

Community Services Department
Planning and Building
ADMINISTRATIVE PERMIT APPLICATION
(Short Term Rentals)



Community Services Department
Planning and Building
1001 E. Ninth St., Bldg. A
Reno, NV 89512-2845

Telephone: 775.328.6100

Administrative Permit

Washoe County Code (WCC) Chapter 110, Article 808, Administrative Permit, provides methods for reviewing proposed uses which possess characteristics that require special appraisal in order to determine if the uses have the potential to adversely affect other land uses, transportation, or facilities in the vicinity. The Board of County Commissioners, the Board of Adjustment, or the hearing examiner, may require conditions of approval necessary to eliminate, mitigate, or minimize to an acceptable level any potentially adverse effects of a use or specify the terms under which commencement and operation of the use must comply. See WCC 110.808, for further information.

Development Application Submittal Requirements

1. **Fees:** See Master Fee Schedule. **Bring payment with your application to Community Services Department (CSD). Make check payable to Washoe County. (Note: All fees are waived for Administrative Permits for “temporary occupancy for the care of the infirm” [see Washoe County Code Section 110.310.35(g)]; however, the Administrative Permit Application process is still required.)**
2. **Development Application:** A completed Washoe County Development Application form.
3. **Owner Affidavit:** The Owner Affidavit must be signed and notarized by all owners of the property subject to the application request.
4. **Proof of Property Tax Payment:** The applicant must provide a written statement from the Washoe County Treasurer’s Office indicating all property taxes for the current quarter of the fiscal year on the land have been paid.
5. **Application Materials:** The completed Administrative Permit Application materials. (Some Administrative Permits, due to the minor impact of the application, will not require some of the requirements. You are encouraged to meet with a planner to determine the applicability of individual requirements.)
6. **Site Plan Specifications:**
 - a. Lot size with dimensions drawn using standard engineering scales (e.g. scale 1” = 100’, 1” = 200’, or 1” = 500’) showing all streets and ingress/egress to the property.
 - b. Show the location and configuration of all existing and proposed buildings (with distances from the property lines and from each other), all existing buildings that will remain (with distances from the property lines and from each other), all existing buildings that will be removed, and site improvements on a base map with existing and proposed topography expressed in intervals of no more than five (5) feet.
 - c. Show locations of all parking areas/spaces.
 - d. Property boundary lines, distances and bearings.
 - e. Vicinity map showing the proposed development in relation to Interstate 80, Highway 395, I-580, or a major arterial. The vicinity map shall also include a north arrow.
 - f. Location of snow storage areas sufficient to handle snow removed from public and private street, if above 5,500 feet.
7. **Floor Plan Specifications**
 - a. A scaled floor plan (may be hand drawn) showing entirety of dwelling, including areas proposed to be available for STR use. Each room must be labeled, with dimensions and square footage also provided for areas/rooms proposed to be used for sleeping purposes. The floor plan must also show locations of fire extinguishers, smoke alarms, carbon monoxide (CO) alarms, hot tubs (if applicable), decks (if applicable), and ingress/egress (doors, stairs and windows) from the dwelling and each room.
8. **Packets:** Three (3) packets and flash drive or DVD- any digital documents need to have a resolution of 300 dpi. One (1) packet must be labeled “Original” and contain a signed and notarized Owner

Affidavit. Each packet shall include one (1) 8.5" x 11" reduction of any applicable site plan, development plan, and/or application map. These materials must be readable. Labeling on these reproductions should be no smaller than 8 point on the 8½ x 11" display. Large format sheets should be included in a slide pocket(s). Any specialized reports identified above shall be included as attachments or appendices and be annotated as such.

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- Notes:
- (i) Application and map submittals must comply with all specific criteria as established in the Washoe County Development Code and/or the Nevada Revised Statutes.
 - (ii) Based on the specific nature of the development request, Washoe County reserves the right to specify additional submittal packets, additional information and/or specialized studies to clarify the potential impacts and potential conditions of development to minimize or mitigate impacts resulting from the project. No application shall be processed until the information necessary to review and evaluate the proposed project is deemed complete by the Director of Planning and Building.
 - (iii) **Labels:** If there is a mobile home park within five hundred (500) feet of the proposed project, the applicant is required to submit three (3) sets of mailing labels for every tenant residing in the mobile home park.

Washoe County Development Application

Your entire application is a public record. If you have a concern about releasing personal information, please contact Planning and Building staff at 775.328.6100.

