



Department of Building and Safety
595 SILVER LACE BLVD, FERNLEY, NV 89408 (775)-784-9900

RESIDENTIAL BUILDING PERMIT APPLICATION

PERMIT APPLICATIONS, PLANS OR SUPPORTING DOCUMENTATION THAT ARE INCOMPLETE OR ILLEGIBLE WILL NOT BE ACCEPTED.

APPLICANT'S INFO.:	APPLICANT'S NAME:			ROLE: <input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> DESIGN PROFESSIONAL		
	COMPANY:					
	ADDRESS:				BUILDING OR SUITE NO.:	
	CITY:		STATE:		ZIP CODE:	
	PHONE:		CELL:		EMAIL:	
PARCEL INFO.:	ASSESSOR PARCEL NO. (APN):			FLOOD ZONE: <input type="checkbox"/> YES <input type="checkbox"/> NO		
	PROJECT ADDRESS:			BUILDING OR SUITE NO.:		
	CITY:		STATE:		ZIP CODE:	
	SUBDIVISION:		BLOCK:		LOT NO.:	
	TOTAL LOT AREA:		ZONING:		SETBACKS - FRONT: SIDES: REAR: / CORNER PARCEL:	
PERMIT / PROJECT INFORMATION:	PROJECT DESCRIPTION:					
	<input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> REMODEL <input type="checkbox"/> DEMOLITION <input type="checkbox"/> OTHER:				BUILDING HEIGHT ABOVE GRADE (FT):	
	PROJECT/UNIT TYPE: <input type="checkbox"/> DETACHED ONE- OR TWO-FAMILY DWELLING <input type="checkbox"/> TOWNHOUSE <input type="checkbox"/> ACCESSORY STRUCTURE:					
	NO. OF STORIES:		NO. OF UNITS:		NO. OF BEDROOMS:	
					NO. OF BATHROOMS:	
					GARAGE SIZE: ___ - CAR	
	OCCUPANCY GROUP PER ICC TABLE:			AND CONSTRUCTION TYPE PER ICC TABLE:		
	FIRE SPRINKLER: <input type="checkbox"/> YES <input type="checkbox"/> NO		ARE AREAS OVER 3600 SQ. FT., SEPARATED BY FIRE WALLS? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE			
	FLOOR AREAS (SQ. FT.):		LIVING SPACE:		DECKS:	
					PORCHES:	
					BASEMENT/STORAGE:	
	GARAGE:		OTHER:		TOTAL STRUCTURE AREA:	
	UTILITY INFORMATION:		<input type="checkbox"/> CITY SEWER (<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING)		<input type="checkbox"/> CITY WATER (<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING)	
					<input type="checkbox"/> NATURAL GAS (<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING)	
	<input type="checkbox"/> LPG/PROPANE GAS (<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING) - TANK SIZE: - GALLONS		<input type="checkbox"/> ELECTRICAL SERVICE (<input type="checkbox"/> OVERHEAD <input type="checkbox"/> UNDERGROUND)			
<input type="checkbox"/> SEPTIC SYSTEM (<input type="checkbox"/> NEW - PROVIDE PERCOLATION TEST RESULTS AND SITE PLAN <input type="checkbox"/> EXISTING - PROVIDE VERIFICATION AND SERVICE LETTER)						
<input type="checkbox"/> SEPTIC TANK SIZE: - GALLONS		ABSORPTION AREA - NO. OF DISTRIBUTION LINES:		LENGTH OF DISTRIBUTION LINES (FT):		
<input type="checkbox"/> WELL (<input type="checkbox"/> NEW - PROVIDE WELL DRILLER'S LOG AND LAB RESULTS <input type="checkbox"/> EXISTING - PROVIDE WELL DRILLER'S LOG AND LAB RESULTS)						
<input type="checkbox"/> NEW PLANS ATTACHED		<input type="checkbox"/> NO PLANS		<input type="checkbox"/> PLANS ON FILE - CITY OF FERNLEY PLAN NO.:		
NO. OF PLUMBING FIXTURES:		WATER CLOSETS (TOILETS):		LAVATORIES:		
				SINKS (KITCHEN / LAUNDRY):		
BATHTUB:		SHOWER:		BATH/SHOWER COMBO:		
FOR BUILDING DIVISION USE ONLY						
FILING DATE:		BY:		ISSUED BY:		
				DATE:		
BUILDING PERMIT NO.: BP			PLAN NO.:			
<input type="checkbox"/> OWNER-BUILDER PERMIT PURSUANT TO NRS 278.573 (<input type="checkbox"/> RECEIVED ACKNOWLEDGEMENT FORM)		PERMIT FEE		\$		
		PLAN CHECK FEE		\$		
<input type="checkbox"/> RCT DISTRICT <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> RECEIVED WATER - SEWER RECEIPT		PARK TAX		\$		
ZONING REVIEWED BY:		DATE:		ROAD TAX		
				\$		
PLANS REVIEWED BY:		STARTED:		COMPLETED:		
		TOTAL BALANCE DUE		\$		
		TOTAL AMOUNT PAID		\$		

