

HUMBOLDT COUNTY BUILDING DEPARTMENT  
25 W. FOURTH STREET  
WINNEMUCCA, NV 89446  
(775) 623-6322  
(775) 623-6337 – FAX  
hcnv.us (web site)  
[buildingdept@hcnv.us](mailto:buildingdept@hcnv.us) (e-mail)

CITY OF WINNEMUCCA BUILDING DEPARTMENT  
90 W. FOURTH STREET  
WINNEMUCCA, NV 89445  
(775) 623-6319  
(775) 623-6321 - FAX

## RESIDENTIAL ADDITION PERMIT GUIDE

## **GENERAL INFORMATION**

This guide outlines the requirements for obtaining a building permit to construct a residential addition in Humboldt County. In order to ensure that 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 and State Agencies:

Zoning Approval  
Humboldt County Planning & Zoning Department  
(Site Plan/Zoning Codes)  
623-6393

Street Excavation  
Humboldt County Road Department  
623-6416

Excavation permits are available from the Road Department for any excavation in a county road easement or right of Way

Plan Review  
Humboldt County Building Department

Flood Zone Area Review  
Humboldt County Building Department

Water/Domestic Well Installation  
Shall be approved by Nevada State Water Resources  
(775) 684-2800

Additions to Manufactured Homes  
Nevada State Manufactured Housing Division  
(702) 486 – 4138 - Las Vegas

Upon submitting your plans to the Building Department and prior to final inspection, the applicant will need to contact the Bureau of Health Protection Services for septic approval. Written approval shall be submitted to this office. Approval from water district or sewer districts is also required.

We recommend you contact the following utility companies for their regulations and approval of plans before you begin your project.

Power:

Sierra Pacific Power Company – (800) 962-4166  
Harney Electric – (775) 272-3336 (Orovada area)

Gas:

Natural Gas  
Southwest Gas Company – (800) 832-2555

Propane:

Amerigas – (775) 623-3055  
Western States Propane – (775) 623-9555

Phone:

AT&T - (877) 469-2355  
Humboldt Telephone – (775) 272-6008

## **PLANS SUBMITTAL**

Before you apply for a building permit you should contact the Planning Department (623-6393) to confirm and/or check on zoning requirements for the property you wish to develop. Including restrictions on recreational vehicles, manufactured homes and mobile homes used as storage and age restrictions on manufactured homes.

If any zoning action (that requires review by the Planning Commission or Board of County Commissioners) is needed, you may want to submit your proposed plans to the Building Department while you wait for the Board(s) action to take place. This step may assist in reducing process time.

## **CURRENT ADOPTED CODES AND DESIGN CRITERIA**

**In order to assist you in ensuring that your plans comply with Humboldt County requirements, the following list was established showing the current codes. If you need copies of any of these codes, the Humboldt County Library has them.**

### **LOCAL ORDINANCES/CODES**

Humboldt County Ordinance 11-04-13a  
Humboldt County Code - 15.04

### **NATIONAL CODES**

2012 International Residential Code

### **DESIGN CRITERIA**

Design Criteria:

Wind Load – 90 mph fastest mile & 105 mph 3-second gust, Exposure C

Seismic Zone – D1

Roof Load – 20 lb live load.

Ground Snow Load –

Up to 5,000 ft. elevation – 5 lb. roof load

Over 5,000 ft. elevation – 10 lb. roof load

Frost Depth – 24”

Soil Classification

Soil Classification – 2006 IRC Table R401.4.1

General (City and County – See exception below) – 2,000 psf

SW, SP, SM, SC, GM and GC – Sand, silty sand, clayey sand, silty gravel, and clayey gravel

Other Areas – North (Denio/Virgin Valley); Sand Dunes Area (Artemesia, Delaney, Lambert) – 1,500 psf

CL, ML, MH, and CH – Clay, sandy clay, silty clay, clayey silt, silt and sandy silt

