

# SINGLE FAMILY RESIDENCE PERMIT GUIDE

INCLUDING MANUFACTURED HOUSING DESIGNED TO THE INTERNATIONAL  
RESIDENTIAL CODE REQUIREMENTS

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## RESIDENTIAL REQUIREMENTS

### GENERAL INFORMATION

This guide outlines the requirements for obtaining a building permit to construct a single-family residence or addition in 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 may require review and approval from the following:

Zoning Approval  
Humboldt County & Zoning Department  
(Site Plan/Zoning Codes)  
(775)623-6392

Street Excavation  
Public Works Department  
(775)623-6381

Plan Review  
City of Winnemucca Building Department

Flood Zone Area Review  
City of Winnemucca Building Dept.

City Sewer and Water  
City of Winnemucca Building Dept.

*Water - Domestic Well Installation*  
*Nevada State Water Resources*  
(775)687-4380

*Septic System*  
*Bureau of Health Protection Services*  
(775)623-6588

Should City water and/or sewer service not be available, the applicant is responsible for contacting the applicable entities for septic and well installation permits. Written approval shall be submitted to this office.

It is recommended that the applicant contact the following utility companies for regulations and plan approval (if required) before beginning the project.

Power: NV Energy

Gas: Natural Gas  
Southwest Gas Company  
Propane  
Amerigas  
Western States Propane

Telephone: AT & T

## PLAN SUBMITTAL

Before applying for a building permit contact the Planning Department at (775)623-6333 to determine the zoning, setback requirements, and/or restrictions pertaining to the property you wish to develop.

### CODES

2012 International Residential Code  
2012 International Building Code  
2011 National Electrical Code  
Winnemucca Municipal Code 15.04

2012 Uniform Plumbing Code  
2012 Uniform Mechanical Code  
2009 Int. Energy Conservation Code

### DESIGN CRITERIA

Wind load - 90 mph fastest & 105 3-second gust, exposure C

Seismic zone - D1

Roof load - 20 lb. live load

Ground snow load - 5 lbs.

Frost depth - 24"

Soil classification - 2003 IRC Table R401.4.1

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

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

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

II **APPLICATION**

\_\_\_\_\_ Complete Building Permit Application, including parcel number (APN)

III **PLAN PREPARATION**

**Note: A homeowner or contractor CANNOT submit a mail order plan or plans prepared by others unless those plans are stamped by a registered professional in the State of Nevada.**

Architect or Engineer. 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, etc.). R301.1.3 & R301.2.2.2.5.

Contractor. A contractor licensed under the provisions of the Nevada Revised Statutes (NRS 624) may prepare and submit their 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.

Owner/builder. As allowed under an exemption of NRS 624.031, owner/builders may prepare and submit their own single family dwelling plans for their own private residential use providing they will own and occupy the house for at least one year and the plans comply with the IRC for conventional light framing.

IV **PLANS AND SUPPORTING DOCUMENTATION** (*must be legible, and drawn to scale in ink*).

Two (2) sets of building plans: Drawn to scale (in ink or reproduction) which include the following:

**Completed submittal checklist**

\_\_\_\_\_ **Site Plan** - Drawn to scale. Include lot dimensions, street names, building footprint and location, easements, rights of way, all setbacks from property lines and existing structures, north arrow, and utility locations (i.e., sewer, water, gas, electric)

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

\_\_\_\_\_ **Foundation plan and footing details.** Show foundation size, depth, and anchor bolt size and spacing. Indicate all interior and exterior footings, isolated footings

and load transfer footings (if on disturbed soil or backfill a licensed Nevada engineer shall design plans and compaction tests will be required).

\_\_\_\_\_ **Braced walls** - material and location. You must show exact dimensions of braced wall panels less than 4' in width, and any alternate bracing methods used.

\_\_\_\_\_ **Hold-down anchors.** Specify type and location (in conjunction with braced walls).

\_\_\_\_\_ **Floor framing plan.** Specify joist size and spacing, support beam sizes and spans, floor sheathing product and thickness, etc. If using engineered products, such as Versa-lam beams or BCI floor joists, specify the type of product, flange/series, spacing - i.e., BCI 450, 9-1/2" @ 16" o.c.