OWNER'S INFO:	OWNER'S NAME:			
	COMPANY:			
	ADDRESS:			BUILDING OR SUITE NO.:
	CITY:		STATE:	ZIP CODE:
	PHONE:	CELL:	FAX:	EMAIL:
DESIGN PROFESSIONAL'S INFO:	ARCHITECT:		CONTACT'S NAME:	
	ADDRESS:			BUILDING OR SUITE NO.:
	CITY:		STATE:	ZIP CODE:
	PHONE:	CELL:	FAX:	EMAIL:
	ENGINEER OF RECORD:		CONTACT'S NAME:	
	ADDRESS:			BUILDING OR SUITE NO.:
CITY:		STATE:	ZIP CODE:	
PHONE:	CELL:	FAX:	EMAIL:	
CONTRACTOR'S INFORMATION:	BUILDING/GENERAL CONTRACTOR:		CONTACT'S NAME:	
	CITY OF FERNLEY BUSINESS LIC. NO.:		NV CONTRACTOR LIC. NO.:	CLASS:
	ADDRESS:			BUILDING OR SUITE NO.:
	CITY:		STATE:	ZIP CODE:
	PHONE:	CELL:	FAX:	EMAIL:
	ELECTRICAL CONTRACTOR:		CONTACT'S NAME:	
	CITY OF FERNLEY BUSINESS LIC. NO.:		NV CONTRACTOR LIC. NO.:	CLASS:
	ADDRESS:			BUILDING OR SUITE NO.:
	CITY:		STATE:	ZIP CODE:
	PHONE:	CELL:	FAX:	EMAIL:
	MECHANICAL CONTRACTOR:		CONTACT'S NAME:	
	CITY OF FERNLEY BUSINESS LIC. NO.:		NV CONTRACTOR LIC. NO.:	CLASS:
	ADDRESS:			BUILDING OR SUITE NO.:
	CITY:		STATE:	ZIP CODE:
	PHONE:	CELL:	FAX:	EMAIL:
	PLUMBING CONTRACTOR:		CONTACT'S NAME:	
	CITY OF FERNLEY BUSINESS LIC. NO.:		NV CONTRACTOR LIC. NO.:	CLASS:
	ADDRESS:			BUILDING OR SUITE NO.:
	CITY:		STATE:	ZIP CODE:
	PHONE:	CELL:	FAX:	EMAIL:

