



# DOUGLAS COUNTY

## COMMUNITY DEVELOPMENT DEPARTMENT

1594 Esmeralda Avenue, Post Office Box 218,

Minden, Nevada 89423

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### For Office Use Only

Date \_\_\_\_\_

Received By \_\_\_\_\_

Application Number \_\_\_\_\_

## GENERAL BUILDING PERMIT APPLICATION

The following application form is provided for persons to submit a **General Building Permit Application** with Douglas County. As an applicant, you must complete this form and incorporate all requested information, as prescribed by the submittal requirements, before the application is accepted by the Community Development Department. Note: Upon review of this application, Douglas County may require additional documentation and/or applications. By completing this application you are also confirming you have read Title [20.01.100 Right to Farm](#).

**\*Permit will expire if the first inspection has not been performed within 180 days from date of issuance\***

APPLICATION TYPE: (CHECK ALL THAT APPLY):			
Residential	Commercial	Other	
<input type="checkbox"/> Residential Permit	<input type="checkbox"/> Commercial Permit	<input type="checkbox"/> Pool / Spa / Hot tub	
<input type="checkbox"/> Allocation (Valley Only)	<input type="checkbox"/> Sign - Commercial	<input type="checkbox"/> Revision (# _____) (Only pg 1 & 3 req)	
<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Change/Certificate of Occupancy	<input type="checkbox"/> Solar Photovoltaic/Geo thermal/Wind Turbine	
<input type="checkbox"/> Septic / Perc		<input type="checkbox"/> Generator	
<input type="checkbox"/> Patio/Deck/Retaining Wall		<input type="checkbox"/> Grading Permit <input type="checkbox"/> Residential / <input type="checkbox"/> Commercial	
		<input type="checkbox"/> Elevation Certificate	
PROJECT LOCATION/INFORMATION:			
Street Address (if available):			Unit #:
Assessor's Parcel Number(s):		Required-Assessor's website- <a href="http://www.douglascountynv.gov">www.douglascountynv.gov</a>	
Town/GID (if applicable):		Regional/Community Plan (if applicable):	
Floodplain*:		Roof Material:	
Zoning (current):		WUI Class: <span style="color: red;">Valley: Obtain WUI Classification from East Fork Fire District</span>	
Lot Setbacks-Front:	Side/Street side:	Rear:	Square Ft:
<b>Total Project Valuation</b> (this includes all material, labor and services to complete project): \$			
*A Floodplain Development Permit is required for a development in Special Flood Hazard Areas and Flood Zones A, AE and AO require Elevation Certificates at design and before final inspection (Section 110 IBC).			
PROJECT DESCRIPTION:			
Project Name (if applicable):			
Brief description of project or request:			
<b>Uses</b> (check all that apply):			
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial/Industrial/Manufacturing	<input type="checkbox"/> Other _____

**Residential**

**Residential Permit:**  Single Family  Accessory Dwelling  Accessory Structure  Duplex  Triplex  Townhome  
 Other ( Patio Cover;  Solar;  \_\_\_\_\_)

Rebuild  Addition  Remodel/Repair

**Fire Sprinklers**  Yes  No

VALLEY Contact East Fork Fire for their requirements.

TAHOE BASIN Contact Tahoe Douglas Fire for their requirements.

See Title 20 – Appendix B [903.2.2](#) for details.

**Accessory:**  Barn/Shed  Carport  Garage/Shop  Accessory Structure (with conditioned space  Yes  No)  
 New  Existing  Remodel Number of Bedrooms \_\_\_\_\_ Fixture Units \_\_\_\_\_

**Building Allocation (if applicable-Valley ONLY) (DCC [20.560](#)):**  Individual (1-4)  Project (5+)  Vested  Not applicable

Allocation Transfer  Time Extension

Request for \_\_\_\_\_ allocation(s)

Request to transfer \_\_\_\_\_ allocation(s). Please attach a justification statement describing the circumstances under which the transfer is being sought (refer to DCC [20.560.140](#) for eligibility)

