

HUMBOLDT COUNTY BUILDING & SAFETY DEPARTMENT
25 W. FOURTH STREET
WINNEMUCCA, NV 89445
(775)623-6322
(775)623-6337 (FAX)
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CITY OF WINNEMUCCA BUILDING DEPARTMENT
90 W. FOURTH STREET
WINNEMUCCA, NV 89445
(775) 623-6319
(775) 623-6321 (fax)

COMMERCIAL/INDUSTRIAL GUIDE
FOR BUILDING PERMIT APPLICATIONS

GENERAL INFORMATION

This guide outlines the requirements for obtaining building permits to construct a commercial or industrial occupancy building in Humboldt County, Nevada. In order to ensure that your application is processed in a timely manner, your submittal package must be complete (refer to the following pages for application and submittal requirements).

Once submitted your plan package will require review and approval from the following County Agencies:

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

Flood Zoning Requirements
Humboldt County Building & Safety Department – (775) 623-6322
City of Winnemucca Building Department – (775) 623-6319

Business Licenses
All contractors, suppliers, and subcontractors shall obtain a County Business License
Humboldt County - (775) 623-6345
City of Winnemucca (775) 623-6339

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

Nevada Bureau of Health Protection Services
Potable Water Issues
(775) 623-6588
(775) 687-4750 (Carson City)

Nevada Department of Environmental Protection
Sewage Disposal/Waste Permits
(775) 687-4670

Nevada Department of Environmental Protection
Air Pollution Control Permit/Dust Control
(775) 687-9350
Help is available from
The Small Business Ombudsman – (775) 687-4670 extension 3162
The Business Environmental Program – (775) 689-6676
Environmental Assistance Line – (800) 882-3233

Nevada Division of Water Resources
Well Permits or Verification from Water District that services will be provided
(775) 687-2800

Nevada State Fire Marshal
(775) 684-7500

Street Excavation/Encroachment
Humboldt County Road Department
(775) 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

City Of Winnemucca Water & Sewer Department
(775) 623-6340

Nevada State Contractors Board
(775) 688-1141

Nevada State Board of Architecture, Interior Design and Residential Design
(775) 688-2544

Nevada State Board of Professional Engineers and Land Surveyors
(775) 688-2544

Fire Code reviews will be performed by the Humboldt County Building & Safety Department for the Fire Marshals office. All fire alarm, fire sprinklers and fire extinguisher contractors shall be licensed with the Nevada State Fire Marshal. Any applicant with hazardous materials exceeding exempt amounts shall obtain appropriate permits for the Nevada State Fire Marshal

We recommend you contact the following utility companies for their regulations before you begin your project. Commercial power equipment is required to be pre-approved by the utility company.

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

CURRENT ADOPTED CODES AND DESIGN INFORMATION

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 05-19-08
Humboldt County Code - 15.04

NATIONAL CODES

2006 International Building Code
2006 International Residential Code
2006 Uniform Mechanical Code
2006 Uniform Plumbing Code
2006 International Fire Code
2005 National Electric Code

DESIGN INFORMATION

Frost Depth – 24”
Wind Load – 90 mph, Exposure C
Seismic Zone – D1
Roof Load – 20 lb live load (or calculate as required by IBC requirements, Section 1607)
Ground Snow Load
 Up to 5,000 ft. elevation – 5 lb roof load
 Over 5,000 ft. elevation – 10 lb roof load
Soil Classification – 2003 IBC Table 1804.2
 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

PLANS SUBMITTAL

BEFORE YOU APPLY FOR A BUILDING PERMIT YOU SHOULD CONTACT PLANNING (775) 623-6392 TO CONFIRM AND/OR CHECK ON ZONING REQUIREMENTS FOR THE PROPERTY YOU WISH TO DEVELOP.

1. APPLICATION

- ___ A permit application shall be completed and signed by the appropriate Nevada licensed contractor. The address and assessors parcel number shall be included on the application. Valuation of projects shall be provided where not figured by square foot.
- ___ If earthwork or excavation occurs before a building permit is issued a grading permit may be required per 2006 International Building Code Appendix J. A site plan and grading plan prepared by a Nevada Engineer is required with a wet stamp.
- ___ Drainage shall be provided to an approved storm drain or contained on the property in an approved method.
- ___ Additional permits are required for temporary office trailers and fences and signs.
- ___ Permits are required for electrical, plumbing, and mechanical. Plans shall be submitted.

