



Washoe County **EZ** Permits Demolition Permit Application

Washoe County Demolition Permits include *Major Demolition* (for example, complete demolition of a building on a property) or *minor demolition* (for example, demolition of a wall/room within a building) within unincorporated Washoe County. Please select the type of Demolition Permit you are applying for below:

- Major Demolition – see attached flyer**
- Minor Demolition – see attached flyer**
 - (For office use only) TMFPD, NLTFPD, Health Environmental, Health Air Quality, IVGID, PVGID, SVGID

Site Parcel Number: _____ Physical Address: _____

Unit No. _____
[Check online](https://gis.washoecounty.us/wrms) to confirm if your property is within unincorporated Washoe County: <https://gis.washoecounty.us/wrms>

Owner Mailing Information: Owner/Builder Permit? ___ Yes ___ No ([please submit Owner-Builder Affidavit Form](#))
Name: _____ Phone No: _____
Mailing Address: _____

Contractor Information ([only owner-builders or contractors can pick up a permit per State Law](#)):

Contractor: _____ Contact Name: _____
Address: _____ Email: _____
Phone : _____ Fax : _____
Nevada License No. : _____ County Business License No : _____

Person(s) to contact regarding the permit ([design professionals/ design team or contractors designing their own projects should be listed to receive and respond to plan review corrections in a timely manner](#))

Name : _____ Phone No: _____
Email : _____ Fax No: _____
Name : _____ Phone No: _____
Email : _____ Fax No: _____
Name : _____ Phone No: _____
Email : _____ Fax No: _____

Scope of Work: [Bullet list describing work for demolition](#)

Asbestos: [All commercial structures and total demolition of residential buildings are required to submit and obtain the asbestos pink slip from the Health District, Air Quality Division. By selecting 'yes' or 'no' below you indicate if you have read the asbestos compliance statement and submitted a copy of the pink slip.](#)

- Yes
- No

Check the status of your permit or schedule an inspection online: www.onenv.us

Or by using our Inspection App (Google, Apple)

For General Inquiries call Washoe311 at 3-1-1 or (775) 328-2003



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Keep in Mind: Safety fencing may be required during demolition to protect public safety
Site plan may be required for total structure demolition.
Utilities need to be properly terminated.
Fire and Alarm agencies must be notified if services are disabled or modified.
Incline permits require an inspection report from Incline Village General Improvement District
Structural demolition prior to a building permit may require plans. Contact a Building Plans Examiner for further determination at T.(775)328-2020 or main page at www.washoecounty.us/building

Applicant (print) (owner-builder with affidavit, licensed contractor, registered design professional or owner's agent with owner's agent form submitted): _____

Date: _____

Signature: _____

Permits may be submitted by sending this completed form to Workflow@washoecounty.us or faxed to (775) 328-6132 or (775) 325-8016. Please indicate below whether you would like to pick up your permit at the Building Program's front counter, complete the process electronically or by fax.

- I will pick up my permit at counter
- I would like to obtain my permit electronically
- I would like to obtain my permit by fax Fax Number (###-####-####): _____

If you are not picking your permit up at our front counter, a permit technician will contact you for payment information. Please be sure to read and initial below. Inaccurate or incomplete description of work may result in voiding of your permit, additional fees and/or additional permits.

IMPORTANT TIME DEADLINES: _____ (initial)

I UNDERSTAND THAT FINAL INSPECTION OR RENEWAL OF THIS PERMIT MUST BE MADE PRIOR TO THE EXPIRATION DATE OR NEW PLANS MUST BE SUBMITTED AND PERMIT FEES PAID PRIOR TO FINAL INSPECTION. PERMITS EXPIRE 18 MONTHS FROM THE DATE OF ISSUE, WITH NO GRACE PERIOD. IF THE DATE OF EXPIRATION FALLS ON A WEEKEND OR HOLIDAY, THE PERMIT MUST BE RENEWED ON THE LAST BUSINESS DAY PRIOR TO THE EXPIRATION. I UNDERSTAND THIS IS THE ONLY NOTICE I WILL RECEIVE FOR RENEWAL OF THE PERMIT AND KEEPING THE PERMIT RENEWED AND IN A VALID STATUS IS MY RESPONSIBILITY.