CONTRACTOR'S INFORMATION:	FRAMING CONTRACTOR:			CONTACT'S NAME:		
	CITY OF FERNLEY BUSINESS LIC. NO.:			NV CONTRACTOR LIC. NO.:		CLASS:
	ADDRESS:				BUILDING OR SUITE NO.:	
	CITY:			STATE:	ZIP CODE:	
	PHONE:		CELL:	FAX:		EMAIL:
	DRYWALL CONTRACTOR:			CONTACT'S NAME:		
	CITY OF FERNLEY BUSINESS LIC. NO.:			NV CONTRACTOR LIC. NO.:		CLASS:
	ADDRESS:				BUILDING OR SUITE NO.:	
	CITY:			STATE:	ZIP CODE:	
	PHONE:		CELL:	FAX:		EMAIL:
	ROOFING CONTRACTOR:			CONTACT'S NAME:		
	CITY OF FERNLEY BUSINESS LIC. NO.:			NV CONTRACTOR LIC. NO.:		CLASS:
	ADDRESS:				BUILDING OR SUITE NO.:	
	CITY:			STATE:	ZIP CODE:	
	PHONE:		CELL:	FAX:		EMAIL:
	INSULATION CONTRACTOR			CONTACT'S NAME:		
CITY OF FERNLEY BUSINESS LIC. NO.:			NV CONTRACTOR LIC. NO.:		CLASS:	
ADDRESS:				BUILDING OR SUITE NO.:		
CITY:			STATE:	ZIP CODE:		
PHONE:		CELL:	FAX:		EMAIL:	

CONTRACTOR'S INFORMATION	LANDSCAPE CONTRACTOR:			CONTACT'S NAME:		
	CITY OF FERNLEY BUSINESS LIC. NO.:			NV CONTRACTOR LIC. NO.:		CLASS:
	ADDRESS:				BUILDING OR SUITE NO.:	
	CITY:			STATE:	ZIP CODE:	
	PHONE:		CELL:	FAX:		EMAIL:
	OTHER CONTRACTOR:			CONTACT'S NAME:		
	CITY OF FERNLEY BUSINESS LIC. NO.:			NV CONTRACTOR LIC. NO.:		CLASS:
	ADDRESS:				BUILDING OR SUITE NO.:	
	CITY:			STATE:	ZIP CODE:	
	PHONE:		CELL:	FAX:		EMAIL:

I understand and agree that the City of Fernley has no obligation to explain every requirement and ordinance to me prior to or during the course of this project. Furthermore, I understand that any and all City or State laws or ordinances are enforceable at any time, with or without prior notification. The issuance of a permit based on plans, specifications and other construction documents shall not prevent the Building Official from thereafter requiring the corrections of errors in said plans, specifications and other construction documents, or preventing building operations be carried on there under when in violation of City or State laws or ordinances. The Building Official is authorized to suspend or revoke a permit issued under the provisions of the code wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation of the provisions of the code.

It shall be the duty of the permit holder or their agent to notify the Building Official that permitted work is ready for an inspection. Requesting an inspection for work that is incomplete, in progress or not ready may result in a re-inspection fee. It shall be the duty of the person requesting any inspections required by the code to provide access to and means for inspection of such work. Inspectors will not perform inspections in the presence of any unrestrained animals or in the presence of minors without a parent or legal guardian present. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the Building Official. Any portion of work shall not be covered or concealed until authorized by the Building Official. The building permit, approved plans and inspection card shall be kept on the site of the work until the completion of the project.

The Building Official shall suspend or revoke a certificate of occupancy issued under the provisions of the code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of the code

UNDER PENALTY OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement in compliance with all provisions of the applicable ordinances. I further certify that all easements, deed restrictions, or other encumbrances restricting the use of the property are shown on the site plans submitted with this application. I have been given authorization from the property owner to obtain this permit. I realize that the information that I have affirmed hereon forms a basis for the issuance of the permit herein applied for and approval of plans in connection therewith shall not be construed to permit any construction upon said premises or use thereof in violation of any applicable ordinance or to excuse the owner or his or her successors in title from complying therewith.

I understand that by applying for this permit, I am consenting to the inspection of this property and to the entry onto the property by inspectors of the authority having jurisdiction for the purpose of performing the necessary inspections during normal business hours for the duration of the permit.

