
Douglas County Community Development
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Minden, Nevada 89423

Building Division 775-782-6224
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BUILDING DIVISION

Plan Submittal Requirements for Single Family & Two-Family Dwellings

This Includes Additions, Remodels and Accessory Structures

General Information for Submittal

- Submit two (02) complete sets of plans in blueprint or photocopy form, with a plan check deposit.
 - Provide two (02) additional plot (site) plans if parcel is on septic along with a completed septic permit application
 - Pencil drawings or original drawings are **not** acceptable
- Plans prepared by a Nevada Registered Professional must be wet stamped, signed and dated on all sheets (DCC 20.820.030B).
- If plans are NOT prepared by a Licensed Nevada Design Registered Professional then the following information must be on the plans;
 - Nevada Licensed Contractor must place their business name and license number on all sheets prepared by them along with the required signature and date (NRS 624)
 - Owner/Builder must place their name on all sheets and note on the cover sheet, denoting their responsibility for the design and preparations of the plans (NRS 624)
- Provide Title Block on each sheet of plans with the following information;
 - Address, Assessor's Parcel Number of proposed construction site
 - Name and Address of design professional, contractor or owner/builder
- If any portion of the project or structure deviates from conventional construction, a Licensed Nevada Registered Design Professional must prepare the plans, specifications or calculations for the project. Conventional construction is limited to light wood-frame structures. Such structures of unusual shape, size or split-levels are required to be designed by a Nevada Registered Professional.
- All steel or masonry construction for structures must be designed by a Nevada Registered Professional.
- A Licensed Nevada Registered Design Professional must design all construction in areas where the snow load is greater than 30 lbs per square foot.
- The cover sheet for the plans must indicate the square footage break-down, providing areas separately for the living (first & second floors) area, basement (unfinished) area, garage/storage area and all covered exterior patio, porches and deck areas.
- Plans must be drawn to an approved scale and fully dimensioned: Plot (site) plan approved scales; 1"=10', 1"=20' & 1"=30'/Construction plans (other than details) approved scales; 1/4"=1'-0" & 1/8"=1'-0" can be used if pre-approved by County Staff.
- Minimum paper size for all plan sets; 11x17 paper.
- Revisions to plans must be made on the original drawings and new blueprints or photocopies submitted. No pencil drawings or marks will be accepted on plans at submittal.
- Additions or Remodels; plans **must** have **complete** existing layout (floor) plan, showing what was/is existing prior to remodel or addition. Indicate and label the use of each existing room within the structure along with door and window locations and sizes.

Plans and specifications must be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the technical codes and all relevant laws, ordinances, rules and regulations. The following information must be incorporated on the plans as outlined below:

Plot Plan or Site Plan

1. Provide North Arrow and required dimension scale.
2. Provide APN and address of proposed project.
3. Show the entire complete parcel including all property lines dimensioned, all easements and all existing structures.
4. Provide structures (complete) footprint along with all setbacks (distance between proposed structure and the property lines) and distances between other structures on the parcel (existing and proposed).
5. Show required and approved drainage around structure; provide single contour lines showing direction (slope) of flow, finished floor elevation and existing pad elevation grade.
6. If available provide or note location of all utility laterals to the structure (water, sewer, septic, replacement field, well power, gas (propane), phone & TV (cable)).
7. Provide locations and call out street(s) name(s) and new (if required) or show existing curb, gutter, sidewalk, driveway(s) (proposed cut for new driveway) or County approved residential driveway approach(s).
8. If proposed project is in a flood zone, provide flood zone boundary lines and, if applicable, provide locations of designated multiple flood zone areas.

Foundation Plan & Floor Framing Plan

1. Provide structure foundation footprint, location and size of all piers and column footings – show all step footings and stem-walls – dimension all construction points - provide details for all footings and piers.
2. Show all locations, size, type and spacing of floor joists, girders and beams – show location of all double joists for bearing walls.
3. Call out size and type of floor sheathing.
4. Provide location of required under-floor access opening and size (min. 22"x30").
5. Provide under-floor ventilation calculations along with all the location & sizes of foundation vents.
6. Provide under-floor venting (sizes & locations) and finish floor elevation if in special hazard flood zone. (Check with front counter staff for parcel information).