I. **SCOPE OF WORK (R101.2)**

\_\_\_\_\_ Limited to 3-stories

II. **APPLICATION**

\_\_\_ **Completed Building Permit Application**

(Assessor's Parcel Number (APN) must be included on application)

III. **PLAN PREPARATION**

Construction design plans and supporting documents must be prepared, signed, and stamped by a Nevada-registered architect or professional engineer for any residence, which cannot conform to the light frame conventional wood construction of the IRC (i.e. multi-story houses of irregular shape, log homes, straw houses, tire houses, etc.) R301.1.3 & R301.2.2.2.2

A contractor licensed under the provisions of the Nevada Revised Statutes (NRS 624) may prepare and submit his own plans provided that the plans are signed by the contractor and meet the conditions specified in the Nevada Revised Statutes (623.330) and comply with the IRC for conventional light framing.

**As allowed under an exception to the Nevada Revised Statutes (NRS 623.330), owner/builders may prepare and submit their own plans for their private residential use. In order to utilize this exemption, the applicant will be required to title the plans without reference to being prepared by a party other than the property owner who is building or overseeing the building activities.**

***IF THE PROPERTY IS LOCATED IN A DESIGNATED FLOOD ZONE, ADDITIONAL REQUIREMENTS MAY BE IMPOSED.***

IV. **PLANS AND SUPPORTING DOCUMENTATION** (must be legible, and drawn to scale in ink)  
UPON SUBMITTAL OF A PLAN PACKAGE THE APPLICANT IS REQUIRED TO PAY A **PLAN REVIEW FEE** BASED UPON THE SIZE OF THE STRUCTURE.

One (1) set of **building plans: Drawn to at least 1/8" = 1' scale (in ink or reproduction)**, on min. of 11"x17" paper which include the following:

\_\_\_ **Site Plan** - Drawn to scale (1/8" = 1') (including lot dimensions, street names, building footprint and location, easements, rights of way, all setbacks from property lines and existing structures, north arrow, and utility location)

A. Locate your septic tank before placement of residence. A minimum of 8 feet is required to the nearest portion of the septic tank.

\_\_\_ **Grading.** If grading or excavating occurs before a building permit is issued a grading permit is required.

\_\_\_ **Foundation plan and footing detail** – (if on disturbed soil or backfill a licensed Nevada engineer shall design plans and compaction tests will be required)

\_\_\_ **Floor plan** dimensioned with at least 1/8" = 1', with all rooms labeled, and showing all window and door sizes, location of plumbing fixtures, appliances, fireplace/woodstove, and kitchen islands, water heater location, mechanical equipment location, type and BTU's

a. Indicate the relocation of any **existing** water heaters, furnaces, baseboard heaters, electrical panels, lights, switches, outlets, plumbing, etc. in the existing house.

b. Indicate any alteration to existing floor plan.

c. The size and use of any room that has a window that will be covered by the addition.

d. The size of any windows that will be added or remain in the existing room. A bedroom egress window shall be maintained to the exterior from all existing bedrooms.

- e. The size of any openings between the rooms and the width of the common wall. (Any room may be considered as a portion of an adjoining room when one half of the area of the common wall is open and unobstructed (no doors or windows) and provides an opening of less than 1/10 of the floor area of the interior room or 25 sq. ft., whichever is greater).
- f. Note: All rooms (except kitchens, bathrooms, halls, storage, or utility space) must have window area equal to 8% of the floor area of the room (1/2 openable). In addition bedroom egress windows must have a min. of 5.7 sq. ft. net **clear opening**, with a min. clear width of 20", a min. clear height of height of 24", and a maximum sill height of 44". *Be aware that not all 3x4 windows (12 sq. ft.) will have a net **clear** opening of 5.75 sq. ft. Check with the manufacturer before purchasing.*

