

Development Services

Commercial Building Permit Guidelines

Building and Safety Guidelines Only

(Note - Additional items may be required for compliance with all applicable code provisions and Northern Nevada Amendments.)

Application Submittal

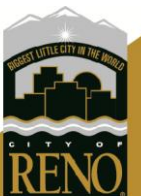
All building permit applications are to be submitted electronically through our online permitting portal at: www.onenv.us

Plans – Each of the following items are required to be submitted if applicable to the project:

- A site plan. Note – We do not accept Google Earth or Google Maps.
- Civil Engineering design.
- Structural engineering design.
- Architectural Design.
- Mechanical design.
- Plumbing design.
- Electrical design.
- Demolition plan.

Supporting Documents – Each of the following items are required to be submitted if applicable to the project:

- Structural calculations for all structural elements.
- Geotechnical report based on currently adopted design criteria and codes.
- 1704 Special Inspection application package completed by the owner, design professional and third-party inspection agency respectively.
- Truss design calculations.
- Truss verification letter from the engineer of record.
- Energy reports. Building envelope, mechanical, interior and exterior electrical as applicable.
- Structural observation agreement (as outlined in IBC Chapter 17).
- Deferred submittal agreement. This is only allowed for metal trusses and metal stairs. All other items are required to be submitted during the initial review process and should be noted on the cover page of the plans.



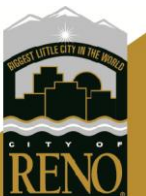
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Plan Standards: In accordance with current State of Nevada Blue Book:

- All plan sheets must be uniform in size and be legible/readable.
- All plan sheets must be stamped, signed and dated in accordance with the Nevada blue Book.
- All plans must indicate the project address, APN, and unit/suite numbers if applicable.

Plans – All of the following items are required to be on the plan document as applicable:

- **Cover Page-** Including all climatic and geographic design criteria as established by currently adopted codes and Northern Nevada Amendments, code analysis (type of construction, occupancy, occupant loads, risk category, square footage, etc.), scope of work, sheet index, vicinity map and any other relevant project information.
- **Site Plan-** Including property lines, public and private driveways, easements, setbacks, existing and proposed structures and area of work. Include all utilities, drainage and grading information. Show north arrow.
- **Foundation Plan-** Including all associated schedules for footings, size, location, thickness, materials, required reinforcement, hold-downs, anchor bolts and embedment.
- **Floor Plan-** All floors including basements must be shown, all rooms identified and labeled with their use and overall dimensions including ceiling heights. All rated assemblies/separations, and permanent openings must be shown on plans. *Plans must include complete listed details for all rated assemblies to be constructed on the project.
- **Floor, Shear wall and Roof Framing Plan-**All structural members must be identified and must match accompanying calculations, all associated schedules shall be provided.
- **Framing Details-** Show wall/roof/floor framing and critical connections.
- **Building and Wall Sections-** Multiple sections may be required in order to show multiple portions of the structure. Footings, vapor barrier, insulation, wall construction, interior walls (bearing and non-bearing), framing to include top and bottom plates, blocking, rim joists, ceiling joists, roof rafters, roof sheathing and any attached decks or other similar elements.
- **Egress Plan-** Show occupant loads of all spaces and the route they will take to get out of the building in an emergency. Show the number and sizes of exits required and provided. Include overall travel distances and exit signage.
- **Building Elevations-** All building elevations must be shown and must include dimensions and openings.
- **Energy Compliance-**
 - **Building Envelope** - If using a non-prescriptive method a passing energy compliance document must be provided. All insulation values must be shown on the building section plan sheets.
 - **Mechanical** - A passing energy compliance document must be provided.



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- **Electrical Interior and Exterior Lighting** (as applicable) - A passing energy compliance document must be provided.
- **Mechanical System Plan**- Provide size and specifications of equipment, ducting details and ventilation details. Include details/notes to show compliance with mechanical and energy codes as currently adopted.
- **Plumbing Plans**- Include waste/vent, water supply, gas lines, isometric plans and pipe sizing calculations as applicable. Include details/notes to show compliance with plumbing and energy codes as currently adopted.
- **Electrical Plan**- show wiring, outlets including lighting, switching, receptacles, load calculations and complete panel schedules showing individual circuits. Include details/notes to show compliance with electrical and energy codes as currently adopted.

Small Documents to be provided where applicable

- **Manufacturer's Specifications** - Including product listing and specifications for specific or specialty equipment.
- **Structural Calculations** - All structural calculations must include the design criteria used and be stamped, signed and dated by the engineer of record.
- **Truss Calculations** - Truss calculations with a truss layout must include a truss verification letter from the engineer of record. Roof pitch and materials must be identified.
- **Geotechnical Report** – Indicating soil classification and allowable bearing capacity. (New construction only).
- **Special Inspection Agreement** - If required, must be signed by the owner, engineer/architect and special inspector. The credentials of the special inspector must be included.
- **Structural Observation Agreement** - must be signed by the engineer of record.
- **Deferred Submittal Application** - Applies to Metal trusses and metal stairways only and must be noted on the cover page of the plans. This agreement is required at time of initial submittal.