Project Information		Staff Assigned Case No.: _____	
Project Name:			
Project Description:			
Project Address:			
Project Area (acres or square feet):			
Project Location (with point of reference to major cross streets AND area locator):			
Assessor's Parcel No.(s):	Parcel Acreage:	Assessor's Parcel No.(s):	Parcel Acreage:
Indicate any previous Washoe County approvals associated with this application: Case No.(s).			
Applicant Information (attach additional sheets if necessary)			
Property Owner:		Professional Consultant:	
Name:		Name:	
Address:		Address:	
Zip:		Zip:	
Phone:		Phone:	
Fax:		Fax:	
Email:		Email:	
Cell:		Cell:	
Other:		Other:	
Contact Person:		Contact Person:	
Applicant/Developer:		Other Persons to be Contacted:	
Name:		Name:	
Address:		Address:	
Zip:		Zip:	
Phone:		Phone:	
Fax:		Fax:	
Email:		Email:	
Cell:		Cell:	
Other:		Other:	
Contact Person:		Contact Person:	
For Office Use Only			
Date Received:		Initial:	
County Commission District:		Planning Area:	
CAB(s):		Master Plan Designation(s):	
		Regulatory Zoning(s):	

**Administrative Permit Application
(Short Term Rentals)
Supplemental Information**

(All required information may be separately attached)

1. What is the square footage of habitable area of the proposed short term rental (exclude the bathrooms, hallways, garage, etc)?

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2. How many off-street parking spaces are available? Parking spaces must be shown on site plan. Are any new roadway, driveway, or access improvements be required?.

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3. How are you planning to integrate the main dwelling and secondary dwelling to provide architectural compatibility of the two structures?

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5. How many off-street parking spaces are available? Parking spaces must be shown on site plan. Are any new roadway, driveway, or access improvements be required?

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6. What will you do to minimize any potential negative impacts (e.g. increased lighting, removal of existing vegetation, etc.) your project may have on adjacent properties?

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7. Is the subject property part of an active Home Owners Association (HOA) or Architectural Control Committee?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please list the HOA name.
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8. Are there any restrictive covenants, recorded conditions, or deed restrictions (CC&Rs) that may prohibit a short term rental on your property?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please attach a copy.
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	COMMUNITY SERVICES DEPARTMENT FEES											HEALTH FEES		
	Planning				Engineering				Parks			Health District		
	PLANNING	NOTICING	RTF	ENGINEERING	UTILITIES	RTF	PARKS	RTF	ENVIRON.	VECTOR	TOTAL	ENVIRON.	VECTOR	TOTAL
APPLICATIONS														
EXTENSION OF TIME REQUESTS														
Subdivision	\$340	-	\$13.60	-	-		-	-	-			-	-	\$353.60
Not Subdivision	\$546	-	\$21.84	-	-		-	-	-			-	-	\$567.84
MASTER PLAN AMENDMENT														
Not Tahoe	\$3,576	\$400	\$159.04	\$54	\$2,549	\$104.12	-		\$457			-		\$7,299.16
Tahoe	\$3,576	\$400	\$159.04	\$54	-	\$2.16	-		\$457			-		\$4,648.20
NOTICING, ADDITIONAL OR RE-NOTICING AT APPLICANT'S REQUEST														
	\$52	-		-	-		-		-			-		\$52.00
REGULATORY ZONE AMENDMENT														
Not Tahoe	\$2,481	\$200	\$107.24	\$54	\$2,549	\$104.12	-		\$617			-		\$6,112.36
Tahoe	\$2,481	\$200	\$107.24	\$54	-	\$2.16	-		\$617			-		\$3,461.40
REGULATORY ZONE AMENDMENT (Article 442, Specific Plan)														
Not Tahoe	\$3,449	\$200	\$145.96	\$1,039	\$1,274	\$92.52	\$65	\$2.60	\$617			-		\$6,885.08
Tahoe	\$3,449	\$200	\$145.96	\$1,039	-	\$41.56	\$65	\$2.60	\$617			-		\$5,560.12
REINSPECTION FEE														
	-	-		-	-		-		-			-		\$50/hr.
RESEARCH/COPIES														
	-	-		-	-		-		-			-		Note 3
REVERSION TO ACREAGE														
Not Tahoe	\$51	-	\$2.04	\$215	\$26	\$9.64	-		\$187			-		\$490.68
Tahoe	\$51	-	\$2.04	\$215	-	\$8.60	-		\$187			-		\$463.64
SIGN PERMIT INSPECTION - (Permanent or Temporary)														
To Be Determined														
SPECIAL USE PERMIT														
Residential														
Not Tahoe	\$1,162	\$200	\$54.48	\$65	\$203	\$10.72	-		\$617			-		\$2,312.20
Tahoe	\$1,162	\$200	\$54.48	\$65	-	\$2.60	-		\$617			-		\$2,101.08
With Environmental Impact Statement	\$1,162	-	\$46.48	-	-		-		-			-		\$1,208.48
Commercial, Industrial, Civic														
Minor (See Note 6)	\$2,165	\$200	\$94.60	\$130	\$203	\$13.32	-		\$617	\$243		-		\$3,665.92
Major (See Note 6)	\$2,165	\$200	\$94.60	\$520	\$203	\$28.92	-		\$617	\$243		-		\$4,071.52
Tahoe Minor (See Note 6)	\$2,165	\$200	\$94.60	\$130	-	\$5.20	-		\$617	\$243		-		\$3,454.80
Tahoe Major (See Note 6)	\$2,165	\$200	\$94.60	\$520	-	\$20.80	-		\$617	\$243		-		\$3,860.40
With Environmental Impact Statement	\$2,240	-	\$89.60	-	-		-		-			-		\$2,329.60