2. PLANS and SUPPORTING DOCUMENTATION - (One set of original plans; must be legible and drawn to scale of at least 1/8" = 1' and on a minimum of 11" x 17" paper) Applicant may be required to pay a plan review fee at the time of submittal.

- ___ Provide a description of the scope of work this project includes. Indicating specifically the use of all building areas.
- ___ Site plan (drawn to scale of at least 1/8" = 1') shall include lot dimensions, street names, all building locations, all setbacks to property lines and existing structures, north arrow, and utility locations including sewer system and water well location.
 - A. If lot or parcel is located in a flood plain the plans shall comply with Humboldt County Code 15.16.
 - B. Grading plan prepared by a Nevada engineer with wet stamp.
- ___ Foundation plans and footing details. Soils report and compaction test may be required at certain sites or if soil has been disturbed or fill is required.
- ___ Foundation plans for structures other than buildings (containment, equipment, tanks, structures, etc)
- ___ Foundation plans shall be wet stamped by a Nevada engineer or architect. Nevada licensed contractors may sign plans if the project complies with NRS 623.330

- ___ Floor plan fully dimensional drawn to scale of at least 1/8" = 1' with all rooms specifically labeled and showing windows and door sizes.
- ___ A building code analysis may be required. This will depend on the complexity of the construction and occupancies.
- ___ Window and door schedules and room finishes if fire rated assemblies. Fire rated assemblies shall be approved by a recognized agency. Walls and ceiling details shall have approved assembly numbers noted on plans.
- ___ Stair/ramp details, if applicable.
- ___ Structural floor/roof framing details with all header and beam sizes. These plans shall be wet stamped by a Nevada engineer or architect. Licensed Nevada contractors may sign plans if the project complies with NRS 623.330 and IBC requirements.
All steel structures, masonry, concrete, post and beam shall be wet stamped by a Nevada engineer or architect. Structures which are more than 45 feet measured from the bottom of the footing to the highest point of the roof are required to be wet stamped by a Nevada structural engineer.
Structural calculations shall be submitted indicating design load factors.
Structural calculations shall be wet stamped by a Nevada engineer.
Indicate holddown type, location and braced wall material and location.
- ___ Contractor/architect/engineer shall specify type of construction and occupancy group.
- ___ Mezzanines or storage areas shall be indicated on plans and designed for such use. These are to be engineered.
- ___ Elevations (front, rear and sides) including labeling of building exterior finish.
- ___ Cross sections indicating construction details, roof pitch, sizes and spacing of structural members. This plan shall be wet stamped by a Nevada engineer or architect. A contractor may sign plans if the plans comply with NRS 623.330.
- ___ Building design/insulation shall comply with the 2003 International Energy Conservation Code.
- ___ Provide details on plans indicating accessibility (physically disabled) design, IBC Chapter 11.
- ___ Electrical plans shall include a floor plan showing electrical outlets, light fixtures, switches, equipment, detectors, emergency systems, and electrical service size and location. Motor sizes shall be included with the drawings. Calculations sizing electric systems may be required.
- ___ Plumbing plans shall include a floor plan showing all plumbing fixtures. (Water heaters may be shown on mechanical drawing, indicate whether electric or gas)

An underground plumbing schematic is required. Indicate grease, sand/oil interceptors.

___ Mechanical plans shall include location of all mechanical equipment, including exhaust fans or ventilation equipment. Plans shall indicate duct installation and any applicable fire or smoke dampers. Mechanical equipment shall indicate Btus, watts or cfm sizes. Manufacturers instructions for the installation are required.

___ City sewer & water fees and approval

3. **PLAN PREPARATION**

Construction design plans and supporting documents must be prepared, signed and stamped by a Nevada registered architect or professional engineer (as applicable for the discipline involved). The cover sheets of each discipline must be wet stamped. Every page of structural drawings are wet stamped. (NRS 623 & 625)

A contractor appropriately licensed under NRS 624 may prepare and submit his/her own plans provided the plans are signed by the contractor and include the license number and meet the conditions specified in NRS 623.330. Refer to the Blue Book referenced manual.