\_\_\_\_\_ **Roof framing plan.** Show all header and beam sizes. Show joist size, spacing, ridge board, roof sheathing product and thickness, etc. If pre-engineered trusses are used, provide truss calcs wet-stamped by an engineer licensed in the State of Nevada. Show overbuilds with size and spacing of joists.

\_\_\_\_\_ **Construction Detail.** Show size and spacing of all structural members (cross section), roof pitch, coverings, insulation, hangars, H-clips, post caps, post bases, etc.

\_\_\_\_\_ **Floor plan fully dimensioned** with all rooms labeled. **Please note that all portions of the building must be DRAWN TO SCALE.** If you enlarge the garage, or push out a wall, increase or decrease the size of a room, do not merely write in the new dimension. The plan must be redrawn to scale in order to determine bracing requirements. Show all window and door sizes, location of plumbing fixtures, appliances, fireplace/woodstoves, and kitchen islands, water heaters, mechanical equipment locations, and fire walls.

\_\_\_\_\_ **Stair details,** if applicable. Show rise and run, headroom, width of stairs, landing width and depth, handrail height and dimension, guardrails, etc.

\_\_\_\_\_ **Elevations** (front, rear, and sides) including labeling of building exterior finish.

\_\_\_\_\_ **Basement** - elevations, indicating the height of backfill, and dampproofing/waterproofing material.

\_\_\_\_\_ **Electrical** floor plan showing electrical outlets, lighting fixtures and equipment, smoke detectors, GFI outlets, AFCI outlets, and electrical main service and subpanel size and location. An electrical calculation shall be submitted for houses with a 100-amp service, or for houses over 2,500 square feet on a 200-amp service.

\_\_\_\_\_ **Plumbing** floor plan indicating the location of plumbing fixtures.

\_\_\_\_\_ **Mechanical** floor plan. Indicate the location of heating/ac units, water heaters, washer/dryers, exhaust ducts, fans, and all mechanical equipment.

\_\_\_\_\_ **Gas line schematic.** Indicate the type of gas appliances, BTU's, distance of each appliance to the main trunk line, distance of the appliance to the meter, and the size of the gas line (this may be submitted prior to the rough inspection).

\_\_\_\_\_ **Woodstove/pellet stove/gas fireplace** manufacturer's installation instructions.

\_\_\_\_\_ **Irregular or unusual structural** designs shall be wet stamped by a Nevada engineer or architect.

\_\_\_\_\_ **Outside structures or lawn irrigation systems.** Identify any fences, retaining walls, storage sheds, porches, patios, decks, and lawn irrigation systems on the site plan. Provide construction detail on fences over 6' in height, retaining walls over 4' in height (from the bottom of the footing to the top of the wall), all **attached** storage sheds, or **detached** storage sheds over 130 sf., all porches, and any patios or decks over 30" above grade. Specify the type of lawn irrigation backflow preventer that will be used.

\_\_\_\_\_ **Energy Code requirements/**

**NOTE: Any changes to the plan must be noted on the plan and/or submitted in writing. Changes may only be made by the person preparing the plans.**

## **NORMAL PROCESSING TIME**

The normal time for the plan review and permit process, not including any needed land use approvals, variances, encroachment permits, etc. is approximately 2 weeks, or 10 working days. If there are questions or problems with the plans during the plan review process, if the plans are not complete, or if there is an increased volume of submittals at the time your plans are submitted, the processing time could increase. Once your plans have been approved by the Building Dept. you will be notified that your permit is ready to be issued. At that time, you will be informed of the permit fees due.

## **VI INSPECTION REQUIREMENTS**

All inspections must be requested one day in advance, minimum. Inspections called in after hours will not be logged in until the following business day, therefore, the inspection will occur a minimum of one day after the log-in date. Inspections are scheduled on a first-come first-serve basis, therefore, if you need an inspection in a specific time frame you will need to call in advance.

The inspection record issued with the permit lists the required inspections. If you are given a list of corrections, the corrections must be made and a reinspection called for before proceeding to the next phase of construction. If any items are covered prior to the reinspection, you will be required to uncover the work so the reinspection can be performed.

Each project must have an approved required inspection within 180 days from the permit issue date or from the last approved inspection to stay active; otherwise, the permit becomes null and void.

After passing ALL required inspections (including the final) the Building Department will sign the Certificate of Occupancy (final sign off of your job card is your Certificate of Occupancy). **DO NOT** move furniture into the building, until the Certificate of Occupancy is signed off.