_____ I certify that I am a licensed contractor pursuant to NRS 624.
(Initial)

_____ I certify that I am an owner-builder pursuant to the provisions of NRS 278.573.
(Initial)

_____ I certify that I am a licensed Design Professional pursuant to NRS 623
(Initial) or NRS 625.

Signature	Date
_____	_____
Print Name	Title (owner, architect, contractor, etc.)
_____	_____

RECOMMENDATIONS/GUIDELINES FOR NEW RESIDENTIAL SINGLE-FAMILY DWELLING SUBMITTAL

RESIDENTIAL SUBMITTAL CHECKLIST

ALL new residences detached one and two-family buildings and multi-family buildings three stories or less in height above grade, such as apartments, condominiums, and townhouses shall comply with the following codes:
2018 International Residential Code and 2018 International Energy Conservation Code.

Occupancies: Group R, Division 3.

Codes are available online at:

[https://codes.iccsafe.org/category/Nevada?year\[\]=Current+Adoption&page=1](https://codes.iccsafe.org/category/Nevada?year[]=Current+Adoption&page=1)

Standards for Residential Building Plans (Review both sides of each sheet)

Residential Plans must be prepared by a Nevada licensed Design Professional (Architect, Engineer, or Residential Designer), licensed Contractor (if they are building the home) or Owner- Builder (*).

Provide 2 copies of all required drawings and specifications.

Plans, specifications and calculations submitted to the Building Official must be of sufficient nature to clearly show the project in its entirety with emphasis on the following:

1. Structural Integrity Design
2. Life Safety Assurance Design
3. Architectural Barriers Design
4. Building Code Compliance Analysis

The minimum required drawings will depend greatly upon the size, nature and complexity of the project. ***(* If plans are by Owner-Builder, the applicant must show adequate skills and knowledge to demonstrate industry standards of construction and compliance with codes (per NRS 278.673 Owner-Builder construction must comply with all applicable laws, ordinances, building codes and zoning regulations) in their submissions. Additions and remodels may not require all of the following components for plan submittal and for a permit.***

A permit application, which is available at the Building Department, must be filled out. Applications should be filled out completely. Plans, calculations and accompanying documents must be drawn to scale, presented in a clear, legible and organized manner conducive for plan review meeting industry construction standards and demonstrating compliance *with all applicable laws, ordinances, building codes and zoning regulations*. Where several sheets are submitted, they should be numbered and a Table of Contents provided for reference. All plans, specifications and calculations prepared by a licensed professional shall be wet stamped, signed, and dated in accordance with NRS 625.140 and 625.565.

Plans that are the responsibility of the contractor or the owner-builder shall be stamped by the Building Department with a special stamp stating this and signed by the responsible party assuming the design responsibility. Plans shall be in color or black ink on white paper with a maximum size of 30”h x42” w and contain no added “changes” in ink or pencil. If pre-engineered trusses are to be used, stamped/signed engineering calculations must be included with plans submitted to the Building Department. Plan submittal shall include at a minimum:

1. Site Plan
2. Foundation Plan
3. Floor Plan
4. Floor and Roof Framing Plan
5. Building Elevations with Exterior Materials
6. Building Sections, Wall Sections, and Internal Finishes
7. Mechanical System (including plumbing)
8. Electrical System
9. Manufactures product listing data for specialty materials and equipment.

Site Plan:

Show proposed new structure, project address and author of drawings (design professionals, owner-builder or licensed contractor). Show any existing buildings, structures, utilities and dimension distances between these as well as to property lines. Show all property lines, streets, alleys, driveways, roads, easements and setbacks per zoning requirements with dimensions. Show all water, sewer and electrical points of connection. Show proposed service routes, existing and proposed utilities on the site. Show drainage and grading information (with reference to finished floor and adjacent street grades.) Indicate drainage flow locations and specify areas required to be maintained for drainage purposes. (Drainage from one lot to another is prohibited.) Show north arrow, finish floor elevation and grade elevation. Flood Certificate shall be required for finished floor elevations within designated flood zones prior to footing inspections.