In accordance with Nevada Revised Statutes, application fees must be deposited the day of receipt. This does not guarantee the application is complete. Pursuant to section 110.906.10 of the Washoe County Code, no fees shall be required of a governmental entity or agency thereof.

APPLICATIONS	COMMUNITY SERVICES DEPARTMENT FEES										HEALTH FEES	
	Planning			Engineering				Parks			Health District	
	PLANNING	NOTICING	RTF	ENGINEERING	UTILITIES	RTF	PARKS	RTF	ENVIRON.	VECTOR	TOTAL	
TENTATIVE PARCEL MAP/PARCEL MAP WAIVER												
No System	\$803	\$200	\$40.12	\$345	\$68	\$16.52	-		\$1,943	-	\$3,415.64	
1 System (Sewer)	\$803	\$200	\$40.12	\$345	\$153	\$19.92	-		\$832	-	\$2,393.04	
1 System (Water)	\$803	\$200	\$40.12	\$345	\$153	\$19.92	-		\$1,943	-	\$3,504.04	
2 Systems (Water and Sewer)	\$803	\$200	\$40.12	\$345	\$203	\$21.92	-		\$832	-	\$2,445.04	
Tahoe (Sewer)	\$803	\$200	\$40.12	\$345	-	\$13.80	-		\$832	-	\$2,233.92	
Sun Valley (No WC Utilities)	\$803	\$200	\$40.12	\$345	\$51	\$15.84	-		\$832	-	\$2,286.96	
TENTATIVE SUBDIVISION MAP (See Note 5)												
No System	\$2,422	\$200	\$104.88	\$1,299	-	\$51.96	\$129	\$5.16	\$2,552	\$400	\$7,164.00	
1 System (Sewer)	\$2,422	\$200	\$104.88	\$1,299	\$2,039	\$133.52	\$129	\$5.16	\$939	\$400	\$7,671.56	
1 System (Water)	\$2,422	\$200	\$104.88	\$1,299	\$1,019	\$92.72	\$129	\$5.16	\$2,552	\$400	\$8,223.76	
2 Systems (Water and Sewer)	\$2,422	\$200	\$104.88	\$1,299	\$3,059	\$174.32	\$129	\$5.16	\$939	\$400	\$8,732.36	
Tahoe (Sewer)	\$2,422	\$200	\$104.88	\$1,299	-	\$51.96	\$129	\$5.16	\$939	\$400	\$5,551.00	
With Hillside Ordinance - ADD	\$2,422	-	\$96.88	-	-	-	-	-	-	-	\$2,518.88	
With Significant Hydrologic Resource - ADD	\$2,422	-	\$96.88	-	-	-	-	-	-	-	\$2,518.88	
With Common Open Space - ADD	\$2,422	-	\$96.88	-	-	-	-	-	-	-	\$2,518.88	
TRUCKEE MEADOWS REGIONAL PLANNING AGENCY												
NOTICING FEE												
See Note 4												
VARIANCE - RESIDENTIAL/COMMERCIAL/INDUSTRIAL												
Not Tahoe	\$1,060	\$200	\$50.40	\$65	\$26	\$3.64	-		\$187	-	\$1,592.04	
Tahoe	\$1,060	\$200	\$50.40	\$65	-	\$2.60	-		\$187	-	\$1,565.00	

NOTE 1: \$5,000 deposit on time and materials. Additional \$5,000 increments may be required.