*If requesting exemption under DCC [20.560.100](#), ask Staff for application.*

**Tahoe Basin Allocation** will be issued a reservation letter when the building permit is submitted and deposit paid.

**Manufactured Home:**

New  Replacement

Tie Down  Foundation-Footing/Stem wall

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Dimension (length x width): \_\_\_\_\_ Square Footage: \_\_\_\_\_

Sewer Provider: (provide connection receipt)

From: \_\_\_\_\_

Water Provider: (provide connection receipt)

From: \_\_\_\_\_

Well:

Permit # \_\_\_\_\_

**Septic (if applicable):**  New  Existing  Replacement  Conventional  Engineered

Number of Bedrooms: \_\_\_\_\_ Fixture Units: \_\_\_\_\_

Septic Tank Size: \_\_\_\_\_ Number of Leach Lines: \_\_\_\_\_

Leach Line Length: \_\_\_\_\_ Acreage of Parcel: \_\_\_\_\_

**Percolation** Test performed by: \_\_\_\_\_ Date: \_\_\_\_\_

Does the plot plan accurately show location of percolation test?  Yes  No

**Deck/Patio Cover:**  Attached  Unattached Dimension: \_\_\_\_\_ Sq.Ft. \_\_\_\_\_

**Retaining Wall:** Over 4 feet (measured from base of footing)  Yes  No Lineal Ft: \_\_\_\_\_

**Owner Builder:**  Yes  No

**If YES,** a signed [State of Nevada Owner/Builder Affidavit](#) must be submitted with application.

**Commercial**

**Commercial Permit:**  New  Addition  Tenant Improvement  Change of Occupancy  Temporary Office  Townhome

Occupancy Type:

Occupancy Load:

Construction Type:

Square Footage:

Fire Sprinkler System:

Yes  No

Fire Hydrant (within 100 ft):

Yes  No

Kitchen Hood (Type 1 hood):

Yes  No

**Health Dept Permit:**  Food/Bar  Pool/Spa  Childcare  Other \_\_\_\_\_

Sewer Provider: (provide permit or approval receipt)

Water Provider: (provide permit or approval receipt)

**Commercial Sign Information:**  Wall  Monument  Other \_\_\_\_\_ Estimated Value \$ \_\_\_\_\_

Existing sign Sq Ft: \_\_\_\_\_ Proposed Sign Sq Ft: \_\_\_\_\_ Total Sign Face Sq Ft: \_\_\_\_\_

Height from ground to bottom of sign \_\_\_\_\_ Signs to be removed  Yes  No If yes, Sq Ft: \_\_\_\_\_

**(See Checklist for requirements.)** \* Some signs may be subject to a previously approved Master Sign Plan for multi-tenant commercial buildings. Minimum submittal paper size is 11" x 17". Elevation drawings may be included on the site plan.

**It is not recommended that a sign be ordered or fabricated prior to Sign Review Approval.**

**\*\*Application must be signed by the property Owner/HOA/or Property Manager.**

**Other**

**Generator:** Size: \_\_\_\_\_ (If Commercial, Fire District approval required)  
Tahoe Basin:  Yes  No (Verify disconnect location requirements)  
Tahoe/TRPA ONLY: On existing coverage  Yes  No (If Yes, TRPA is exempt; If No, TRPA review/approval required)

**Solar:**  Roof Mount  Ground Mount (All Solar requires Fire District approval)

**Hot Tub:**  New  Replacement  
 Verify safety glass/egress  Verify disconnect location  Verify safety cover  Verify structural integrity of deck

<b>Elevation Certificate:</b> Principal Use of Proposed Improvement: _____ Accessory Use of Proposed Improvement (e.g. storage, parking, etc): _____ Is the proposed improvement an addition or modification to a non-conforming use? _____	Size of Existing Structure/Addition (SF): _____; Value \$ _____ Size of Proposed Structure/Addition (SF): _____; Value \$ _____
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**APPLICANT INFORMATION:**