DISCLAIMERS: INDEMNIFICATION: ACKNOWLEDGMENTS BY PERMITTEE: _____ (initial)

I UNDERSTAND THAT THE INSPECTIONS PROVIDED BY WASHOE COUNTY ARE VERY LIMITED AND DO NOT COVER ALL OF THE WORK PERFORMED UNDER THE AUTHORITY OF THIS PERMIT. THE INSPECTIONS ARE OCCASIONAL SPOT CHECKS, MUCH LIKE AN AUDIT; THEREFORE MANY PARTS OF THE WORK ARE NOT INSPECTED. IF MORE INSPECTION IS DESIRED, A PRIVATE INSPECTOR MUST BE HIRED BY THE PERMITTEE. NEITHER THE INSPECTIONS BY THE COUNTY NOR THE CERTIFICATE OF OCCUPANCY CONSTITUTE A REPRESENTATION BY THE COUNTY THAT THE WORK WAS INSPECTED OR THAT THE WORK COMPLIES WITH COUNTY ORDINANCES.

I HEREBY AGREE TO DEFEND AND TO SAVE, INDEMNIFY AND KEEP HARMLESS THE COUNTY OF WASHOE AND ITS OFFICERS, EMPLOYEES AND AGENTS AGAINST ALL LIABILITIES, JUDGEMENTS, COSTS AND EXPENSES WHICH MAY ACCRUE AGAINST THE COUNTY IN CONSEQUENCE OF GRANTING OF THIS PERMIT OR CERTIFICATE OF OCCUPANCY, IN CONSEQUENCE OF THE COUNTY'S OWN NEGLIGENCE OR ITS OTHERS ACTS OR OMISSIONS WITH RESPECT TO THIS PERMIT OR A CERTIFICATE OF OCCUPANCY, OR IN CONSEQUENCE OF THE USE OR OCCUPANCY OF ANY WORK, SIDEWALK, SUB-SIDEWALK OR STREET, OR OTHERWISE BY VIRTUE THEREOF, AND WILL IN ALL THINGS STRICTLY COMPLY WITH THE CONDITIONS OF THIS PERMIT AND PROVISIONS OF THE RULES, REGULATIONS AND ORDINANCE OF THE COUNTY OF WASHOE.

Check the status of your permit or schedule an inspection online: www.onenv.us

Or by using our Inspection App (Google, Apple)

For General Inquiries call Washoe311 at 3-1-1 or (775) 328-2003



WASHOE COUNTY

COMMUNITY SERVICES DEPARTMENT

Planning and Building

1001 EAST 9TH STREET
PO BOX 11130
RENO, NEVADA 89520-0027
PHONE (775) 328-2020
FAX (775) 328.6132

Major Demolition Handout

General Information: For a Major Demolition project NOT covered under a Building Permit. **The Fire authority needs to review the application certifying there are NO fire systems in the structure.** A separate permit may be required to alter the fire safety systems. This is intended to be a guide to the minimum requirements. Since project conditions vary, additional requirements may apply.

The submittal must include the following items:

- Two (2) **site plans** – Properties on water wells and/or septic must submit one (1) additional site plan.
- Plans must be prepared on a **minimum of 11" x 17" paper size.**
- Plans **must be photocopies, or original blue or black ink drawings.** The use of colored ink, other than blue or black, or the use of colored ink beyond that which is used for licensing seals and/or original signatures on plan sets. Plans with original pencil drawings or notes will also not be accepted.
- Provide a **title block on each plan sheet** with the project address and assessor parcel number (APN). If applicable, include the owner's name and contact information.
- **When plans are prepared by an Owner/Builder,** in compliance with Nevada Revised Statute (NRS): complete an Owner-Builder Affidavit (available online or at our counter); the plan set must have the owner's name and address printed in a title block labeled "Designer" on each plan sheet. Below this information, within the "Designer" title block on the Site Plan or main drawing sheet be an original signature with date of signing.
- **Plans prepared by a Nevada Licensed Contractor** must have the business name, business address, bid limit, license classification type, license number and license expiration date printed in a title block labeled "Designer" on the each sheet of the plan set. Below this information, within the "Designer" title block on the Site Plan and Cover Sheet must be an original signature of the qualified license employee with the date of signing.
- **Plans prepared by a Nevada Licensed, Registered Design Professional** (Interior Designer, Architect, Residential Designer, or Engineer) must comply with the applicable Nevada Administrative Code (NAC) or Nevada Revised Statute (NRS) for their licensure.

