfill or aggregate facility) the associated site must have a grading or building permit in place and the permit number must be noted on these plans.
19	No Cut or Fill Slopes Steeper than 3H:1V	438.31(d)	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 438.31(d): (Reviewer shall review plans for conformance with 438.31(d) Cut & Fill Slopes steeper than 3:1)
20	Required Cut and Fill Slope Setbacks from Boundaries Shown	438.32(d) & (e)	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 438.32(d) & (e): Show required cut and fill setbacks from boundaries, per the referenced code.
21	Delineate Limits of Disturbed Area and Note the Associated Square Footage	438.29(a)(5)(iv)	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 438.29(a)(5)(iv): Delineate limits of disturbed area and note the square footage disturbed. Include temporary storage areas in the calculation of the disturbed area.
22	Post-Construction Erosion Control Method Described	438.29(a)(9)	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 438.29(a)(9): Note the permanent, post-construction method/process for stabilizing all disturbed areas
23	No Gabions for Mechanical Slope Stabilization Shown	438.31(d)(2)(iv)	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 438.31(d)(2)(iv): Use of gabions for mechanical slope stabilization is prohibited
24	Threshold for Major Grading Permit Not Met	438.28(a)	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 438.28(a): Obtain special use permit (major grading permit), pursuant to Article 810 Permit obtained via Washoe County Planning Division

	<u>Requirements</u>	<u>Reference*</u>	<u>TRUE</u>	<u>FALSE</u>	<u>Permit Comments</u>
26	No Grading Bond Required (Answer TRUE if the project will disturb less than 1 acre; Answer FALSE if the project will disturb 1 acre or greater)	438.49(a)(1)	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 438.49(a)(1) Submit a Grading Bond of \$2,000 per acre of disturbed area, or a Grading Bond per submitted cost estimate on an approved County form(s)
Drainage Standards (Article 420)					
27	Positive Drainage Away from Structure Indicated	IBC 1804.4 IRC R401.3	<input type="radio"/>	<input type="radio"/>	Per International Building Code (IBC) 1804.4 & International Residential Code (IRC) R401.3: Indicate positive drainage away from structure. Add note: "5% slope, or 6 inches of fall, for 10' minimum distance away from structure" (Note: If impervious slope paving material is directly adjacent to the structure, the slope may be not less than 2%)
28	Minimum Setbacks from Centerline of Drainage Ways Shown	420.4	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 420.40: Show minimum setbacks for structures maintained from centerline of drainage ways which are not classified as perennial streams
29	No Impact to Natural Waters	420.20(d)	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 420.20(d): Show that development of property shall not adversely affect any natural drainage facility or natural water course
30	No Discharge Across Property Lines	420.20(l)	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 420.20(l): Show that surface drainage from any developed area does not cross any property line except by way of natural watercourse, major drainage facility, approved drainage system within a public storm drain easement, or permanent surface drainage easement
31	Interceptor Swales Above Retaining Walls & Cut Slopes are Shown	420.25(j)	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 420.25(j): Show required semi-impervious (asphalt, concrete, RAP, etc.) paved interceptor swales provided along the top of retaining walls and cut slopes

	<u>Requirements</u>	<u>Reference*</u>	<u>TRUE</u>	<u>FALSE</u>	<u>Permit Comments</u>
32	No Discharge into Water Supply/Irrigation Ditches	420.35(a)	<input type="radio"/>	<input type="radio"/>	<p>Per Washoe County Code 420.35(a): Discharge prohibited into water supply/irrigation ditches unless authorization from ditch owner is provided.</p> <p>Staff Notes:</p> <ul style="list-style-type: none"> · If proposed development/improvements encroach into any existing irrigation ditch company easement, staff will require the applicant to provide proof of acceptance of encroachment from the irrigation ditch company prior to completion of staff review and approval/issuance of any permit. · If development is occurring on property(ies) adjacent to and outside of any irrigation ditch company easement of an irrigation ditch facility, staff will contact the irrigation ditch company to advise of the pending application. Staff will provide the irrigation ditch company with an opportunity to review/have reviewed by its consultant the plans to provide comments within a reasonable amount of time.
33	No Work Adjacent to a Significant Hydrologic Resource	418	<input type="radio"/>	<input type="radio"/>	<p>Per Washoe County Code 418: Show setbacks from perennial streams and that design criteria meets standards</p>
34	No Drainage Report Needed	420.05	<input type="radio"/>	<input type="radio"/>	<p>Per Washoe County Code 420.05 and the Truckee Meadows Regional Drainage Manual: A Drainage Report is required per the reviewer's discretion</p>
Storm Water Discharge Program (Article 421)					