Property Owner	Authorized Representative/Contact*
Name:	Name:
Mailing Address:	Address:
City: State: Zip:	City: State: Zip:
Phone:	Phone:
Email:	Email:
Design Professional	Contractor
Name:	Name:
Address:	Address:
City: State: Zip:	City: State: Zip:
Phone:	Phone:
Email:	Email:
NV State License #:	NV State Contractor's License #: Class:

**Owner: (signature required)**

As the owner, I agree to save, indemnify, and keep harmless the COUNTY OF DOUGLAS, its officers, employees, and agents against all liabilities, judgements, cost, 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.

\_\_\_\_\_  
Property Owners Name    Property Owner's Signature    Date

**Authorized Representative:**

As the owner's authorized representative, I agree to comply with all applicable rules, codes and laws relative to this application. ***If the property owner wants to give full authorization to this Authorized Representative for the project on this application, please complete the Blanket Authorization form attached to the hereto.***

\_\_\_\_\_  
Owner's Authorized Representative    Representative's Signature    Date

\*The authorized representative/contact person listed on the permit will be the person addressed on all correspondence and phone calls.

**DOUGLAS COUNTY GENERAL BUILDING APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST**

775-782-6224	Residential								Commercial			Other				
	Residential Permit/Accessory	Allocation (Valley only)	Manufactured Home	Septic/Perc	Patio/Deck/Retaining Wall	Garage/Shop (no conditioned space)	Barn/Shed	Carport	Commercial Permit	Sign - Commercial	Change of Occupancy	Pool / Spa	Revision / Name Change	Solar Photovoltaic/Geo thermal/Wind Turbine	Generator	Grading Permit
FEE- check with staff	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
01 APPLICATION FORM	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
02 NOT APPLICABLE LETTER	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
03 DIGITAL COPY OF ENTIRE SUBMITTAL	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
04 TAX RECEIPT (Paid Current)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
05 CONNECTION LETTER/RECEIPT/PERMIT	1		1			1	1		1							
06 STRUCTURAL CALCULATIONS	2		2		2	2	2	2	2	2		2		2		
07 PLANS																
COVER SHEET									2							
PLOT/SITE PLAN	1		2	2	2	2	2	2	2	2	2	2	2	2	2	2
FOUNDATION PLAN & STRUCTURAL FLOOR PLAN	1		2		2	2	2	2	2	2			2	2		
FLOOR PLAN	1		2		2	2	2	2	2		2		2			
ROOF FRAMING PLAN	1				2	2	2	2	2				2	2		
ELEVATION PLAN	1		2		2	2	2	2	2	2			2	2		
BUILDING SECTIONS	1		2		2	2	2	2	2	2		2		2		
ELECTRICAL/MECHANICAL/PLUMBING PLANS	1				2	2	2	2	2	2		2	2	2	2	
STRUCTURAL PLANS	1		2		2	2	2	2	2	2		2		2		
08 A SEPARATE SUBMITTAL TO THE LOCAL FIRE AGENCY	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*
09 COMMERCIAL REQUIREMENTS									2	2						
10 ADDITIONAL REQUIREMENTS	2		2	2	2	2	2	2	2	2	2	2	2	2	2	2

**Notes:**

- a) Refer to the following pages for a description of the submittal requirements.
- b) The numbers in the squares denote the minimum number of copies required for submittal



## **Building Permit - Submittal Requirements & Descriptions**

**Note:** Upon review of your submittal, Douglas County may require additional documentation and/or applications.

**Plan size requirements**, to approved scale: Plot (site) scales; 1"=10', 20' up to 60' max. Construction plans approved scales; ¼"=1'0"; Once printed after issuance, minimum size of 11 x 17 inch paper; maximum size 24" x 36". No varying size pages (paper size must be consistent on all pages).

Each set of plans must have an original signature of the person responsible for the plan design.

All building permit submittals will require a deposit prior to review. Once your application is accepted, you will receive a notification with your deposit amount, and instructions for paying online.

