

# Washoe County Building Permit Checklist – Engineering Items

(Rev. 11/8/2022)

<b>Permit Number:</b>	<b>Reviewer:</b>	<b>Date:</b>	<b>Project Description:</b>
<b>Address:</b>	<b>APN:</b>	<b>Zoning:</b>	

**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.us](mailto:engineering@washoecounty.us).

	<b>Requirements</b>	<b>Code, Std Detail, &amp; Policy Reference*</b>	<b>True</b>	<b>False</b>	<b>Permit Comments</b>
<b>General Information</b>					
1	Name/Address of Owner is provided on the plan set	POLICY			Per Washoe County Code Policy: Provide name and current address of the owner directly on the plan set
2	Name, Address, and Phone # of Preparer is provided on the plan set	NAC 625.611			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			Per Nevada Administrative Code 625.611: Provide address of project directly on the plan set
4	Plans Stamped and Signed	NAC 625.11			Per Nevada Administrative Code 625.611: Site Plans must be stamped and signed by one of the following: - Licensed Professional who is responsible for preparation, OR - Contractor’s stamp with the information filled out, OR - Owner/Builder stamp with information filled out

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	<u>Requirements</u>	<u>Code, Std Detail, &amp; Policy Reference*</u>	<u>True</u>	<u>False</u>	<u>Permit Comments</u>
5	North Arrow and Accurate Engineering or Architect Scale Provided	POLICY			Per Washoe County Policy: Provide a north arrow and an accurate engineering or architectural scale to depict site drawing(s)
6	No Disclaimer Regarding Accuracy of Plans	NRS & POLICY			Per NRS & Washoe County Policy: 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)	416.55-65 416.70			Reviewer to see "Elevation Certificate Review"
8	No Faults within Development, <u>OR</u> Fault Lines and Associated Setbacks are Shown	610.15(f)			Per Washoe County Code 610.15(f): Show fault lines and their associated setbacks
9	Zoning Setbacks, Property Lines, Easements, Street Right-of-Way and Shown	406.05			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	438.38(a)(3)			Per Washoe County Code 438.38(a)(3): Show location of existing and proposed structures on parcel
11	Existing Structures within 15' of Grading Shown	438.38(a)(3)			Per Washoe County Code 438.38(a)(3): Show location of existing structures within 15' of grading
12	No Retaining Wall Associated with This Project	Building Division Policy			Per Washoe County Building Division Policy: 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

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	<u>Requirements</u>	<u>Code, Std Detail, &amp; Policy Reference*</u>	<u>True</u>	<u>False</u>	<u>Permit Comments</u>
<b>Grading Standards (Article 438)</b>					
13	Existing AND Proposed Site Contours Shown	Policy			Per Washoe County Code 438.36(a)(5) & 438.38(a)(5): Show accurate contours of Existing Grade AND show proposed Finish Grade contours
14	Finish Grade (FG) Elevations at all Proposed Structures Shown	Policy			Per Washoe County Code 438.38: Show Finish Grade (FG) elevations at all Proposed structures/ground intersection
15	Less than 50 Cubic Yards of Material AND Less than 10,000 SqFt Disturbed AND IS Noted on Plans <b>(see Exempted Work - 438.20)</b> (If TRUE, skip to "Drainage Standards")	438.10			Per Washoe County Code 438.10: If less than 50 cubic yards of material AND less than 10,000 sqft will be disturbed, the following notes <u>must</u> be included on the site plan:  a. "Less than 50 cubic yards of grading required" b. "Owner is responsible to perpetuate existing drainage"  If more than 50 cubic yards of material AND/OR more than 10,000 sqft will be disturbed, the remaining requirements below 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	438.38(a)(4) W-202A W-202B			Per Washoe County Code 438.38(a)(4) & Washoe County Standard Detail W-202A & W-202B: 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.
17	Cut & Fill Volumes Listed	438.36(a)(5) 438.38(a)(2)			Per Washoe County Code 438.38(a)(2): Note the volumes of cut, fill, and net balance in cubic yards
18	Less than 50 Cubic Yards of Material Export	438.37			Per Washoe County Code 438.37: If more than 50 cy of material export, note the disposal location on the plans. If taking 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.