Drawing Sheets that Constitute a Complete Plan Set:

- **Site Plan**
 - North Arrow
 - Site plan drawn to scale with scale mark
 - Provide APN (Assessor Parcel Number) of the site and address of proposed project
 - Show the parcel in its entirety, with all property lines dimensioned and applicable easements
 - **Utilities:** Show all easements, location of the structure(s) to be demolished, all existing structures on the property, location of the gas, electrical, capping of the water and sewer, abandonment of well and septic
 - Indicate the street name(s) that border the property
- **Scope of Work**
 - Provide an itemized list of the scope of work. A "Scope of Work" is an itemized narrative explaining what work will be performed under the permit. Ex.: 1. Remove and cap sewer, 2. Slurry or fill in existing septic tank.
 - The scope of work may be either a separately, typed 8 ½" x 11" sheet signed by the applicant on letterhead, or may be included as text or general notes on the Site Plan.

Codes to Use for Scheduling Inspections:

- **1505** - An underground electrical inspection to ensure power has been removed or disconnected.
- **1523** - An underground water inspection to ensure the water lines are abandoned, removed, or terminated.
- **1533** - An underground sewer inspection to ensure the sewer lines are terminated or septic is abandon.
- **1565** - An underground gas inspection to ensure the lines are abandoned, removed, or terminated.
- **1820** - A final inspection when all work is completed and the lot is clear.
- **A fire final may be required with the Fire Authority prior to building final.**



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Minor Demolition Handout

General Information: For a Demolition permit to be issued, the application needs **1 of the 3 items** below to process the application. **The Fire authority needs to sign the application certifying there are NO fire systems in the structure.** A separate permit may be required to alter the fire safety systems.

1. Two (2) site plans

- Plans must be prepared on a **minimum of 8 ½ x 11" paper size.**
- Plans **must be photocopies, or original blue or black ink drawings.** The use of colored ink, other than blue or black, or the use of colored ink beyond that which is used for licensing seals and/or original signatures on plan sets, will not be accepted. Plans with original pencil drawings or notes, will also not be accepted.
- Site plans must be fully dimensioned and drawn and scale must be shown.
- Provide a **title block on each plan sheet** with the project address and assessor parcel number (APN). If applicable, include the owner's name and contact information.
- **When plans are prepared by an Owner/Builder,** in compliance with Nevada Revised Statute (NRS): complete an Owner-Builder Affidavit (available online or at our counter); plan set must have the owner's name and address printed in a title block labeled "Designer" on each plan sheet. Below this information, within the "Designer" title block on the Site Plan must be an original signature with date of signing.
- **Plans prepared by a Nevada Licensed Contractor** must have the business name, business address, bid limit, license classification type, license number and license expiration date printed in a title block labeled "Designer" on the each sheet of the plan set. Below this information, within the "Designer" title block on the Site Plan or main drawing sheet must be an original signature of the qualified employee with the date of signing.
- **Plans prepared by a Nevada Licensed, Registered Design Professional** (Interior Designer, Architect, Residential Designer, or Engineer) must comply with the applicable Nevada Administrative Code (NAC) or Nevada Revised Statute (NRS) for their licensure.

OR

2. Scope of Work

- Provide two (2) copies of the itemized project scope of work. A "scope of work" is an itemized narrative explaining what work will be performed under the permit. Typically, insurance companies produce these documents showing the scope of work after a damage assessment incident. The Scope of Work may be either a separately, typed 8 ½" x 11" sheet signed by the applicant on letterhead, or may be included as text or general notes on the Site Plan. For example: remove wall in bedroom, remove 200 square feet of drywall board, remove wet insulation in attic walls. etc.

OR

3. Copy of Contract Agreement

- Provide a copy of the contractual agreement between the two parties. This must contain the owner information and signature, scope of work, and value of the contract.

Inspections:

- Use Code **1820** to schedule a final inspection when all work is completed. **An assessment inspection will be conducted to assist in identifying structural problems, code upgrades, and additional permit repair requirements.**



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