NOTE 2: \$750 fee capped by NRS for Division of Land into Large Parcels only. (Excludes RTF)

NOTE 3: \$50 per hour after first 1/2 hour for Planner, \$20 per hour after first 1/2 hour for Clerk, Public Records Research/Copying.

NOTE 4: Fee to be established by Truckee Meadows Regional Planning Agency.

NOTE 5: Separate checks are required for the Nevada Departments of Environmental Health and Water Resources. See Submittal Requirements.

NOTE 6: The following are major permit applications: bed and breakfast inns; commercial animal slaughtering; convention and meeting facilities; destination resorts; eating and drinking establishments; gasoline sales and service stations - convenience and full service; gaming facilities: limited and unlimited; hostels; hotels and motels; liquor sales on premises; lodging services; major public facilities; recycling centers: full service and remote collection and residential hazardous substances; vacation time shares. All other uses constitute minor permits.

In accordance with Nevada Revised Statutes, application fees must be deposited the day of receipt. This does not guarantee the application is complete.

Pursuant to section 110.906.10 of the Washoe County Code, no fees shall be required of a governmental entity or agency thereof.

DEVELOPMENT CODE (Washoe County Code Chapter 110) MASTER FEE SCHEDULE

Applications accepted by CSD, Engineering and Capital Projects

APPLICATIONS	COMMUNITY SERVICES DEPARTMENT FEES											HEALTH FEES					
	Planning			Engineering				Parks			Health District		TOTAL				
	PLANNING	NOTICING	RTF	ENGINEERING	UTILITIES	RTF	PARKS	RTF	ENVIRON.	VECTOR							
AMENDMENT OF MAP (MINOR) (NRS 278.473)	-	-	-	\$70	-	\$2.80	-	-	-	-	-	-	-	-	-	\$72.80	
AMENDMENT OF MAP (MAJOR) (NRS 278.480) (See Note 7)																	
With Sewer	\$520	-	-	\$429	-	-	-	-	\$939	\$400	-	-	-	-	-	-	\$2,288.00
No Sewer	\$520	-	-	\$429	-	-	-	-	\$2,552	\$400	-	-	-	-	-	-	\$3,901.00
CONSTRUCTION PLAN REVIEW (See Note 7)																	
With Catch Basin	\$308	-	-	\$1,949	-	-	-	-	\$294	\$714	-	-	-	-	-	-	\$3,265.00
Without Catch Basin	\$308	-	-	\$1,949	-	-	-	-	\$294	\$556	-	-	-	-	-	-	\$3,107.00
FINAL SUBDIVISION MAP (See Note 8)																	
Not Tahoe without Construction Plan	\$520	-	\$20.80	\$780	\$102	\$35.28	-	-	\$617	-	-	-	-	-	-	-	\$2,075.08
Not Tahoe with Construction Plan with Catch Basin	\$828	-	\$33.12	\$2,729	\$102	\$113.24	-	-	\$617	-	-	-	-	-	-	-	\$4,422.36
Not Tahoe with Construction Plan without Catch Basin	\$828	-	\$33.12	\$2,729	\$102	\$113.24	-	-	\$617	-	-	-	-	-	-	-	\$4,422.36
Tahoe without Construction Plan	\$520	-	\$20.80	\$780	-	\$31.20	-	-	\$617	-	-	-	-	-	-	-	\$1,969.00
Tahoe with Construction Plan with Catch Basin	\$828	-	\$33.12	\$2,729	-	\$109.16	-	-	\$617	-	-	-	-	-	-	-	\$4,316.28
Tahoe with Construction Plan without Catch Basin	\$828	-	\$33.12	\$2,729	-	\$109.16	-	-	\$617	-	-	-	-	-	-	-	\$4,316.28
With Hillside Ordinance - ADD	\$520	-	\$20.80	-	-	-	-	-	-	-	-	-	-	-	-	-	\$540.80
With a Significant Hydrologic Resource - ADD	\$520	-	\$20.80	-	-	-	-	-	-	-	-	-	-	-	-	-	\$540.80
With CC&Rs - ADD	\$520	-	\$20.80	-	-	-	-	-	-	-	-	-	-	-	-	-	\$540.80

NOTE 7: This application applies to construction plans that are not submitted as part of a Final Subdivision Map. The stand-alone Construction Plan Review application is not currently available through the Regional License and Permit Platform (Accela), so no regional technology fees (RTF) are charged. The RTF will be added once the application is available through the Platform (Accela).

