

RECOMMENDATIONS/GUIDELINES FOR RESIDENTIAL PLAN SUBMITTAL

CITY OF RENO

Community Development Department
1 East First Street, 2nd Floor
Reno, Nevada 89501

*Please inquire as to whether you will need a "will serve" letter from Truckee Meadows Water Authority, Washoe County Utilities or other appropriate agency.

RESIDENTIAL PLAN SUBMITTAL CHECKLIST

For residential structures, 1 and 2 family, Group R, Division 3 Occupancies

Minimum Standards for Building Plans

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
2. Life safety assurance
3. Architectural barriers
4. Building Code compliance

The minimum required drawings will depend greatly upon the size, nature and complexity of the project. However, the following is the minimum recommended standard required before the Building Official shall begin the plan review process. Additions and remodels may not require all of the following components for plan submittal and for a permit.

General Requirements

A permit application, which is available at the Community Development Department, must be filled out. Applications should be filled out completely. Plans, calculations and accompanying documents must be presented in a clear, legible and organized manner conducive for plan review. 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 Community Development Department and signed by the responsible party assuming the design responsibility. All plans must be submitted in person. No mail-in plans will be accepted. Plans shall be black on white maximum size of 42" in length and 30" in height (36"x24" is preferred) and contain no added "changes" in ink or pencil. If pre-engineered trusses are to be used, engineering calculations must be included with plans submitted to the Community Development Department. Energy calculations must be included with plans. Plan submittal shall include, but not necessarily be limited to:

1. Site Plan

2. Foundation Plan
3. Floor Plan
4. Floor and Roof Framing Plan
5. Mechanical System
6. Elevations
7. Building Sections and Wall Sections
8. Climatic and Geographic Design Criteria
9. Manufacturers product listing data for specialty materials and equipment.
10. Revision and Standards.

1. Site Plan:

Show proposed new structure, project address and indicate all design professionals. Show any existing buildings or structures. Show all property lines with dimensions and all streets, easements and setbacks. Show all water, sewer and electrical points of connection. Show proposed service routes and existing 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.

2. Foundation Plan:

Show all foundations and footings. Indicate size, location, thickness, material and reinforcing. Show all embedded anchoring such as anchor bolts, hold-downs and post bases. If bad soil is anticipated, provide a soils report for the proposed site. Foundation depth to be 24" below finished grade.

3. Floor Plan:

Show all floors including basements. Show all rooms with their use, overall dimensions and locations of all structural elements. Show permanent equipment and openings. Show all doors and windows. Provide door and window schedules or sizes. Indicate all fire assemblies, occupancy separations, fire and draft stops. Show location of furnace and water heater.

4. Floor and Roof Framing Plans:

Show all structural members, their size, method of attachment, location and materials for floors and roofs. If pre-engineered trusses are to be used, calculations must be submitted with each set of plans. A truss layout may be necessary to indicate their locations. Show pitch of roof. Include letter of approval from project engineer.

5. Mechanical System:

Provide size of equipment based on Btu/hr. Provide listing card for all mechanical equipment, with make and model number.

6. Elevations:

Show all views. Show all vertical dimensions and heights. Indicate all openings and identify all materials.

7. Building Sections and Wall Sections:

Show as many sections to the structure as may be necessary to properly identify the structure. Some structures require more than one section. Identify footings, their sizes, all reinforcement in the footing, insulation on the stem walls or floors, and footings distances below grade. Show floor joist distances, mud sills, anchor bolts, girders, posts, and pier locations.

Show floor covering, wall construction, siding and type of gypsum wall board on ceilings and walls. Show interior walls, either bearing or nonbearing.

Show framing, top and bottom plates, blocking, rim joist, ceiling joist, roof rafters, or trusses. Show the roof covering, floor and roof insulation. Indicate the roof sheeting and roof pitch and overhangs. Show attached decks, posts, piers and anchoring methods. Show all cross sectional changes in elevation on section and all dimensions. Show lumber sizes, species, and spans of the materials used.

8. Climatic and Geographic Design Criteria:

a. See amendment section for design criteria.

9. 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,UL,AGA, etc.) should be provided addressing their code equivalency. Alternative materials, designs or methods of construction not specifically prescribed by the applicable code may require pre-approval from the building official.

10. Revisions and Standards:

Revisions

For clarity, all revisions should be identified with a delta symbol and clouded on the drawings or resubmitted as a new project. Only those design sheets pertaining to the proposed revision should be submitted.

Standards

It is the responsibility of the principal designer to verify the work is complete and consistent. If the plans do not meet this criteria, the Building Official may take any of the following actions:

- a. Provide a complete list of corrections.
- b. Increase the plan check fee for additional plan review time required due to a lack of completeness.
- c. Return plans unchecked.

This information is not to be construed as a final and/or complete list of requirements, but as a preliminary checklist for submittal of plans.