

HUMBOLDT COUNTY BUILDING & SAFETY DEPARTMENT
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WINNEMUCCA, NV 89445
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CITY OF WINNEMUCCA BUILDING DEPARTMENT
90 W FOURTH ST
WINNEMUCCA, NV 89445

COMMERCIAL COACH
SUBMITTAL REQUIREMENTS FOR BUILDING PERMIT APPLICATION
PERMANENT & TEMPORARY INSTALLATION REQUIREMENTS
(MODULARS SHALL COMPLY WITH THE COMMERCIAL/INDUSTRIAL GUIDE)

GENERAL INFORMATION

This guide outlines the requirements for obtaining building permits to install a commercial coach. In order to ensure your application is processed in a timely manner, your submittal package must be complete.

Once submitted your plan package will require review and approval from the following County & City agencies:

Planning and Zoning
Site Plan/Zone Codes/Parking Requirements
(775)623-6392

Flood Zone Requirements
Humboldt County Building Department
(775)623-6322
City of Winnemucca Building Department
(775)623-6319

Humboldt County Business License Department
(775)623-6345
City of Winnemucca Business License Department
(775)623-6339

All contractors, subcontractors, and suppliers shall obtain business licenses

Applicant will be required to submit the required plans and provide verification of approval from the following agencies:

Nevada Division of Manufactured Housing
(775)684-2940
Nevada Department of Environmental Protection
Sewage Disposal Systems
(775)687-9418
Nevada Division of Water Resources
Well Permits
(775)684-2800
Nevada State Fire Marshal
(775)684-7510
City of Winnemucca Water & Sewer Dept
(775)623-6340
Utilities
Obtain approval from utility companies for all utilities
NV Energy – (800)962-0399
Harney Electric – (775)272-3336
Southwest Gas Company – (775)623-3642

Fire code reviews will be performed by Humboldt County Building Department for the Fire Marshal's office. All fire alarm, fire sprinklers and fire extinguisher contractors shall be licensed with the Nevada State Fire Marshal's office and the Nevada State Contractor's Board. Any applicant with hazardous materials exceeding exempt amounts shall obtain appropriate permits from the Nevada State Fire Marshal.

PLANS SUBMITTAL

Before you apply for a permit you should contact the Planning Department (775)623-6392 to confirm and/or check on zoning requirements for the property you wish to place the commercial coach.

1. Permits

- _____ The contractor shall provide an address and assessor's parcel number. The contractor shall be licensed with the State of Nevada Manufactured Housing Division. The contractor shall obtain a business license from either the City of Winnemucca or Humboldt County.

- _____ All work for foundations and utilities are required to be performed and permits issued to an appropriately licensed Nevada contractor.

- _____ If earthwork or excavation occurs before a permit is issued a grading permit maybe be required per the 2012 International Building Code. A site plan and grading plan prepared by a Nevada engineer is required with a wet stamp.

- _____ Permits are required for all utility installations.

- _____ Additional permits are required for signs and fences.

- _____ Sales offices are required to be a commercial coach.

- _____ Provide size, make, year and serial number of the coach.

2. Plans and Supporting Documentation – Must be legible and drawn to scale. Applicant may be required to pay a plan review fee at time of submittal.

Two sets of plans shall be submitted.

- _____ Site plan (**drawn to a min. 1/8" scale on min. 11"x17" paper**) shall include lot dimensions, street names, all building locations, all setbacks to property lines and existing structures, north arrow, and utility locations including sewage disposal system and water well location.
 - A. If lot or parcel is located in a flood plain the plans shall comply with Humboldt County & City of Winnemucca flood plain requirements.
 - B. Locate the sewage disposal system before placement of commercial coach. A minimum of 8 feet is required to the nearest portion of the septic tank.
 - C. Submit for record purposes engineered sewage disposal system design and location.

- _____ Plans shall be approved by the Nevada Manufactured Housing Division. (State will stamp plans approved). Plans from the factory may be submitted with the logo from the company. The required plans to be stamped by a Nevada engineer. Loading information (ie: roof, wind and seismic zone) shall be indicated on the plans.