	<u>Requirements</u>	<u>Reference*</u>	<u>TRUE</u>	<u>FALSE</u>	<u>Permit Comments</u>
35	No NOI or NDEP Stormwater Discharge Permit Required (If True, skip to "Driveway Standards")	421.65(d)	<input type="radio"/>	<input type="radio"/>	<p>Per Washoe County Code 421.65(d): Notice of Intent (NOI) or NDEP Stormwater Discharge Permit is required if the disturbed area is one (1) acre or greater; or less than one (1) acre if in a sensitive area.</p> <p>Per NDEP Policy: If the Stormwater Branch determines that a project less than one acre in size will impact receiving waters or its tributaries within a 1/4-mile radius of the project.</p>
36	Construction Permit Submittal Checklist Complete and 5 Standard SWPPP Notes on Plans	421.65(d)	<input type="radio"/>	<input type="radio"/>	<p>Per Washoe County Code 421.65(d): Submit completed Construction Permit Submittal Checklist (Please visit: https://www.washoecounty.gov/csd/engineering_capitalprojects/development_services/development_review_forms/wc_stormwater_checklist.pdf for the most current version of the checklist.), and Add the 5 SWPPP Standard Notes to site plan</p>
37	Performance Standards Compliance Checklist Complete	421.65(d)	<input type="radio"/>	<input type="radio"/>	<p>Per Washoe County Code 421.65(d): Submit completed Performance Standards Compliance Checklist</p>
38	Construction Stormwater Inspection Fee & Fee Worksheet Complete	421.65(e)(f)	<input type="radio"/> FALSE	<input type="radio"/> FALSE	<p>Per Washoe County Code 421.65(e)(f): The applicant shall submit a completed fee worksheet with signature for review and approval. Reviewer: Once worksheet is approved, apply fee and invoice payment in Accela. Notify applicant that fee is ready to pay online. Additionally, all permit information shall be added to the Stormwater Inspection Fee Worksheet used by Inspection staff to track required inspections.</p>
Driveway Standards (Article 436)					
39	Existing Driveway for an Addition or Detached Structure (If True, skip to "Utilities")		<input type="radio"/>	<input type="radio"/>	See Next Requirements

	<u>Requirements</u>	<u>Reference*</u>	<u>TRUE</u>	<u>FALSE</u>	<u>Permit Comments</u>
40	Legal Access to Public Right-Of-Way Shown	Standard of Practice	<input type="radio"/> : <input type="radio"/>	<input type="radio"/> : <input type="radio"/>	Per Standard of Practice: Provide recorded documentation of legal access to property (Deed, Easement, etc.) (Verify with County Surveyor if necessary.)
41	Driveway Slope 14% or Less	436.30(b)(3) W-142D W-143B	<input type="radio"/> : <input type="radio"/>	<input type="radio"/> : <input type="radio"/>	Per Washoe County Code 436.30(b)(3) & Washoe County Standard Details W-142D & W-143B: Revise plans to show driveway slope to be 14% or less
42	Meets Minimum Width and Length	W-141	<input type="radio"/> : <input type="radio"/>	<input type="radio"/> : <input type="radio"/>	Per Washoe County Standard Detail W-141: Revise plans to meet minimum driveway width and length
43	Meets Minimum Separation	W-141	<input type="radio"/> : <input type="radio"/>	<input type="radio"/> : <input type="radio"/>	Per Washoe County Standard Detail W-141: Revise driveway location to meet minimum separation from property line, curb return, or for circular driveways
44	Ownership of Street is Private (If True, skip to "Utilities")	Standard of Practice	<input type="radio"/> : <input type="radio"/>	<input type="radio"/> : <input type="radio"/>	See next requirement
45	Connection of New Driveway is to Washoe County ROW (If True, continue with "Driveways"; If False, address comments & skip to "Utilities")	Standard of Practice	<input type="radio"/> : <input type="radio"/>	<input type="radio"/> : <input type="radio"/>	Per Standard of Practice: The connection of new driveways and work within the right-of-way shall be designed per the local jurisdiction or GID that owns the street (NDOT, City of Reno, City of Sparks, Palomino GID). Provide evidence the local jurisdiction has approved the associated work.
46	Following Items are Physically on the Site Plan: - Washoe County Std Details W-142(a, b, or c) & W-142d OR W-143a and W-143b - Note: "Encroachment/Excavation Permit shall be obtained from Engineering Division prior to ANY work in the County ROW"	Standard of Practice	<input type="radio"/> : <input type="radio"/>	<input type="radio"/> : <input type="radio"/>	Per Standard of Practice: Add BOTH of the following directly to the plans: - Washoe County Standard Details W-142(a, b, or c) & W-142d OR W-143a and W-143b - Add Note: "Encroachment/Excavation Permit shall be obtained from Engineering Division prior to ANY work in the County right-of-way"

