



Washoe County

Department of Building & Safety

1001 E. Ninth Street
 Reno, NV 89512
 Phone (775) 328-2020

FAX (775) 328-6132 or FAX (775) 325-8016

www.washoecounty.us/building



UTILITY PERMIT APPLICATION

Please Read Page 4 Required Code Updates

Parcel Number: _____ Address: _____	
Unit No. _____	
Owner Information: Name: _____ Address: _____ * Owner/Builder permits are only applicable to primary residences per NRS 624.031 – If owner/Builder – Please complete the Owner/Builder Affidavit and include with this application.	Owner/Builder Permit? ___ Yes ___ No* Phone No: _____
Contractor Information: Licensed Contractor: _____ Contact Name: _____ Address: _____ Phone : _____ Fax : _____ Nevada License No. : _____ County Business License No. : _____	
Person to contact regarding the permit: Name: _____ Phone No.: _____ Email: _____ Fax No.: _____	
Electrical: Description of Work _____ Service: Amperage _____ New Upgrade Temp Power Pole Number of outlets/switches/lights _____ New Circuits _____ Adding electric to Garage/Accessory Structure: Square footage: _____	

Plumbing: Description of Work _____

Number of fixtures/traps: _____ Water piping: _____ ft

New gas piping: _____ ft Lawn sprinkler:

Number of gas outlets: _____ Back flow device: _____ size

Water heater: Gas Electric New Replacement

Mechanical: Description of Work _____

Fau/Unit Heater: Btu _____ New * Replacement

Boiler: Btu _____ New * Replacement

New gas line: No _____ Yes _____ See above

AC: Location of condenser: Inside Outside **

Ventilation Fan(s): How many _____

Evaporative Cooler: Roof mount Yes *** No

* May require energy calculations if installed in a previously non-conditioned area.

** Incline installations need TRPA permit if new coverage is created.

*** Roof mount may require engineering and plans.

Wood/Pellet Stove: Location in Residence _____

New Replacement

Parcel size: _____ Zoning: _____

Note: Provide dealer's affidavit of sale from Washoe County Air Quality.

Applicant (print) _____ **Date:** _____

Signature _____

See next page for electronic or faxed submittals

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 and Safety Department 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

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 both locations below. There is important information at the end of this page regarding inspections and office hours. Inaccurate or incomplete description of work may result in 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.

Inspections and hours:

Office hours are 7:30am to 4:30pm Monday through Friday. Monetary transactions must be completed by 4:00pm.

BUILDING DEPARTMENT INSPECTIONS MUST BE REQUESTED AT LEAST ONE DAY IN ADVANCE (5 DAYS MAXIMUM) THROUGH OUR AUTOMATED VOICE RESPONSE (AVR) SYSTEM AT (775) 325-8000. FOR ANY INSPECTION REQUIRING ACCESS, A SECOND CALL TO (775) 328-2020 IS REQUIRED ON THE DAY OF THE INSPECTION BETWEEN 8:00 AND 8:30 A.M.

NOTICE: Inspection Times are available in the office between the hours of 8:00 A.M. to 8:30 A.M. M-F.

Code Update Requirement Notices per the 2018 IRC and the NNICC Northern Nevada Amendments

Electrical:

Per Section E3608.4 Supplemental electrode required. A single rod, pipe, or plate electrode shall be supplemented by an additional electrode of a type specified in Sections E3608.1.2 through E3608.1.6. The supplemental electrode shall be bonded to one of the following:

1. A rod, pipe, or plate electrode.
2. A grounding electrode conductor.
3. A grounded service entrance conductor
4. A nonflexible grounded service raceway.
5. A grounded service enclosure.

Where multiple rod, pipe, or plate electrodes are installed to meet the requirements of this section, they shall not be less than 6 feet apart.

Plumbing and Mechanical (Gas Fired Appliance Installation):

Carbon Monoxide Alarms Per 2012 Northern Nevada Amendments –

Per Section R315.3 Where required in existing dwellings. Where work requiring a permit occurs in existing dwellings carbon monoxide alarms shall be provided in accordance with Section R315.1 for the following:

1. Mechanical or gas work requiring a permit in which fuel-fired appliances are being replaced or installed.
2. Addition and/or renovation of attached garages with communicating openings requiring a building permit.

Per Section R315.1 Carbon monoxide alarms. An approved carbon monoxide alarm shall be installed outside of each separate sleeping area in the immediate vicinity of bedrooms in dwelling units within which fuel-fired appliances are installed and in dwelling units that have attached garages with a communicating opening.

CODE UPDATE REQUIREMENT ACKNOWLEDGMENTS BY PERMITTEE: _____ (initial)