Foundation Plan:

Show all foundations and footings. Indicate size, location, thickness, material strength and reinforcing. Show all embedded anchoring such as anchor bolts, hold-downs and post bases. If unknown or inadequate soil is anticipated, provide a soils report for the proposed site. Footing depth shall be minimum 18" below finished grade.

Floor Plan:

Show all floors including basements. Show all rooms marked with their "use", overall dimensions and locations of all structural elements. Show permanent equipment and dimension all openings (windows, doors, thorough ways). Show all doors and windows. Provide door and window schedules or sizes. Indicate all fire assemblies, fire separations required with fire rating, occupancy separations, fire and draft stops. Show location of furnace, water heater, appliances, and fixtures. Show reflected ceiling plans with lighting fixture layouts and insulation with R values. All rooms and openings shall be dimensioned.

Floor and Roof Framing Plans:

Show all structural members, their sizes, method of attachment, location and materials for floors and roofs. Show framing top and bottom plates, blocking rim joists, ceiling joists, roof rafters, or trusses. Show the roof covering, floor and roof insulation R-values. Indicate the roof sheeting and roof pitch and overhangs. Show attached decks, posts, piers and anchoring methods along with their sizes. Show all cross-sectional changes in elevations on section and all dimensions. Show all lumber sizes, species, and spans of the materials used. If pre-engineered trusses are to be used, stamped/signed calculations must be submitted with each set of plans. A truss layout may be necessary to indicate their locations. Show pitch of roof and material.

Building Elevations:

Show all building elevations to include vertical height dimensions, opening sizes and façade materials.

Building Sections and Wall Sections:

Show, type and dimension for each wall, floor and roof components. Specifically, including water proofing and insulation R-values for each wall, roof, floor (crawls space and perimeter) and window/door Y/R values. Show fire rated assemblies and penetrations with listed assembly numbers. Provide **Building Envelope Compliance** using the latest DOE ResCheck software program which can be downloaded from DOE website link: <http://www.energycodes.gov/rescheck/> while REScheck-Web™ is accessible directly from the website without having to download and install. Reports generated from earlier software versions than 4.6.0 will not be accepted. Reports must be signed.

Mechanical System:

Mechanical Systems includes Mechanical and Plumbing design drawings: Provide size of equipment based on BTU/HR. Provide gas pipe isometric drawing along with calculations verifying the equipment loads. Provide HVAC, combustion air locations and all equipment calculations. Provide venting locations and terminations. Provide water and drain isometrics and calculations. Provide Mechanical ResCheck calculations demonstrating passing report. Reports must be signed. Fill out an ERC (Equivalent Residential Credits) Form for your water and sewer use and connection

Electrical System:

The electrical system shall show points of connection to utilities, as well as all electrical fixtures (interior, exterior and site), wiring sizes, circuiting, grounding, panel schedules, single line diagram, load calculations, fixture schedules, location of main panel and any sub-panels.

Manufactures product listing data for specialty materials and equipment:

Where materials or equipment of a specialty nature will be used, valid research reports from a recognized listing agency (ICC, IAPMO, IAEI, ASTM, UL, AGA, ES report) shall be required addressing their code equivalency. Materials, designs or methods of construction not specifically prescribed by the applicable code may require pre-approval from the Building Official.

ResCheck Requirements:

All new residences (detached one- and two-family buildings and multi-family buildings three stories or less in height above grade, such as apartments, condominiums, and townhouses) shall provide ResCheck reports for **both Building Envelope Compliance, and the Mechanical Compliance** using the latest DOE ResCheck software program which can be downloaded from DOE website link: <http://www.energycodes.gov/rescheck/> while REScheck-Web™ is accessible directly from the website without having to download and install. Reports must be signed.

Correction Submittals:

All responses to plan review revisions shall be identified with a delta symbol, and clouded on the drawings or resubmitted as a new project ad shall be accompanied by a typed letter addressing each plan review comment and referencing the sheet # on which the revision has been made.