- \_\_\_ **Stair details**, if applicable
- \_\_\_ **Floor/wall/roof framing plan** with all header and beam sizes
- \_\_\_ **Hold-down anchors** type and location.
- \_\_\_ **Braced wall** material and location
- \_\_\_ **Elevations** (front, rear and sides) including labeling of building exterior finish
- \_\_\_ **Cross sections** showing construction details, roof pitch, sizes, and spacing of structural members.
- \_\_\_ **Basement** – elevations, indicating the height of backfill, and dampproofing/waterproofing material.
- \_\_\_ **Electrical** – (1) set of electrical plans (floor plan showing electrical outlets, lighting fixtures and equipment, smoke detectors, GFCI outlets, arc-fault fixtures and electrical service size and location). *Smoke detectors must be install in **all** sleeping rooms (**including existing**), hallways giving access to the bedrooms, and on each floor of the house.* An electrical calculation shall be submitted for houses over 2,500 square feet
- \_\_\_ **Plumbing** - Floor plan shall indicate location of plumbing fixtures.
- \_\_\_ **Mechanical** - Floor plan shall indicate location of heating/ac units and water heater. Indicate type and BTU's of equipment.
- \_\_\_ **Gas piping** – (1) set of gas piping plan indicating size and type of gas piping & whether it is natural gas or propane.
- \_\_\_ **Woodstove/pellet stove** - manufacturer's specifications
- \_\_\_ **Reroof** – indicate reroof or residing of the existing residence
- \_\_\_ **Carport/Awnings** – Metal awnings weighing less than 1 lb per square foot may be attached to a manufactured home.
- \_\_\_ Unusual structural designs shall be wet stamped by a Nevada engineer or architect. Proof of compliance with the model energy code, indicating insulation r-values and window types and r-values.

#### IV. **GARAGE OR ADDITION BUILT ADJACENT TO A MANUFACTURED HOUSE**

- \_\_\_ Under floor vents must be closed off with concrete/grout if enclosed inside the garage and on the firewall between the house and the garage.
- \_\_\_ No openings are permitted except for an approved 20-minute rated door. Appliance access doors must also be rated & combustion opening must comply
- \_\_\_ Bedrooms shall not be accessible from the garage.
- \_\_\_ Dyer ducts must be ducted to the outside of the garage with rigid metal pipe supported and complying with maximum length of the code with an elbow.
- \_\_\_ All over flow and condensate lines must be terminated to the outside with elbow turndowns.
- \_\_\_ The door from the house to the garage is a required exit form the house per Manufactured Housing and the man door from the garage must be in close proximity to the man door from the house.
- \_\_\_ Dormers may be constructed to provide an attachment. The size and Garage shall be independently supported from the manufactured house. Construction of dormer will determine if engineering is required.
- \_\_\_ Existing appliance vents, exhaust ducts and plumbing vents must extend thru the new roof and terminate per minimum code requirements.
- \_\_\_ You may be requested to obtain Nevada Division of Manufactured Housing approval if attachment to the manufactured home is in questions.
- \_\_\_ Egress windows must be maintained from existing bedrooms in a manufactured house.
- \_\_\_ Two exits are required from a manufactured house and must be maintained.
- \_\_\_ Egress may pass thru an awning, garage or addition if directly accessible to an exterior door from the room.

#### **Additions Attached to Manufactured Homes**

If attaching the addition to a manufactured home the following criteria must be met. **Every project shall be reviewed individually.** Plans are required for dormer construction

- An addition shall not be attached to any manufactured home that is under warranty.
- The walls of the manufactured home have to support on a full foundation. The owner shall provide evidence of support.
- The walls of the manufactured home shall be min. 2x4, 24" o.c.
- No support is permitted at the ends of the eaves or the ends of trusses of the manufactured home.
- The manufactured home has to met real property conversion standards to be able to add load on to the manufactured home
- Singlewides typically will not be permitted to add load to the manufactured home unless a Nevada engineer stamped drawing is submitted.
- Small dormers will be permitted to hip back on to the manufactured home roof provided:
  - Trusses of manufactured home are a min. of 2x4 or 30 lb roof
  - Support on a full foundation
  - A minimum of ½ the load of the dormer shall be cantilever type construction, which distributes most or ½ the load back to the new buildings roof
  - Size of the dormer may effect the requirement for engineering
  - Or plans are wet stamped by a Nevada engineer.
- Ledgers to the wall of the manufactured home shall be attached with ¼" lags and lags shall connect to every stud.
- Egress windows must be maintained from existing bedrooms in a manufactured home.
- Two exits are required from the manufactured home and must be maintained
- One egress may pass thru an awning, porch or garage if directly accessible to an exterior door from the room.