Plans prepared by a contractor are limited in nature to simple low occupancy buildings and shall not include assembly buildings or buildings not of conventional light frame construction as specified in the IBC.

The project design shall comply with IBC requirements.

4. **AGENCY APPROVALS** - not required at initial submittal, however, they must be completed and presented prior to a final inspection.

___ Water Verification (one of the following)

1. Nevada State Water Resources - if well permit is required
2. Applicable Water District or Private Water System

___ Sanitation Septic/Sewer Verification

1. Nevada Department of Environmental Protection - plans approval letter for design and occupancy permit for the system.
3. Sewer District receipt for fees paid and approval letter

FIRE CODE REVIEW

This review will be completed by the Humboldt County Building & Safety Department and is required to be completed before a final inspection is requested.

1. **PLANS SUBMITTAL** (One full set of plans required for submittal)

___ Completed plan review and fire code review applications.

___ A building code analysis may be required. This will depend on the complexity of the construction and occupancies.

___ Sprinkler plans designed to NFPA 13 and the International Fire Code and applicable specifications including all hydraulic calculations.

- ___ Fire alarm systems plans designed to NFPA 72 and the International Fire Code.
- ___ Where hazardous/combustible/flammable materials are stored or used MSDS sheets are required. Include the quantities of each material stored or used. Specify the type of use (open or closed system) and the area where storage and use occur. A hazardous materials storage permit may be required from the Nevada State fire Marshal. (Call 687-4290 - HAZMAT)
- ___ Commercial hood & duct and the automatic fire extinguishing system & specifications.
- ___ Fire apparatus access roads per International Fire Code, Section 503.1.1, Appendix Chapter D and Humboldt County Variance 97/98-HU-027 (in applicable area)
- ___ Type of water supply for fire protection, hydrant locations, and fire flow rates. IFC, Section 508 or NFPA 1231 or Humboldt County Variance 97/98-HU-027 (allowable only in applicable area) Buildings over 5,000 square feet are required to comply with NAC 477.920 (automatic sprinkler system required (see exceptions)).
- ___ Underground or aboveground fuel tanks for fuel dispensing with a full set of plans and specifications. Shall include all applicable motor vehicle fuel dispensing station installation specifications and electrical installations. IFC Chapter 22(if applicable).
- ___ A floor plan with location of all portable fire extinguishers. Indicate the size and type of extinguisher.
- ___ Smoke/heat vent installed.
- ___ Other tank storage; Above or underground on site.
- ___ The plan review fee will be due upon completion of fire code review.
- ___ Approval of plans by the appropriate Fire District Chief if necessary.
- ___ All plans submitted for the fire code review shall be wet stamped to comply with NRS 623, 624 and 625.
- ___ If high piles storage is involved plans shall be submitted which comply with International Fire Code Chapter 23.

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 commercial/industrial building is approximately 2 week to three weeks. If there are problems with your 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 required documents and plans and to respond promptly to any requests for information or corrections.**

Once your plans have been approved by Zoning, and the Building Department, you will be notified that your permit is ready 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. These fees may include the following:

Permit fee(s)
Plan check fee
Fire code review fee
Electrical, plumbing and mechanical fees

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

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 shall be covered before it receives an approved inspection.

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.

New businesses will require a County business license. (Call 623-6345)

HUMBOLDT COUNTY BUILDING DEPARTMENT
 COMMERCIAL PROJECTS PLAN SUBMITTAL CHECKLIST
 Required to be completed and returned with plans