	<u>Requirements</u>	<u>Reference*</u>	<u>TRUE</u>	<u>FALSE</u>	<u>Permit Comments</u>
47	Driveway Material Shown Within Right-of-Way	Standard of Practice	<input type="radio"/>	<input type="radio"/>	Per Standard of Practice: Show proposed driveway material to be used in right-of-way
48	Show Edge and Material of Existing Road and Associated Drainage	W-142 W-143	<input type="radio"/>	<input type="radio"/>	Per Washoe County Standard Detail W-142 OR W-143: Show edge and material of existing travel way and associated drainage
49	No In-pavement Heating within the County Right-of-Way	W-143B	<input type="radio"/>	<input type="radio"/>	Per Washoe County Standard Detail W-143B: Hydronic or heated driveways located within County ROW must be on separate station and must obtain a Revocable Occupancy Permit
50	No Culvert Required for Driveway Connection (If True, skip to "Utilities")	420.25(c) W-143A & W-143B	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 420.25(c) & Washoe County Standard Detail W-143A & W-143B: Minimum culvert size shall be determined by the County Engineer (indicate upstream and downstream culvert sizes and culvert material to be used)
51	Culvert Greater than 24" Includes Engineered Design Calculations	W-143A & W-143B	<input type="radio"/>	<input type="radio"/>	Per Washoe County Standard Detail W-143A & W-143B: Include engineered design calculations for culvert sizes greater than 24". If culvert size is matching upstream and downstream culvert sizes, disregard calculations.
52	Sufficient Driveway Culvert Cover Shown	W-143A & W-143B	<input type="radio"/>	<input type="radio"/>	Per Washoe County Standard Detail W-143A & W-143B: Show cover on culvert per culvert manufacturer specifications. Culverts should show, at a minimum: material, size (diameter), location/placement, and length
Utilities					
53	Location of Sewer Connections Shown	422.25 422.35 422.4	<input type="radio"/>	<input type="radio"/>	Per Washoe County Code 422.25, 422.35, & 422.40: Show design of all sewer connections to applicable standards and specifications. Show street cuts for water, gas, electric, etc.
Encroachment/Excavation/Street Cuts					

	<u>Requirements</u>	<u>Reference*</u>	<u>TRUE</u>	<u>FALSE</u>	<u>Permit Comments</u>
54	No Work in Right-of-Way (Including Street Cuts)	W-143B	<input type="radio"/>	<input type="radio"/>	<p>Per Washoe County Standard Detail W-143B: Add note: "An Encroachment/Excavation (E&E) and/or Revocable Occupancy Permit(ROP) is required prior to ANY improvements in the County right-of-way."</p> <p>E&E permit shall be obtained by County-approved Contractor.</p> <p>ROP shall be completed by property owner. No stockpiling or staging of material, debris, equipment, etc. shall occur within County right of way.</p>
55	No Bear Box Proposed on Plans (Incline Village only)	WC Recorded Document #3864795	<input type="radio"/>	<input type="radio"/>	<p>Per Washoe County Recorded Document #3864795: Bear Box location shall be 12 feet or more from the edge of pavement. >>OR<< Roads Department to review and approve if Bear Box is within 12 feet from edge of pavement.</p>
Hold Harmless Agreement					
56	Project Has an Approved Variance for Structure to be Constructed within Front or Side Yard Setback	Condition of Approval	<input type="radio"/>	<input type="radio"/>	Per Condition of Approval for WVAR, the applicant shall complete a Hold Harmless Agreement prior to issuance of any building permit.
Internal Staff - Fees/Inspections/Conditions – Accela Input					
57	Sewer Tap Final Inspection	Ordinance 1713	<input type="radio"/>	<input type="radio"/>	<p>If connecting to WC sewer infrastructure, add "sewer tap final" inspection to building permit; Permittee shall obtain a Washoe County Sewer Utility Tap Permit</p> <p>True: sewer tap final is completed / not required (no new install, not connecting to WC infrastructure)</p> <p>False: sewer tap required, connecting to WC infrastructure</p>

