

SINGLE FAMILY RESIDENCE PERMIT GUIDE

INCLUDING MANUFACTURED HOUSING DESIGNED TO THE INTERNATIONAL RESIDENTIAL
CODE REQUIREMENTS

HUMBOLDT COUNTY BUILDING DEPARTMENT
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GENERAL INFORMATION

This guide outlines the requirements for obtaining a building permit to construct a single-family residence in Humboldt County and the City of Winnemucca. 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/Encroachment
Humboldt County Road Department
623-6416

Excavation/Encroachment permits are required from the Road Department for any encroachment in a county road easement or right of way. This includes driveways.

Highway Encroachment
Nevada Department of Transportation
(775) 623-8000

Plan Review
Humboldt County Building Department

Flood Zone Area Review
Humboldt County Building Department

Septic System
Humboldt County Building Department

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

UBC Built Homes/Additions to Manufactured Homes
Nevada State Manufactured Housing Division
(775) 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 plan approval (if required) 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

Telephone: AT&T - (877) 469-2355

Humboldt Telephone - (775) 272-6008

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. 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.

LOCAL ORDINANCES/CODES

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 copies for check out.

Humboldt County Ordinance 09-03-19

Humboldt County Code - 15.04

Winnemucca Municipal Code - 15.04

NATIONAL CODES

2018 International Residential Code

2009 International Energy Conservation Code

2017 National Electric Code

2018 Uniform Mechanical Code

2018 Uniform Plumbing Code

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 Line - 24"

Soil Classification - 2018 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)

___ **Two full set of plans and completed submittal checklist**

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.**

Two (2) sets of **building plans: Drawn on a minimum 11x17 size paper. The scale must be legible and drawn to at least 1/4" = 1' scale.**(in ink or reproduction), which include the following:

___ **Completed submittal checklist**

___ **Site Plan** - Drawn to scale (including lot dimensions, street names, building footprint and location, easements, rights of way, all setbacks from property lines and existing structures, north arrow, and location of septic system, well and electrical service)

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 details** (if on disturbed soil or backfill a licensed Nevada engineer shall design plans and compaction tests will be required). Indicate all interior footing and load transfer footing.

- **Floor plan** dimensioned with at least 1/4" = 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.
- **Stair details**, if applicable
- **Floor framing plan**
- **Roof framing plan** with all header and beam sizes
- **Nevada wet stamped truss designs**
- **Cross sections** showing construction details, roof pitch, sizes, and spacing of structural members
- **Hold-down anchors** type and location
- **Braced wall** material and location
- **Elevations** (front, rear, and sides) including labeling of building exterior finish
- **Basement** – elevations, indicating the height of backfill, and dampproofing/waterproofing material.
- **Electrical Plan:** (floor plan showing electrical outlets, lighting fixtures and equipment, smoke detectors, GFI outlets, and electrical service size and location). 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:** Indicating size and type of gas pipe & whether it is natural gas or propane.
- **Energy calculations**
- Unusually 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. **AGENCY APPROVALS** -

— **Planning & Zoning Approval**

— **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. Framing inspection includes rough electric, rough plumbing, and rough mechanical. Underground utility inspections includes water, electric and sewer (from the house to the septic tank)

Required Inspections

- Footing
- Stemwall
- Underground utilities
- Framing and rough electrical, plumbing & mechanical (Note: Framing and roughs 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. The permits are required to be expired per IRC Section R105.5

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. (Final sign off of your job card is your certificate of occupancy.