	SUBMITTED DATE	NEEDS SUBMITTED/ DEFERRED SUBMITTALS ONLY*
Permit Application Completed	_____	_____
Fire Code Application Completed With Value	_____	_____
Scope of Work/Specify specific use of all areas of the building	_____	_____
Building code analysis if applicable.	_____	_____
Design Criteria		
Wind loading	_____	_____
Seismic zone	_____	_____
Live load, etc	_____	_____
Wet Stamp		
All pages per NRS requirement	_____	_____
Wet stamped by engineer/architect	_____	_____
Plans Prepared By Contractor (if permitted by state law)		
Contractor name, company & license number on each page	_____	_____
All subcontractors must sign name and license number & company name on electric, plumbing, gas & mechanical plans when not designed by engineer.	_____	_____
Site plan		
Assessor's Parcel Number	_____	_____
Flood plain requirements	_____	_____
Drawn to scale	_____	_____
Lot dimensions	_____	_____
Street names	_____	_____
Building locations (all)	_____	_____
Setbacks from property lines	_____	_____
Setbacks from existing structures	_____	_____
North arrow	_____	_____
Utility locations	_____	_____
Septic system	_____	_____
Well	_____	_____
Fire hydrants	_____	_____
Fire apparatus access roads	_____	_____
Foundation plan		
Grading/soil report if applicable	_____	_____
Footing size	_____	_____
Stemwall size	_____	_____
Rebar in footing	_____	_____
Rebar in stemwall	_____	_____
Anchor bolt locations and holddowns	_____	_____
Mudsill	_____	_____
Interior footing or load transfer footing	_____	_____
Grade/slope specified	_____	_____
Floor plan -drawn to scale		
Rooms labeled/identified	_____	_____
Windows	_____	_____
Location	_____	_____
Schedule	_____	_____
Doors	_____	_____
Location	_____	_____
Schedule	_____	_____

	SUBMITTED DATE	NEEDS SUBMITTED/D EFERRED SUBMITTALS ONLY*
Fire extinguisher locations	_____	_____
Room finishes (if fire rated assembly)	_____	_____
Fire assembly numbers provided & details submitted	_____	_____
Stair details	_____	_____
Cross Section		
Foundation	_____	_____
Structural floor framing	_____	_____
Structural roof framing	_____	_____
Wall framing (exterior & interior)	_____	_____
Header sizes	_____	_____
Beam sizes	_____	_____
Roof pitch	_____	_____
Roofing materials	_____	_____
Shear wall details/braced wall details	_____	_____
Exterior Finish	_____	_____
Insulation/energy compliance	_____	_____
Elevations - front, rear, sides	_____	_____
Mezzanines/storage areas		
Framing/engineering/loading calculations	_____	_____
Electrical		
Lights	_____	_____
Switches	_____	_____
Outlets	_____	_____
Equipment	_____	_____
Smoke detectors	_____	_____
Emergency systems/lights	_____	_____
Electrical service, size and location	_____	_____
Motor sizes	_____	_____
Calculation for electrical system if required	_____	_____
Plumbing		
Fixtures	_____	_____
Water heater - location and type	_____	_____
Underground	_____	_____
Size of piping	_____	_____
Plumbing schematic of plumbing lines (if large plumbing job)	_____	_____
Indicate sand/oil or grease interceptor location	_____	_____
Septic design approval	_____	_____
Water source & approval	_____	_____
City sewer fee paid	_____	_____
City water fee paid	_____	_____
Mechanical		
Exhaust fans	_____	_____
Furnaces	_____	_____
Fire damper	_____	_____
Smoke damper	_____	_____
BTU's, cfm, and watts provided.	_____	_____
Gas piping - size & location	_____	_____
Duct schematic (if large project)	_____	_____
Ventilation equipment	_____	_____

Fire Code	SUBMITTED DATE	NEEDS SUBMITTED/D EFERRED SUBMITTALS ONLY*
Sprinkler system plans (if applicable)	_____	_____
Fire alarm plans (if applicable)	_____	_____
MSDS & quantities & location	_____	_____
Commercial hood & fire ext. system	_____	_____
Water supply for fire protection	_____	_____
Tank storage info for fire water or hazardous material	_____	_____
Fuel dispensing specifications	_____	_____
Tank storage underground/aboveground information	_____	_____
Smoke/heat vent location	_____	_____

*Only deferred submittals may be submitted later such as sprinklers and fire alarm plans and septic approvals and plans

N/A should be noted on items not applicable to this project.

Submitted by: _____

Date: _____