	<u>Requirements</u>	<u>Reference*</u>	<u>TRUE</u>	<u>FALSE</u>	<u>Permit Comments</u>
58	Utilities Fees Due Condition	Ordinance 1713	<input type="radio"/>	<input type="radio"/>	<p>Discharging to CSWRF, LVWRF, or STMWRF or residential in N Spanish Springs: add condition, Sewer connection fees must be paid prior to CofO. Any other Municipal sewer: Permittee shall contact the appropriate jurisdiction to pay sewer connection fees</p> <p>True: utility fees have already been paid/ not required</p> <p>False: utility fees have not been paid or not in our jurisdiction</p>
59	Inspections	Standard of the Practice	<input type="radio"/>	<input type="radio"/>	<p>Final Road Inspection – Any improvements connecting or within Washoe County right of way.</p> <p>FEMA Inspection – Submittal of finished construction Elevation Certificate.</p>
Other					
60	Presumed Public Access has been Perpetuated	NRS 405.191 & 405.195	<input type="radio"/>	<input type="radio"/>	Per Nevada Revised Statute (NRS) 405.191 & 405.195: Show that access to presumed public road is to be perpetuated.
61	<p>No Special Drainage Issues: Finished Floor Elevation Requirements</p> <ul style="list-style-type: none"> o Cella Barr o Casazza Ranch o Flood Zone – Critical Flood Zone 1 o Closed Hydrologic Basin (i.e. Swan Lake, Silver Lake, White Lake, Boneyard Flat, etc.) 	438.44	<input type="radio"/>	<input type="radio"/>	Grading, including fill, within FEMA’s Special Flood Hazard Area (SFHA) of any closed basin (i.e. White Lake, Silver Lake, Swan Lake, Boneyard Flat, etc.) shall require a minimum volume mitigation ratio of 1.3:1.
62	Stormwater Connection Fees have been calculated and paid (North Spanish Springs Flood Detention Basin only)	Ordinance 1552	<input type="radio"/>	<input type="radio"/>	<p>Per Washoe County Ordinance:</p> <p>Stormwater connection fees shall be collected either (i) prior to final map approval; (ii) prior to issuance of permit; or (iii) prior to issuance of the certificate of occupancy</p>

	<u>Requirements</u>	<u>Reference*</u>	<u>TRUE</u>	<u>FALSE</u>	<u>Permit Comments</u>
63	Detached Accessory Dwelling on a Domestic Well	NRS 534.180	<input type="radio"/>	<input type="radio"/>	<p>The Office of the State Engineer requires all domestic wells providing water to a main residence and detached accessory dwelling be metered and water usage reported to the Nevada State Engineer.</p> <p>If the building permit is for a detached accessory dwelling with plumbing, being served by a domestic well, the applicant is required to complete an Accessory Dwelling Form (https://water.nv.gov/uploads/water-docs/4061F_Accessory_Dwelling_Form.pdf) and provide an original copy with wet signature to the Washoe County Water Rights Administrator for approval.</p>
RRIF					
64	Any Building Located on the Property in the Past (If True, RRIF credit for previous building)	RRIF Gen. Admin. Manual	<input type="radio"/>	<input type="radio"/>	<p>Per RRIF General Administration Manual (RTC):</p> <p>RRIF fees apply</p> <p>Check parcel APN number to determine if previous RRIF fees paid.</p>
65	Parcel Located other than Arrowcreek, Caughlin Ranch, Incline Village Exempt	Ordinance	<input type="radio"/>	<input type="radio"/>	<p>Per Washoe County Ordinance: Arrowcreek RRIF fees apply (See Mitch)</p> <p>(NOTE: Mitch Fink and Building Department to process Credit Vouchers)</p>
66	<p><u>Attached or Detached Supplemental Unit</u></p> <p>1. Attached: Addition sharing a common wall w/ living space</p> <p>2a. Detached: Structure has kitchen w/ NO stove and doesn't share common wall but is still attached to home (garage, breezeway, etc.)</p> <p>2b. Detached: Contains a kitchenette with NO stove(if yes to 1 or 2a/2b, no RRIF fees)</p>	RRIF Gen. Admin. Manual	<input type="radio"/>	<input type="radio"/>	<p>Per RRIF General Administration Manual (RTC):</p> <p>RRIF fees apply</p> <p>The single-family rate applies to the primary residence and the multi-family rate applies to any supplemental unit(s)</p>