1. **Application Form and Application Fee.** The four pages of the completed General Building Application form, including all required information and signatures, plus one copy of each required checklist item (see checklist matrix) must be submitted along with the deposit. Fees vary from project to project. Please contact the public counter for estimates 775-782-6224.
2. **Not Applicable Letter.** For any item that is required on the submittal requirement checklist, but not included with the application, the applicant shall provide a letter stating the reason for not providing each item.
3. **Tax Receipt.** Provide documentation showing that all taxes and assessments are paid current as of the date of the application.
4. **Connection Receipt.** If required to connect to public water and/or sewer, receipts of payment from the utility purveyor will be required at time of issue.
5. **Energy Calcs (REScheck, COMcheck)** <https://www.energycodes.gov/rescheck>
6. **HVAC Calcs (Manual J, S)**
7. **Cut Sheets (Manufacture Specifications).** Documents that outline the product, material and process for installation of mechanical equipment; such as HVAC, machinery, fireplaces, etc.
8. **Elevation Certificate.** New construction and additions in the primary floodplain require a series of three (3) elevation certificates.
9. **Structural Calculations.** Calculations package, stamped by a Nevada Licensed Engineer.
10. **Plans** **ALL PLAN SHEETS MUST BE SIGNED AND/OR SEALED BY THE DESIGN PROFESSIONAL OR PERSON WHO CREATED THE PLANS.**

**Cover Sheet.** Plans shall include the following minimum sheets or details.

- Building Codes used for project (Current Design Criteria)
- Sheet Index (table of contents)
- Indicate if the building has fire sprinkler suppression system
- Square footage – existing ft<sup>2</sup> + proposed additional ft<sup>2</sup> = total ft<sup>2</sup> (breakdown for T.I.'s with additional square footage)
- Indicate special Inspection/structural observation (if required)
- Identification of all design professionals, contractor(s), and owner
- Deferred submittals (ie: Fire)

**Additional items for Commercial –**

- Shell Building Construction Type

- Occupancy Type (with architectural design analysis for mixed occupancy T.I.'s)
- Occupant load – existing + proposed additional load = total occupant load (breakdown for T.I.'s with additional square footage)
- Plans shall include **Key Plan**, identifying the location of the unit or suite to be remodeled or improved within a larger complex.

**Plot Plan or Site Plan (MUST BE SIGNED BY THE DESIGN PROFESSIONAL OR OWNER.)**

- Provide North Arrow.
- Provide APN and address of proposed project.
  - Show proposed new structures, any existing buildings or structures, all property lines with dimensions, all streets, easements and setbacks. (at required scale)
  - Provide structures (complete) footprint along with all setbacks lines (distance between proposed structure and the property lines) and distances between other structures on the parcel (existing and proposed) and all easements.
  - Show required and approved drainage around structure; provide single contour lines showing direction (slope) of flow, finished floor elevation and existing pad elevation grade.
  - Provide location of all utility laterals to the structure (water, sewer, septic, replacement field, well power, natural gas or propane. (existing and proposed)
  - 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).
  - If proposed project is in a flood zone, provide flood zone boundary lines and, if applicable, provide locations of designated multiple flood zone areas.
  - **Commercial** – show required building separations.

**For Septic please include information (See Exhibits A, B & C):**

- Signature of owner or owner's representative.
- Show the distance of neighboring well and septic systems from the proposed septic system.
- Dimensionally locate well on the lot. Show distance from the well to the nearest portion of the proposed septic system. Minimum distance allowed is 100' when well is sealed to 50' and 150' when well is not sealed.
- Dimensionally locate percolation holes. Note: Location of percolation test must be within the actual area of the proposed field.
- Show (label and dimension) all proposed septic system components (distribution box, tank, leach lines, etc.) and note the size of the septic tank.
- Show the distance of the well and proposed septic system from all property lines.
- Show number of bedrooms in the house, existing and/or proposed.
- Show the depth, length, width and spacing of septic field trenches.
- Show the distance of any watercourse (pond, lagoon, stream, drainage ditch, etc.) within 500 feet of proposed septic system. If there are none, then note that on the plot plan.
- Dimensionally locate sewer clean-out within 2' outside of the structure.
- Indicate percentage of slope in two (2) directions across the leach field.
- Note the distance to the nearest public sewer system.
- Indicate the location of the replacement leach field area.

