

## CHECKLIST FOR COMMERCIAL PERMIT APPLICATIONS

All **new** construction or additions **over 5,000 sq. ft.** require an **Administrative Design Review** through the Planning Department.

Owner/Applicant portion of form completed and signed by the property owner.

APN and Address of jobsite furnished.

Zoning, flood zoning, and size of parcel completed. **Any parcel** located in an **A, AE, AH, AO OR SHADED X** are required to complete the **Flood Plain Development Application** and if applicable obtain an Elevation Certificate.

Project description must be clear & complete. Some occupancies (e.g. restaurant) require letter from **State Health** approving permit. Provide value of work based on contractors' bids or engineer's estimate.

Owner/Builder: There is **no O/B** on commercial/industrial work in Nevada for either design or build.

Contractor Applicant/Builder: Complete all info for all contractors. If project is "out for bid" we can accept application only if all drawings prepared and stamped by **NV licensed designers**. State and **county licenses** must be current for all contractors prior to issuing permit.

Taxes Current - Signed by Clerk/Treasurer Office

Sewer/water will serves from utility district or GID. If a septic system is proposed, must furnish letter from **NDEP** accepting engineered design of system. If private well, a well drillers contract is required.

An **encroachment permit is required** to access county roads or state permit from **NDOT** to access highways.

**Approved Fire District drawings.** Drawings may be submitted to the appropriate Fire District for concurrent Plan Reviews. Applicant **MUST provide two approved copies** to the Building Department **PRIOR** to issuance of building permit.

WRID approval in Mason and Smith Valley. Historic district approval if appropriate.

Required Plans: **One** complete hardcopy sets and one electronic set of fully dimensioned engineered **Civil plans** showing site plan, drainage plan, landscaping plans, parking, easements, etc. Minimum two hard copy sets and one electronic set of **Building plans** from foundation through roof with all dimensions, door/window sizes, structural info, electrical, plumbing and mechanical. All drawings must be stamped/signed by licensed preparer. Provide energy calculations per 2018 IECC; including building envelope, mechanical equipment data and lighting data.