Floor Plan

1. Provide floor layout for each level or story and dimension all walls, openings and construction points.
2. Indicate and label the use of each room within the dwelling or structure.
3. Provide all window locations, sizes and type (fixed, slider, casement, etc.) and meet natural light and ventilation requirements for habitable rooms.
4. Note all required fire-wall(s), materials and locations.
5. Provide all door locations, sizes, types and direction of swing.
6. Provide section detail for all stairways, handrails and guardrails.
7. Show location and size of attic access (min. 22x30).
8. Call out all room ceiling style types and heights.
9. Provide locations of all plumbing fixtures (bathtubs/showers/sinks), water heater(s), hose bibs, any other plumbing equipment and required vacuum breaker if lawn sprinkler system is included.
10. Provide location of all built-in kitchen and bathroom cabinets, and fixed appliances (both interior and exterior).
11. Provide location of each type of heating, cooling and ventilation unit equipment.
12. Provide all location(s) of fireplace(s) along with the required ICBO/UL listing number; for masonry fireplaces, provide required details and installation from manufacturer.

Building Sections

1. Show as many building sections as necessary to clearly show all framing details. Provide complete sections (half sections are unacceptable). Include garage section and all open covered porch and patio areas.
2. Provide complete construction details including bearing walls, spans of rafters, ceiling joists or trusses spacing and sizes.
3. Call out roof sheathing type and size.
4. Call out roof slope and type of roof covering.
5. Provide details or note all required connections of columns, posts and beams.
6. Provide and show insulation of R-value in ceiling, walls, under-floor or stem-walls.
7. Provide dimensions for all points of construction.
8. For habitable rooms or areas with various ceiling heights (sloped), provide a room cross-section that has floor and ceiling dimensions at the lowest and highest areas.

Roof Framing Plan

1. Provide required attic ventilation calculations.
2. Provide locations, types and size of attic roof vents.
3. Show location and size of attic access (min. 22"x30").
4. Provide and call out all beam and header locations, type and size.
5. Provide any special framing details or special connections.
6. Call out all locations and types of mechanical hardware.
7. Show any and all roof features (sky-lights) with required details.

Pre-Manufactured Trusses - each truss will be designed by a Registered Nevada Engineer. Two (2) truss packages should be submitted with plans and shall bear the wet stamp, signature and date from the engineer.

- Provide location and spacing for trusses layout per truss drawings.
- Provide location of all girder trusses as per truss drawings.

Conventional Roof Framing - design as per 1997 UBC Chapter 23

- Provide location, size and spacing for all roof joists, rafters and ridge beams.

Exterior Elevations

1. Provide all exterior views (4-sides typical) of structure.
2. Show all exterior windows and door locations.
3. Provide location of any fireplace chimneys with height dimensioned from adjacent roof.
4. Call out all exterior finishes (siding/stucco/brick) and any special features.
5. Provide vertical height dimensioning from finish grade to finish floor(s), wall heights and roof peaks on each elevation side along with roof pitch slopes and overhang lengths.

Electrical Plan

1. Provide complete floor(s) plan, identifying room areas, doors and windows.
2. Provide all electrical receptacles (outlets) and identify all required GFCI and AFCI type receptacles (outlets/lights/switches) with single line designation, any sub-panels and identify any 240-volt receptacles.
3. Show location of main meter/service panel and provide panel size (amperes) along with description of required grounding.
4. Provide locations of all required smoke detectors throughout structure.
5. Provide exhaust fan(s) with switch, in bathrooms and water closet compartments, which do not have an exterior operable window.
6. Provide location of all built-in kitchen and bathroom cabinets and fixed appliances (both interior and exterior) with all electrical serving these areas noted.
7. Provide location of all electrical disconnects in relationship to fixed appliances.
8. Electrical calculation may be required for a particular size of project (check with the county plan check staff).