**Foundation Plan & Structural Floor Plan MUST BE SIGNED AND SEALED BY LICENSED NEVADA ENGINEER**

- Show all foundations and footings.
- Indicate size, locations, thicknesses, materials, strengths and reinforcing
- Show all locations, size, type and spacing of floor joists, girders and beams – show location of all double joists for bearing walls.
- Call out size and type of floor sheathing.
- Provide location of required under-floor access opening and size (min. 18" x 24").
- Provide under-floor ventilation system calculations along with all the location & sizes of foundation vents.

- Provide under-floor venting (type, sizes & locations) and finish floor elevation if in special hazard flood zone.

#### **Floor Plan MUST BE SIGNED AND/OR SEALED BY THE DESIGN PROFESSIONAL OR OWNER**

- Provide floor layout for each level or story and dimension all walls, openings and construction points.
- Indicate and label the use of each room within the dwelling or structure.
- Square footage – include all habitable, garage, deck/patio/covered/uncovered, total fire area. If an addition, please include existing square footage.
- Provide all window locations, sizes and type (fixed, slider, casement, etc.) and meet natural light and ventilation requirements for habitable rooms.
- Note all required fire-wall(s), materials and locations.
- Provide all door locations, sizes, types and direction of swing.
- Provide section detail for all stairways, handrails and guardrails.
- Show location and size of attic access (min. 22" x 30").
- Call out all room ceiling style types and heights.
- 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.
- Provide location of all built-in kitchen and bathroom cabinets, and fixed appliances (both interior and exterior).
- Provide location of each type of heating, cooling and ventilation unit equipment.
- 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.

#### **Roof Framing Plan MUST BE SIGNED AND SEALED BY LICENSED NEVADA ENGINEER**

- Provide required attic ventilation calculations.
- Provide locations, types and size of attic roof vents.
- Show location and size of attic access (min. 22" x 30").
- Provide and call out all beam and header locations, type and size.
- Provide any special framing details or special connections.
- Call out all locations and types of mechanical hardware.
- Show any and all roof features (sky-lights) with required details.
- Provide location of all girder trusses as per truss drawings.
- Provide location, size and spacing for all roof joists, rafters and ridge beams.
- Pre-Manufactured Trusses - trusses will be designed by a Registered Nevada Engineer. Provide approval letter for truss design and shall bear the signed/ wet or electronic, signature and date from the engineer.
- Conventional Roof Framing - design per Chapter 8 of the International Residential Code.

#### **Exterior Elevations MUST BE SIGNED AND/OR SEALED BY THE DESIGN PROFESSIONAL OR OWNER**

- Provide all exterior views (4-sides typical) of structure.
- Show all exterior windows and door locations.
- Provide location of any fireplace chimneys with height dimensioned from adjacent roof.
- Call out all exterior finishes (siding/stucco/brick) and any special features.
- 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, roofing material and overhang lengths.

#### **Building Sections**

- 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.
- Provide complete construction details including bearing walls, spans of rafters, ceiling joists or trusses spacing and sizes.
- Call out roof sheathing type and size.
- Call out roof slope and type of roof covering.
- Provide details or note all required connections of columns, posts and beams.



- Provide and show insulation of R-value in ceiling, walls, under-floor or stem-walls.
- Provide dimensions for all points of construction.
- 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.
- Commercial – show height, number of stories and any rooftop mechanical equipment with screening details.