- _____ Manufactured Housing shall provide and install a Nevada Insignia on coach. Coach will be identified as a commercial coach, modular or factory housing by Nevada law.

- _____ Foundation plans and/or blocking details shall be submitted if they are different from those provided in The Nevada Manufactured Home, Mobile Home & Commercial Coach Installation Standards published by State of Nevada Manufactured Housing Division. Full foundation plans shall be designed and wet stamped by a Nevada engineer.
- _____ Floor plan fully dimensional drawn to scale with all rooms specifically labeled and showing windows & door sizes.
- _____ Window and door schedules and room finishes if fire rated assemblies. Fire rated assemblies shall be approved by a recognized agency. Wall and ceiling details shall have approved assembly numbers on plans.
- _____ Electrical plans shall include a floor plan showing electrical outlets, light fixtures, switches, equipment, detectors, emergency systems, and electrical service size and locations.
- _____ Stair/ramp details. Compliance with accessibility under the IBC will be required for ramps, restrooms, parking, etc.

3. Agency Approvals – not required at initial submittal, however they must be completed and submitted prior to a final inspection.

- _____ Water Verification (one of the following)
 - A. Nevada State Water Resources – Well permit required
 - B. Applicable Water District or Private Water System
- _____ Sanitation Septic/Sewer Verification
 - A. Nevada Department of Environmental Protection – plans approval letter for design and occupancy permit for the system.
 - B. Sewer district receipt for fees paid and approval letter.

4. Fire Code Review

This review will be completed by the Humboldt County Building Department. Temporary office trailers placed for less than one year will not be required to have a fire code review. However, portable fire extinguishers are required. If hazardous materials are involved a full fire code review will be required.

Normal Processing Time

The normal processing time, not including any needed land use approvals, to obtain a permit is approximately 2 weeks (working days). If there are problems with you plans during any of these reviews or if there is an increased volume of submittals from the public this processing time could increase. **Thus it is in your best interest to properly submit all the required documents and plans to respond promptly to any requests for information or corrections.**

Once your plans are approved by the Zoning and Building Departments, you will be notified that your permit is read to be issued pending the receipt of all required departmental and agency approvals. At this time, you will also be informed of the fees that are due to the Building Department for the permit. Plan check fees may be required at the time of plans submittal.

These fees may include the following:

Set Up Fee
State Installation Seal Fee
Plan Check Fee
Fire Code Review Fee
Electrical, Plumbing, & Mechanical Fees
Modular – fees based on square footage.

When you return to the Building Department and pay fees, the permit and inspection record (job card) will be issued. The Building Department will retain one set of approved plans. The contractor will receive the second set of approved plans with plan review comments.

Inspection Requirements

You will be **required** to call the respective Building Departments 24 hours in advance for inspections. Occupancy of the coach is not permitted until a final inspection has been approved.

The inspection record received at permit issuance lists the required inspections for your project. All underground utilities and the foundation before being poured shall be inspected. The coach will have two inspections (possibly one) which includes:

1. Set up inspection – blocking, tiedowns, water, sewer & electrical connections, witness a gas test on the gas system, & electrical service. The inspector shall tag the gas & electric services & inform the respective utilities that they have been approved for utility connection.
2. Final inspection – Power and gas shall be turned on in the unit. At this inspection the stairs/ramps shall be installed and all fire code requirements shall be completed.
3. After the final inspection is approved the Building Department shall install on the coach a State of Nevada Installation Seal.

Each permit must have an approved inspection within 180 days from the permit issue date or from the last approved inspections; otherwise the permit becomes null and void.

Set-Up Requirements

The commercial coach is required to be install by a contractor licensed by the State of Nevada Manufactured Housing Division.

The set up shall be to the manufacturer's installation instructions or to the requirements of the Nevada Manufactured Home, Mobile Home & Commercial Coach Installation Standards.