V. **AGENCY APPROVALS** - not required at initial submittal; however, they must be completed and presented to the Building Department prior to final inspection of the residence:

\_\_\_ **SANITATION (SEPTIC/SEWER) VERIFICATION**

1. Septic approval from the State of Nevada Bureau of Health Protection Services

\_\_\_ **Well** – shall meet requirements of Nevada State Water Resources

\_\_\_ **Modular Construction** – Nevada State Manufactured Housing approval is required.

**NORMAL PROCESSING TIME FROM APPLICATION TO PERMIT ISSUANCE**

The normal processing time, not including any needed land use approvals to obtain a permit to construct a *single family residence* is approximately 2 weeks or 10 working days. This process includes plan reviews by the Building Department. If there are no problems with your plans during the plan review 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 required documents and plans and to respond promptly to any requests for information or corrections.**

Once your plans have been approved by the Building Department you will be notified that your permit is ready to be issued. At this time, you will also be informed of the remaining fees that are due to the Building Department for the permit.

When you return to the Building Department and pay your fees, the permit and inspection record form (job card) will be issued. In addition, one set of approved plans will be returned to the permittee, and the Building Department will retain one set of plans.

**INSPECTION REQUIREMENTS**

When you begin construction, you will be REQUIRED to call the Building Department (623-6322) 24 hours in advance for inspections as each phase is completed.

The inspection record form received at permit issuance lists the required inspections for your project. These inspections must be done in sequence as shown on the inspection record form, and NO WORK should be covered before it receives an approved inspection.

Required inspections:

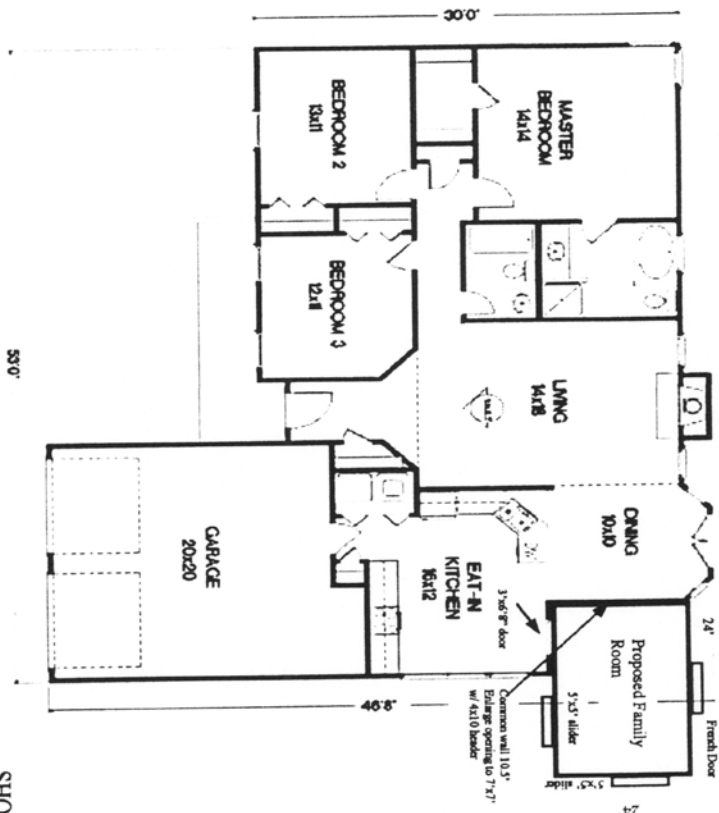
- Footing
- Stemwall
- Underground utilities
- Framing & rough electric, plumbing & mechanical (Note: framing and roughs inspections are performed at the same time)
- Gas test (if applicable)
- Insulation
- Sheetrock
- Final