Standards

The City of Fernley does not provide Design Services. The City provides a cursory review to verify code compliance upon submission of drawings and does not provide direction or consulting on codes without any submissions. It is the responsibility of the author of the design to ensure the submission is code compliant, complete, and meets industry standards. If the plans do not meet these criteria, the Building Official may take any of the following actions:

Provide a complete list of corrections. An increase to the plan check fee for additional plan review time required due to lack of completeness.

Footing Inspection

1. A certification letter is needed stating the soils supporting the foundation are adequate for structure stability. (**Exception:** detached accessory buildings when fill or expansive soil is not apparent and approved by the building official).
2. Survey certification stating foundation setbacks are per the approved construction plans. (**Exception:** detached accessory buildings and attached additions when the building official can clearly verify setbacks).

Engineering certifications will insure that the finish project will conform to the submitted and approved plot plans, with building codes and with accepted engineering soil standards

To achieve compliance with this code, the City of Fernley Building Department will be requiring a certificate of compliance from the engineer of record that soils and setbacks are as per approved plans prior to footing

inspection. Building inspectors not qualified in soils engineering or surveying would be placed in a situation of approving soil conditions for foundation support and building setbacks at the time of footing inspection.

Final Inspection:

Survey certification stating the final elevation, drainage and grading are per the approved construction plans. **(Exception:** detached accessory buildings when grading, drainage and elevations can be clearly verified by the building inspector).

The 2018 International Building Code Section 1804.3 and International Residential Code R401.4, Site Grading the ground adjacent to the foundation shall be sloped away from the building at a slope of not less than 5% for a minimum distance of 10 feet measured perpendicular to the face of the wall. If physical obstructions or lot lines prohibit 10 feet of horizontal distance, a 5% slope shall be provided to an approved alternative method of diverting water away from the foundation. Swales used for this purpose shall be sloped a minimum of 2% where located within 10 feet of the building foundation to an approved location. Also, Section 1805.3.4 Foundation elevation on graded sites, the top of any exterior foundation shall extend above the elevation of the street gutter at a point of discharge or the inlet of an approved drainage device a minimum 12 inches plus 2%. To achieve compliance with this code, the City of Fernley Building Division will require a certificate of compliance from the engineer of record stating that finish floor, drainage and elevation are as per approved plans prior to the final certificate of occupancy.

Geotechnical Investigations:

Geotechnical investigation reports shall be submitted with all new projects that are not single-family dwellings. Further, geotechnical investigation reports shall be submitted with all tentative sub-division and parcel maps. The following copied portions of the original geotechnical investigation reports shall be submitted with residential plan reviews.

1. Project description: including but not limited to project number, site location, access, structure information and grading concepts.
2. Discussions and Recommendations: Including but not limited to general information, seismic design criteria, site preparation, trenching and excavation, grading and filling, subsidence and shrinkage, foundation design, slope stability and erosion control, site drainage concrete slabs and anticipated construction problems.
3. The recommendations of the soil engineer relating to site preparation, grading, compaction and foundation/footing design shall be made mandatory.

1803.1 Where required by the building official, the classification and investigation of the soil shall be made by a registered design professional.

1803.5.2 Questionable soil; Where the classification, strength or compressibility of the soil are in doubt or where a load bearing value superior to that specified in the IBC is claimed, the building official shall require that the necessary investigation be made.

1803.5.3 Expansive soils; in areas likely to have expansive soils, the building official shall require soil tests to determine where such soils do exist.

1803.6 Where required the owner or applicant shall submit a foundation and soils investigation to the building official.

All Commercial construction, single family dwellings shall require that a Civil Engineer, Soils Engineer, Engineering Geologist, General Contractor or Land Surveyor with current Nevada registration provide a wet stamp/signed certification to the Building Official for the following: Flood plain elevation certificates must be submitted to a building inspector prior to footing inspection when located within a flood hazard area.