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	<b><u>Requirements</u></b>	<b><u>Code, Std Detail, &amp; Policy Reference*</u></b>	<b><u>True</u></b>	<b><u>False</u></b>	<b><u>Permit Comments</u></b>
19	No Cut or Fill Slopes Steeper than 3H:1V (see exceptions in 438.45)	438.45(a)			Per Washoe County Code 438.45(a): Show grading to comply with 3H:1V slope standard
20	Required Cut and Fill Slope Setbacks from Boundaries Shown	438.60 438.45(b)			Per Washoe County Code 438.60 & 438.45(b): Show required cut and fill setbacks from boundaries, per the referenced code.
21	Fills Within Required Yard Setbacks are 48 Inches or Less <u>Exempted by:</u> ○ Special Use Permit ○ Tentative Map	438.45(b)			Per Washoe County Code 438.45(b): Show that fills within the required yard setbacks do not differ from the natural or existing grade by more than forty-eight (48) inches
22	Delineate Limits of Disturbed Area and Note the Associated Square Footage	438.36(a)(5) 438.38(a)(2)			Per Washoe County Code 438.36(a)(5) & 438.38(a)(2): Delineate limits of disturbed area and note the square footage disturbed. Include temporary storage areas in the calculation of the disturbed area.
23	Post-Construction Erosion Control Method Described	438.70			Per Washoe County Code 438.70: Note the permanent, post-construction method/process for stabilizing all disturbed areas
24	No Rip Rap or Gabions for Mechanical Slope Stabilization Shown	438.45(k) 438.50(a)			Per Washoe County Code 438.45(k) & 438.50(a): Use of rip rap or gabions for mechanical slope stabilization is prohibited
25	Threshold for Major Grading Permit Not Met	438.35			Per Washoe County Code 438.35: Obtain special use permit (major grading permit), pursuant to Article 810 <ul style="list-style-type: none"> <li>Permit obtained via Washoe County Planning Division</li> </ul>
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)	438.39			Per Washoe County Code 438.39: Submit a Grading Bond of \$2000 per acre of disturbed area, or a Grading Bond per submitted cost estimate on an approved County form(s)

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	<u>Requirements</u>	<u>Code, Std Detail, &amp; Policy Reference*</u>	<u>True</u>	<u>False</u>	<u>Permit Comments</u>
<b>Drainage Standards (Article 420)</b>					
27	Positive Drainage Away from Structure Indicated	IRC R401.3 IBC 1804.4			Per International Residential Code (IRC) R401.3 & International Building Code (IBC) 1804.4: Indicate positive drainage away from structure. Add note: "5% slope, or 6 inches of fall, for 10' min."
28	Minimum Setbacks from Centerline of Drainage Ways Shown	420.40			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)			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)			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)			Per Washoe County Code 420.25(j): Show required semi-impervious (plantmix, concrete, RAP, etc.) paved interceptor swales provided along the top of retaining walls and cut slopes
32	No Discharge into Water Supply Ditches	420.35(a)			Per Washoe County Code 420.35(a): Discharge prohibited into water supply ditches unless authorization from ditch owner is provided
33	No Work Adjacent to a Significant Hydrologic Resource	418			Per Washoe County Code 418: Show setbacks from perennial streams and that design criteria meets standards
34	No Drainage Report Needed	420.05			Per Washoe County Code 420.05 and the Truckee Meadows Regional Drainage Manual: A Drainage Report is required per the reviewer's discretion

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<b>Storm Water Discharge Program (Article 421)</b>					
35	No NOI or NDEP Stormwater Discharge Permit Required (If True, skip to "Driveway Standards")	421.65(d)			Per Washoe County Code 421.65(d): Notice of Intent (NOI) or NDEP Stormwater Discharge Permit is required if disturbed area is 1 acre or greater; or less than 1 acre if in a sensitive area
36	Construction Permit Submittal Checklist Complete and 5 Standard SWPPP Notes on Plans	421.65(d)			Per Washoe County Code 421.65(d): Submit completed Construction Permit Submittal Checklist, and Add the 5 SWPPP Standard Notes to site plan
37	Performance Standards Compliance Checklist Complete	421.65(d)			Per Washoe County Code 421.65(d): Submit completed Performance Standards Compliance Checklist
38	Construction Stormwater Inspection Fee & Fee Worksheet Complete	421.65(e)(f)			Per Washoe County Code 421.65(e)(f): Submit Construction Stormwater Inspection Fee and completed fee worksheet
<b>Driveway Standards (Article 436)</b>					
39	Existing Driveway for an Addition or Detached Structure (If True, skip to "Utilities")				See Next Requirements
40	Legal Access to Public Right-Of-Way Shown	POLICY			Per Washoe County Policy: Provide recorded documentation of legal access to property (Deed, Easement, etc.)
41	Driveway Slope 14% or Less	436.30(b)(3) W-142D W-143B			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			Per Washoe County Standard Detail W-141: Revise plans to meet minimum driveway width and length
43	Meets Minimum Separation	W-141			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")	POLICY			See next requirement