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67	<u>Tenant Improvement for Commercial Projects</u> 1. RRIF fees paid for previous land use of original structure 2. No change in land use(if yes to 1 OR 2 no RRIF fees)	RRIF Gen. Admin. Manual	<input type="radio"/>	<input type="radio"/>	Per RRIF General Administration Manual (RTC): RRIF fees apply
Elevation Certificate Review					
68	Elevation Certificate Submitted and Meets Criteria		<input type="radio"/>	<input type="radio"/>	Reviewer to provide comment based on conditions: - Slab on grade or crawlspace - Flood Zone A, AO, or AE
69	No Structures Located in Floodway		<input type="radio"/>	<input type="radio"/>	No vertical elements may be constructed within the FEMA designated Floodway including, but not necessarily limited to, homes, garages, sheds, fences, walls, etc.
Slab on Grade					
70	No Portion of Structure Located within Flood Zone A	416, FEMA Guidance Document FEMA P-348 2017	<input type="radio"/>	<input type="radio"/>	o Note that property is in FEMA designated flood plain Zone A per Panel # _____ with a flood depth of 1 foot o Have a licensed surveyor or civil engineer submit a pre-construction Part 1 Elevation Certificate o Show that Finished Floor (FF) of structure and all mechanical equipment servicing the structure, including fuel tanks, are elevated to a minimum of 2 feet above highest adjacent natural grade o Show that FF of garage elevated to a minimum of 2 feet above highest adjacent natural grade >>OR<< Show that garage has flood vents (per FEMA requirements) in bottom of walls to allow for a FF elevation below the minimum of 2 feet above highest adjacent natural grade o Have a licensed surveyor or civil engineer submit a post-construction Part 2 Elevation Certificate

	<u>Requirements</u>	<u>Reference*</u>	<u>TRUE</u>	<u>FALSE</u>	<u>Permit Comments</u>
71	No Portion of Structure Located within Flood Zone AO	416, FEMA Guidance Document FEMA P-348 2017	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> o Note that property is in FEMA designated flood plain Zone AO per Panel # _____ with a flood depth of 1/2/3 feet o Have a licensed surveyor or civil engineer submit a pre-construction Part 1 Elevation Certificate o Show that Finished Floor (FF) of structure and all mechanical equipment servicing the structure, including fuel tanks, are elevated to a minimum of 2/3/4 feet above highest adjacent natural grade o Show FF of garage elevated to a minimum of 2/3/4 feet above highest adjacent natural grade >>OR<< <p>Show that garage has flood vents (per FEMA requirements) in bottom of walls to allow for a FF elevation below the minimum of 2/3/4 feet above highest adjacent natural grade</p> <ul style="list-style-type: none"> o Have a licensed surveyor or civil engineer submit a post-construction Part 2 Elevation Certificate

	<u>Requirements</u>	<u>Reference*</u>	<u>TRUE</u>	<u>FALSE</u>	<u>Permit Comments</u>
72	No Portion of Structure Located within Flood Zone AE	416, FEMA Guidance Document FEMA P-348 2017	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> o Note that property is in FEMA designated flood plain Zone AE per Panel #_____ with a base flood elevation of _____ feet (NAVD 1988) o Have a licensed surveyor or civil engineer submit a pre-construction Part 1 Elevation Certificate o Show that Finished Floor (FF) of structure and all mechanical equipment servicing the structure, including fuel tanks, are elevated to a minimum of 1 foot above the base flood elevation (NOTE: BFE determined from Flood Insurance Study, NOT Flood Insurance Rate Map) o Show that FF of garage elevated to a minimum of 1 foot above the base flood elevation >>OR<< Show that garage has flood vents (per FEMA requirements) in bottom of walls to allow for a FF elevation below the minimum of 1 foot above the base flood elevation (NOTE: BFE determined from Flood Insurance Study, NOT Flood Insurance Rate Map) o Have a licensed surveyor or civil engineer submit a post-construction Part 2 Elevation Certificate
Elevation Certificate Review o With Crawlspace					