INCOMPLETE PLANS WILL NOT BE ACCEPTED

RESIDENTIAL BUILDING PERMIT APPLICATION

Douglas County Community Development RESIDENTIAL BUILDING PERMIT APPLICATION	Permit Number
	Permit Type
	Submittal Date

Assessor's Parcel #	Proposed Construction Description	Valuation
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Jobsite Street Address	FLOOD ZONE DESIGNATION
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Owner	Owner's Name	Phone Number	
	Mailing Address		
	City	State	Zip Code

Applicant	Applicant's Name	Phone Number	
	Mailing Address		
	City	State	Zip Code

Engineer	Engineer or Architect's Name	Nevada License Number	
	Mailing Address		
	City	State	Zip Code

Contractor	Contractor's Name or "Owner/Builder"	Nevada License #/Limit Amount	
	Mailing Address		
	City	State	Zip Code

I will save, indemnify, and keep harmless the COUNTY OF DOUGLAS, its officers, employees, and agents against all liabilities, judgments costs, and expenses which may accrue against them in consequence of the granting of this permit, inspections, or use of any on-site or off-site improvements placed by virtue hereof, and will in all things strictly comply with all applicable rules, ordinances, and laws
 Signature constitutes an attestation by the owner that application complies with all covenants, conditions, and restrictions

Applicant's Signature _____ Date: _____

Sewer/Water	PROJECT LOCATION		(Check Applicable Systems)	
	Town of:	Water Service Area:	Water	
			Well <input type="checkbox"/>	Community Water <input type="checkbox"/>
	General Improvement District:	Sewer Service Area:	Sewer	
		Septic <input type="checkbox"/>	Community Sewer <input type="checkbox"/>	

FOR OFFICE USE ONLY	Deposit Amount:	Receipt Number:	BUILDING PERMIT FEES		
	Outside PC	Over/Counter	Area Code	Valuation (Check Limit)	Permit Fee:
	Roof Material		Square Footage	RCT Park:	Plan Check Fee:
	Taken In By:			RCT School:	Septic Fee:
	COMMENTS:			RCT Road:	Other (Specify)
					TOTAL FEES:
				Fee Calc'd By:	FEES DUE:

APPLICATION SUBMITTAL REQUIREMENTS FOR RESIDENTIAL PLANS

Two (2) Complete Sets of Plans, to approved scale: Plot (site) scales; 1"=10',20' or 30'/ Construction plans approved scales; ¼" or 1/8"=1'0". Minimum size of 11 x 17 inch paper, with plan check deposit. Each set of plans must have an original signature of the person responsible for plan design and include the following:

1. **Plot plan** drawn to approved scale showing lot size, setbacks, north arrow, all existing and proposed structures and location of any easements and utilities;
 2. **Foundation plan** with foundation details and flood zone requirements, when applicable;
 3. **Floor plans** identifying all rooms, size and use, window and door sizes, and electrical, mechanical and plumbing locations;
 4. **Roof plan** (if unconventional roof, provide truss calculations with wet stamps). The Architect or Engineer of record shall indicate their approval by wet signing both sets of roof truss calculations and drawings;
 5. **Framing plans with framing details and cross section.** (If structure is unconventionally framed **or** is at Lake Tahoe, provide wet stamped structural calculations and correlating stamps on structural plans);
 6. **Building elevations** showing height from natural grade to peak of roof, all sides of structure;
 7. **Heat loss** calculations (REScheck);
 8. **Installation specifications** of fireplaces, woodstoves, heating units, etc;
 9. **If the construction is located within a primary or X-shaded flood zone** as shown on the Flood Insurance Rate Maps (FIRM) provided by FEMA, show topographic lines and indicate elevation of natural grade at each corner of structure, and indicate lowest floor elevation. (**NOTE:** In this instance, a separate *Floodplain Development* application must be submitted concurrently with the Building Permit application.
 10. **If project is located within the Lake Tahoe Basin**, TRPA approval Qualified Exempt or Exempt must be indicated on the plans by their **original** stamp and/or applicable approved TRPA permit.
- Septic application** (if applicable) with two (2) *additional plot plans* (per septic requirements) **or**,
- If structure is to be connected to community sewer/water**, a copy of approval or receipt indicating payment of all sewer and water fees shall be submitted prior to permit issuance. Douglas County Sewer and Water districts require an application be filled out at time of submittal and payment is due upon issuance of the permit.

***All Architects, Engineers, and Contractors shall be licensed in the
STATE OF NEVADA***