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	<u>Requirements</u>	<u>Code, Std Detail, &amp; Policy Reference*</u>	<u>True</u>	<u>False</u>	<u>Permit Comments</u>
45	Connection of New Driveway is to Washoe County ROW (If True, continue with "Driveways"; If False, address comments & skip to "Utilities")	POLICY			Per Washoe County Policy: The connection of new driveways and work within the right-of-way must be designed per the local jurisdiction that owns the street (NDOT, City of Reno, City of Sparks). 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 <u>ANY</u> work in the County ROW"	POLICY			Per Washoe County Policy: 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 <u>ANY</u> work in the County right-of-way"
47	Driveway Material Shown Within Right-of-Way	POLICY			Per Washoe County Policy: Show proposed driveway material to be used in right-of-way
48	Show Edge and Material of Existing Road and Associated Drainage	W-142			Per Washoe County Standard Detail W-142: Show edge and material of existing travel way and associated drainage
49	No Inpavement Heating within the County Right-of-Way	W-143B			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			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			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			Per Washoe County Standard Detail W-143A & W-143B: Show cover on culvert per culvert manufacturer specifications

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<b>Utilities</b>					
53	Location of Sewer Connections Shown	422.25 422.35 422.40			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.
<b>Encroachment/Excavation/Street Cuts</b>					
54	No Work in Right-of-Way (Including Street Cuts)	W-143B			Per Washoe County Standard Detail W-143B: Add note: "An Encroachment/Excavation and/or Revocable Occupancy Permit is required prior to <u>ANY</u> improvements in the County right-of-way." Permit must be obtained by County approved Contractor.
55	No Bear Box Proposed on Plans (Incline Village only)	WC Recorded Document #3864795			Per Washoe County Recorded Document #3864795: Bear Box location shall be 12 feet or more from edge of pavement >>OR<< Obtain a Revocable Occupancy Permit if Bear Box is within 12 feet from edge of pavement
<b>Other</b>					
56	Presumed Public Access has been Perpetuated	NRS 405.191 & 405.195			Per Nevada Revised Statute (NRS) 405.191 & 405.195: Show that access to presumed public road is to be perpetuated <a href="https://www.washoecounty.us/csd/engineering_capitalprojects/presumed_public_roads.php">https://www.washoecounty.us/csd/engineering_capitalprojects/presumed_public_roads.php</a>
57	No Special Drainage Issues: FF Elevation Requirements o Cella Barr o Casazza Ranch o Flood Zone – Critical Flood Zone 1 o Spanish Springs Boneyard Flat Detention Basin	POLICY 416.57			

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<b>RRIF</b>					
58	Any Building Located on the Property in the Past (If True, RRIF credit for previous building)	RRIF Gen. Admin. Manual			Per RRIF General Administration Manual (RTC): RRIF fees apply
59	Parcel Located other than Arrowcreek	Ordinance			Per Washoe County Ordinance: Arrowcreek RRIF fees apply (NOTE: Mitch Fink to process)
60	<p><b><u>Attached or Detached Supplemental Unit</u></b></p> <p>1. <u>Attached</u>: Addition sharing a common wall w/ living space</p> <p>2a. <u>Detached</u>: Structure has kitchen w/ <u>NO</u> stove and doesn't share common wall but is still attached to home (garage, breezeway, etc.)</p> <p>2b. <u>Detached</u>: Contains a kitchenette with <u>NO</u> stove (if yes to 1 or 2a/2b, no RRIF fees)</p>	RRIF Gen. Admin. Manual			Per RRIF General Administration Manual (RTC): RRIF fees apply The single-family rate applies to the primary residence and the multi-family rate applies to any supplemental unit(s)
61	<p><b><u>Tenant Improvement for Commercial Projects</u></b></p> <p>1. RRIF fees paid for previous land use of original structure</p> <p>2. No change in land use (if yes to 1 OR 2 no RRIF fees)</p>	RRIF Gen. Admin. Manual			Per RRIF General Administration Manual (RTC): RRIF fees apply

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