	<u>Requirements</u>	<u>Reference*</u>	<u>TRUE</u>	<u>FALSE</u>	<u>Permit Comments</u>
73	No Portion of Structure Located within Flood Zone A	416, FEMA Guidance Document FEMA P-348 2017	<input type="radio"/>	<input type="radio"/>	<p>o Note that property is in FEMA designated flood plain Zone A per Panel #_____ with a flood depth of 1 foot</p> <p>o Have a licensed surveyor or civil engineer complete and submit a pre-construction Part 1 Elevation Certificate</p> <p>o Show that bottom of crawl space and all mechanical equipment servicing the structure, including fuel tanks, are elevated to a minimum of 2 feet above highest adjacent natural grade >>OR<<</p> <p>Show that flood vents (per FEMA requirements) have been installed to allow for bottom of crawl space FF elevation below the minimum of 2 feet above highest adjacent natural grade</p> <p>o Show that FF of garage elevated to a minimum of 2 feet above highest adjacent natural grade >>OR<<</p> <p>Show that garage has flood vents (per FEMA requirements) in bottom of walls to allow for a FF elevation below the minimum of 2 feet above highest adjacent natural grade</p> <p>o Have a licensed surveyor or civil engineer submit a post-construction Part 2 Elevation Certificate</p>

	<u>Requirements</u>	<u>Reference*</u>	<u>TRUE</u>	<u>FALSE</u>	<u>Permit Comments</u>
74	No Portion of Structure Located within Flood Zone AO	416, FEMA Guidance Document FEMA P-348 2017	<input type="radio"/>	<input type="radio"/>	<p>o Note that property is in FEMA designated flood plain Zone AO per Panel # _____ with a flood depth of 1/2/3 feet</p> <p>o Have a licensed surveyor or civil engineer complete and submit a pre-construction Part 1 Elevation Certificate</p> <p>o Show that bottom of crawl space and all mechanical equipment servicing the structure, including fuel tanks, are elevated to a minimum of 2/3/4 feet above highest adjacent natural grade >>OR<<</p> <p>Show that flood vents (per FEMA requirements) have been installed to allow for bottom of crawl space FF elevation below the minimum of 2/3/4 feet above highest adjacent natural grade</p> <p>o Show that FF of garage elevated to a minimum of 2/3/4 feet above highest adjacent natural grade >>OR<<</p> <p>Show that garage has flood vents (per FEMA requirements) in bottom of walls to allow for a FF elevation below the minimum of 2/3/4 feet above highest adjacent natural grade</p> <p>o Have a licensed surveyor or civil engineer submit a post-construction Part 2 Elevation Certificate</p>

	<u>Requirements</u>	<u>Reference*</u>	<u>TRUE</u>	<u>FALSE</u>	<u>Permit Comments</u>
75	No Portion of Structure Located within Flood Zone AE	416, FEMA Guidance Document FEMA P-348 2017	<input type="radio"/>	<input type="radio"/>	<p>o Note that property is in FEMA designated flood plain Zone AE per Panel #_____ with a base flood elevation of _____ feet (NAVD 1988)</p> <p>o Have a licensed surveyor or civil engineer complete and submit a pre-construction Part 1 Elevation Certificate</p> <p>o Show that bottom of crawl space and all mechanical equipment servicing the structure, including fuel tanks, are elevated to a minimum of 1 foot above base flood elevation >>OR<<</p> <p>Show that flood vents (per FEMA requirements) have been installed to allow for bottom of crawl space FF elevation below the minimum of 1 foot above base flood elevation</p> <p>o Show that FF of garage elevated to a minimum of 1 foot above base flood elevation (NOTE: BFE determined from Flood Insurance Study, NOT Flood Insurance Rate Map) >>OR<<</p> <p>Show that garage has flood vents (per FEMA requirements) in bottom of walls to allow for a FF elevation below the minimum of 2 feet above base flood elevation (NOTE: BFE determined from Flood Insurance Study, NOT Flood Insurance Rate Map)</p> <p>o Have a licensed surveyor or civil engineer submit a post-construction Part 2 Elevation Certificate</p>
76	Structure located in Regulatory Floodplain	Policy	<input type="radio"/>	<input type="radio"/>	<p>o If the proposed structure is located in the regulatory floodplain and requires an Elevation Certificate, add the FEMA inspection to the Inspections tab for follow up by staff.</p>