NOTE 8: Contact the Engineering and Capital Projects Division for Technical Map Check fees. In accordance with Nevada Revised Statutes, application fees must be deposited the day of receipt. This does not guarantee the application is complete. Pursuant to section 110.906.10 of the Washoe County Code, no fees shall be required of a governmental entity or agency thereof.

MASTER STORM WATER INSPECTION FEE SCHEDULE (Article 421)
Inspection of Storm Water Quality Controls

INSPECTION FEES	
CHARGES FOR PROJECT DURATION AND/OR LOCATION (See Note 9)	CHARGES PER ACRE
0 - 6 Months Construction	\$30
7 - 12 Months Construction	\$60
13 - 18 Months Construction	\$90
19 - 24 Months Construction	\$120
Over 24 Months Construction	\$190
Project within 1,000 feet of a FEMA Flood Zone A, AO, or AE	Additional \$30
Projects of less than one acre but are deemed sensitive/permitted by NDEP	Additional \$30
ADMINISTRATIVE SERVICE FEE (See Note 9)	FOR EACH APPLICATION
Per Site	\$30

NOTE 9: The above listed fees shall be doubled if the construction activity is commenced prior to the issuance of the required permit and/or installation of the storm water controls. Payment of the double fee shall not preclude the County from taking any other enforcement actions within its authority. This application is not currently available through the Regional License and Permit Platform (Accela), so no regional technology fees (RTF) are charged. The RTF will be added once the application is available through the Platform (Accela).

In accordance with Nevada Revised Statutes, application fees must be deposited the day of receipt. This does not guarantee the application is complete. Pursuant to section 110.906.10 of the Washoe County Code, no fees shall be required of a governmental entity or agency thereof.

DEVELOPMENT CODE (Washoe County Code Chapter 110)

Short-Term Rental (STR) Applications

APPLICATIONS	COMMUNITY SERVICES DEPT. FEES			FIRE FEES		Tech Fees	
	Base Fee	Planning	Building	Fire District	RTF	TOTAL	TOTAL
SHORT-TERM RENTAL (Article 319) (See Notes 10 & 11)							
Initial Permit (See Note 12)	\$384	\$90	\$180	\$90	\$14.40	\$758.40	
Initial Permit (with licensed property manager as local responsible party)	\$346	\$81	\$180	\$90	\$14.04	\$711.04	
Renewal with Inspection	\$384	\$45	\$90	\$90	\$9.00	\$618.00	
Renewal with Inspection (with licensed property manager as local responsible party)	\$346	\$40.50	\$90	\$81	\$8.46	\$565.96	
Renewal with Self-Certification (See Note 13)	\$384	\$45	\$45	\$45	\$5.40	\$524.40	
Renewal with Self-Certification (with licensed property manager as local responsible party)	\$346	\$40.50	\$45	\$40.50	\$5.04	\$477.04	
APPEAL OF STR ADMINISTRATIVE HEARING ORDER/DECISION to Board of County Commissioners (See Note 14)	-	\$250	-	-	-	\$250	
INVESTIGATIVE FEE (per hour for relevant agencies)	-	-	-	-	-	\$90/hr.	

NOTE 10: These fees are for a standard short-term rental (STR) permit only. Tier 2 and Tier 3 STRs require a supplemental Administrative Review Permit or Administrative Permit as identified in Article 302.

NOTE 11: Planning, Building and Fire District fees are based on a standardized rate of \$90/hour; final Fire District fees subject to adoption by each district's governing board and may vary.

Note 12: The Fire fee is charged for STR properties located in Extreme and/or High IWUI Fire Risk Ratings (per adopted Fire Code/Amendments and GIS mapping) only. This fee does not include repeated fire inspections. Final Fire District fees subject to adoption by each district's governing board and may vary.

Note 13: Renewals in which self-certification of building inspections are applicable the Building fee shall be reduced to 1/2 hour or \$45.

Note 14: This appeal fee is for Tier 1 permits only. Appeals related to planning applications required by Tier 2 and Tier 3 STR's will pay the appeal fees applicable to all planning applications.

In accordance with Nevada Revised Statutes, application fees must be deposited the day of receipt. This does not guarantee the application is complete or that a permit will be issued.

Pursuant to section 110.906.10 of the Washoe County Code, no fees shall be required of a governmental entity or agency thereof.