

Guidelines for Residential Building Permits



Building and Safety Guidelines only

(Not all items will apply to all projects)

Application – A complete residential application is required:

- This application applies to work performed on 1 & 2 family dwellings and townhomes.
- Work on single family dwellings may be designed and performed by the owner if owner occupied. Ask about an Owner/Builder exemption.
- Description of work to match scope of work on plans.
- Contact Information – Name, Phone number and Email address.
- Project Valuation.

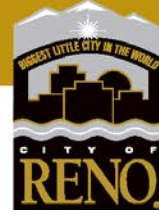
Plans – Every set requires the following items if applicable:

Site Plan – Required on all plans-We do not accept Google Earth or Google Maps.

- Civil Engineering design.
- Architectural design.
- Mechanical design.
- Plumbing design.
- Electrical design.
- Structural Engineering design.
- Demolition Plan.

Supporting Documents:

- Structural calculations
- Special inspection forms if applicable, Completed by Owner, Structural Engineer & Third-party inspection agency .
- Roof truss design calculations.
- Truss verification letter from the project engineer.
- Energy reports – Rescheck and Manual S, J, D.
- Structural observation form – By Structural Engineer for structures that are 4 stories and above.

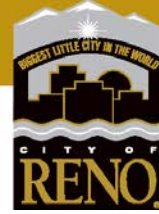


Plan Standards: Per Current State of Nevada Blue Book

- Legible / Readable
- If submitted in color the plans shall be printed in color for the field.
- Code Analysis: Design criteria and applicable codes.
- All pages in the plans set must be uniform in size, drawn to scale.
- Stamped, Signed and Dated in accordance with NV Bluebook.
- Project address, APN, and unit numbers on plans.
- Scope of work on Cover Sheet.
- Sheet Index.
- Include vicinity map and site plan on plan sets.
- Ensure that structural and architectural details and specifications match. Rated assemblies match.
- Ensure City of Reno EDR Business Rules are followed. Reno.gov

Upon submittal, some items may be deemed incomplete and the application will be put on hold. Additional information may be required to continue the process.

- **Cover Page-** To include all climatic and geographic design criteria as established by the Northern Nevada Amendments, sheet index listing all pages, code analysis, scope of work, vicinity map and project information.
- **Site Plan-** Include property lines, public and private driveways, easements, setbacks, existing and proposed structures, area of work. Include all utilities, drainage and grading information.
- **Foundation Plan-** Include footing schedule as well as size, location, thickness, materials, reinforcing 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.
- **Floor, Shear wall, and Roof Framing Plan-** All structural members must be identified and must match accompanying 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.
- **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, insulation, floor covering, 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.

- **Building Elevations-** All building elevations must be shown and must include vertical dimensions, and openings.
- **Energy Compliance-** All insulation values should be shown on building section plan sheet.
- **Mechanical System Plan-** Provide size/specs of equipment, ducting details and ventilation details.
- **Plumbing Plans-** Include Waste/vent, water supply and gas lines.

- **Electrical Plan-** Show wiring, outlets including lighting, switching, receptacles, panel location and size.
- **Small documents**
- **Energy compliance documents-** Rescheck, Manual D, J, and S.
- **Structural Calculation-** All structural calculations must include all required design criteria (seismic, wind, snow), stamped, signed and dated by the engineer of record or architect.
- **Truss Calculations-** Truss calculations with a truss layout must include a truss verification letter from the engineer of record.
- **Special Inspection Agreement-** If required must be completed in full and signed by the owner, engineer/architect and special inspector.

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

Codes adopted:

- 2018 International Residential Code**
- 2018 International Energy Conservation Code**
- 2018 Northern Nevada Amendments**
- 2018 International Building Code**