EFFECTIVE MAY 1st, 2017

In an effort to reduce the review time, speed up the permitting process and reduce Building Department man hours the following submittal changes will be implemented May 1, 2017.

NUMBER OF PLAN SETS REQUIRED FOR SUBMITTAL

Residential:
Full Sets: 3 complete sets, wet or electronically sealed according to applicable NRS requirements, with 2 sets of all supporting documents i.e. energy compliance certification, structural and truss calculations, truss certification letter from project engineer, coverage calculations if approaching 25000 sq ft of disturbance etc. (Building-Office & Field and Fire)

Partial Sets- 3 or 4
Three sets (copies of stamped sets) consisting of site plan, floor plan and elevation sheets. (Engineering, Health, Planning and GID’s, if applicable.)

Site Plans – 2
AND If the project is on a septic system, Two additional site plans (copies of stamped sets). (Health)

Commercial:
Full Sets- 6 or 7 complete sets including Civil, Architectural, Structural, MEP wet stamped or electronically sealed according to applicable NRS requirements with 3 sets (8x11) supporting documents i.e. energy compliance statement, structural and truss calculations, soils report where applicable, specifications, etc. (Building – Office & Field) (Engineering, Fire, Planning, Health and GID’s, if applicable)

Corrections:
Please provide correction resubmittals in the same # of copies as above.

These additional plan sets allow concurrent review by all Washoe County departments and outside reviewing agencies. Plans will be distributed simultaneously to every department or agency involved. Refer any further questions to Permit Techs at 775-328-2020.