

Owner/Builder and Plan Submittal Requirements

Subject

An owner is allowed to prepare and submit plans for a single family dwelling which he or she intends to own and occupy for at least one year. (See NRS 624.330)

Multi-family projects shall be designed by an engineer or architect and the permit will be issued to a contractor. (See Washoe County Code 100.065)

The owner's signature, indicating responsibility, must be placed on all plan sheets. The signature shall be placed within the stamp provided by the Department of Building & Safety.

Before a permit is issued, the owner must sign an affidavit supplied by the Nevada State Contractor's Board stating that the project is in compliance with NRS 624.330.

An owner may also prepare plans for miscellaneous structures located on the property on which he resides.

Owner/Builder Defined

An owner/builder is an owner of property who is building a residential structure on the property for his own occupancy and not intended for sale. A non-person corporation does not meet the definition of an owner/builder.

A family trust will qualify under the builder/owner exception if the applicant is legally part of the trust and signs the affidavit acknowledging his/her responsibility.

Background

These questions are often asked. The above policy guidelines are in line with the NRS requirements. (See the State of Nevada Architectural Board Blue Book.)