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

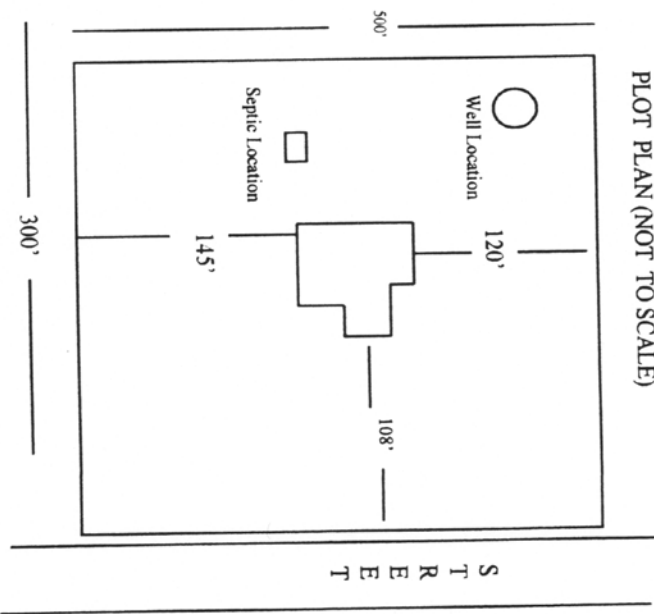
After passing all required inspections (including the final) the Building Department will issue a certificate of occupancy. At this point, you may move into your new home.

HUMBOLDT COUNTY BUILDING DEPARTMENT  
 MINIMUM BUILDING PLAN REQUIREMENTS

One copy of plans are required. Plans must be legible.  
 If the residence is typical light frame construction the plans may be drawn by the owner/builder or contractor.  
 PLEASE USE YOUR OWN SIZES AND DIMENSIONS. THE DRAWINGS ARE EXAMPLES ONLY  
 Plans shall be drawn to scale—the preferred scale is 1/4" = 1'



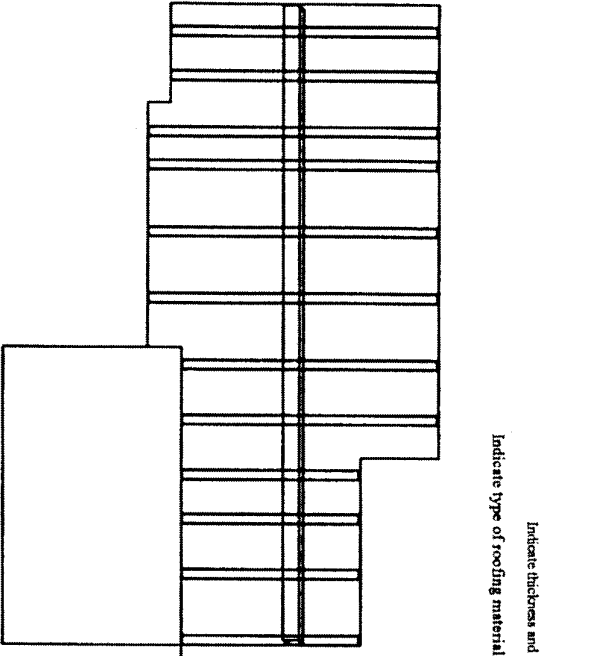
**FLOOR PLAN**  
 INDICATE ROOM SIZES, IDENTIFY ROOM USES, LOCATION OF PLUMBING FIXTURES, APPLIANCES, DOORS, WINDOWS, FIRE-PLACE/WOODSTOVE, KITCHEN ISLANDS. ALSO INCLUDE WINDOW SIZES.



**PLOT PLAN**  
 SHOW THE SHAPE AND SIZE OF LOT OR ACREAGE. THE LOCATION OF THE STREET. THE LOCATION OF THE BUILDING ON THE LOT, WITH DISTANCES TO PROPERTY LINES. FOR ADDITIONS—INDICATE THE NEW ADDITION IN DOTTED LINES IN REFERENCE TO EXISTING STRUCTURES.

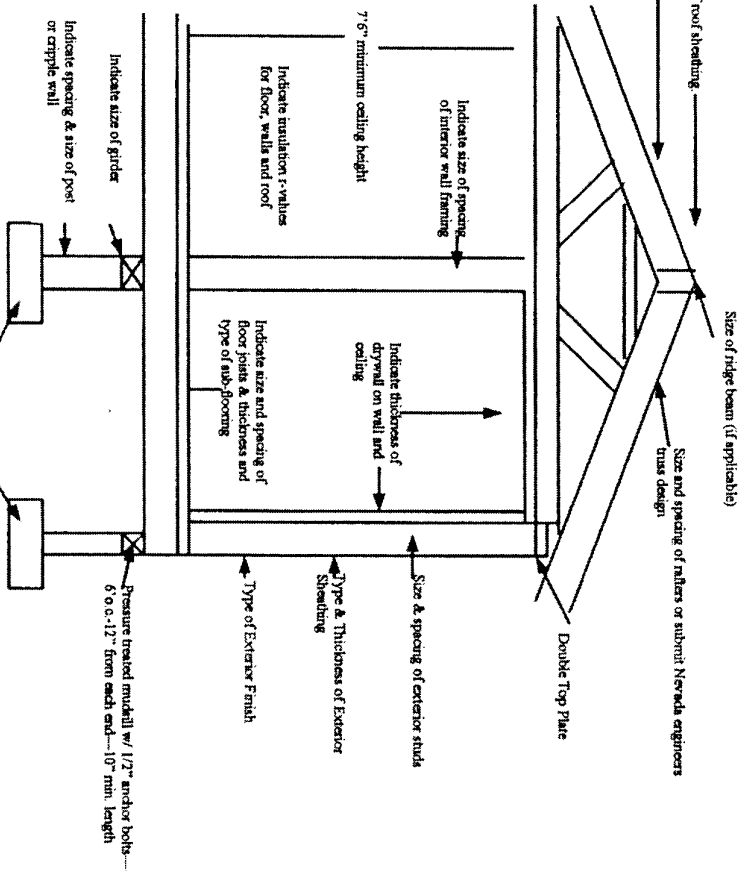
**ADDITIONAL INFORMATION**  
 Plans shall indicate address, owners name, contractor's name and license number.



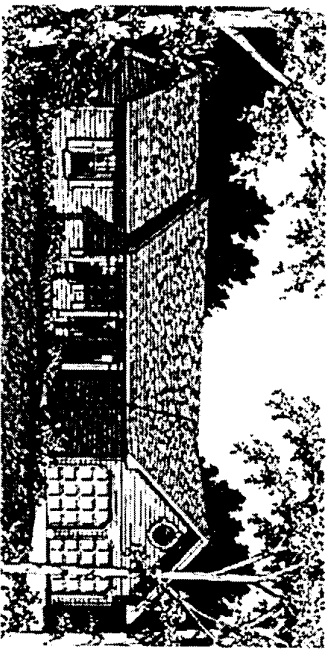


**FOUNDATION & FLOOR FRAMING DETAIL.**  
 INDICATE SIZE AND SPACING OF FLOOR JOISTS.  
 INDICATE ANY PONY WALLS OR POST FOOTINGS.  
 INDICATE CRAWL SPACE ACCESS LOCATION AND  
 FOUNDATION VENT LOCATIONS

If centering a pony wall indicate the size of the footing and the size and spacing of the studs



**Cross Section—1/4" to 1"**  
 Show method of framing, roof pitch, roof braces, type of roofing, ceiling height, bearing partitions, posts, beams, header sizes over openings, foundation & finish grade.



**ELEVATIONS**  
 Show at least two or more elevations