**Electrical, Mechanical & Plumbing Plan MUST BE SIGNED AND/OR SEALED BY THE DESIGN PROFESSIONAL OR OWNER.**

- Provide complete floor(s) plan, identifying room areas, doors and windows.
- 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.
- Show location of main meter/service panel and provide panel size (amperes) along with description of
  - required grounding.
- Provide locations of all required smoke and carbon monoxide detectors throughout structure.
- Provide exhaust fan(s) with switch, in bathrooms and water closet compartments.
- Provide location of all built-in kitchen and bathroom cabinets and fixed appliances (both interior and exterior) with all electrical serving these areas noted.
- Provide location of all electrical disconnects in relationship to fixed appliances.
- Electrical calculations are required for photovoltaic and generator systems.

**\*\*Structural Plans, Details and Construction notes by signed/sealed by a Licensed Nevada Engineer\*\***

**11. A separate submittal to the local fire agency.** It is the applicant’s responsibility to submit their building permit to the local fire agency.

**12. Commercial Requirements.**

- Douglas County Major Design review approval letter with response required and the applicable Town final approval letter.
- Soils / Geological / Drainage Report
- Landscaping & Irrigation Plan
- Engineers Estimated Cost of Site Improvement
- Civil Plans (2 with commercial submittal & 4 individual civil plans)
- Equipment Cut sheets
- [Health Department](#) submittal (Restaurant/Bar, pools/spas, School and Childcare, Tattoos & Piercings and more)
- Sign – Elevations in color, bolting or attachment information, dimension of building, Engineering if req’d. All easements must be shown on the site plan. Also provide a site triangle in accordance with Design Standards-[Engineering Division 3.9.2.5.](#)

**13. Additional Submittal Requirements**

- 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.
- If project is a new Dwelling Unit located within the Lake Tahoe Basin, a **TRPA** allocation is required.
- Tahoe Township within Douglas County Water service area, a new pit setter & meter is required for any project with valuation of \$20,000 or more.
- If project is a new Dwelling Unit located in the Valley, an Allocation Application must be submitted concurrently with the Building Permit Application, if not in a vested subdivision.
- Energy compliance - calculations REScheck / COMcheck & Manual J & S (deferred submittal at framing)
- Accessory Dwelling – submit Accessory Dwelling Disclaimer – see **Exhibit “D”**, Domestic [Water Well form](#) and follow our [Accessory Dwelling submittal guide](#).
- Accessory Structure ONLY – [Plumbing Fixture Count for Detached Non-Dwelling Units document](#) (per NAC 444.818)

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





# DOUGLAS COUNTY NEVADA COMMUNITY DEVELOPMENT BLANKET LETTER OF AUTHORIZATION

This document shall serve as a blanket letter of authorization for the owner to designate official representatives:

\_\_\_\_\_.

I certify under penalty of perjury that I am the legal owner, or the authorized representative for the legal entity having title to the following property: (list all Assessor Parcel Numbers which apply): \_\_\_\_\_, and I hereby authorize the persons or entities named above to act on my behalf with respect to all matters necessary to complete the aforementioned project, including executing all necessary documents and attending public hearings. I may choose to replace my representative by filling out a new Blanket Authorization Form and submitting it to the Douglas County Community Development.

I further agree to indemnify and hold Douglas County harmless, along with its employees and agents, from any suit, liability, claims, actions, demands, costs, expenses, attorney fees and causes of action arising from this authorization or the actions of my representative related thereto.

I also declare and certify under penalty of perjury under the laws of the State of Nevada that the information contained in this Blanket Letter of Authorization and the Douglas County Community Development Application is true and correct.

**OWNER(s) of RECORD:** (Include extra sheets if necessary)

_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date

**Note:** For permits requiring a public hearing, this application must include the names of all owners and, if a corporation, all stockholders and officers (Douglas County Code [20.04.010](#)). You must provide documentation from the legal entity which authorizes the person executing this document to act on the legal entities' behalf.

**You are required to obtain a notarized signature for each person who signs this document and notary blocks are included below (use as many extra sheets as necessary).**

**Notary Public**

STATE OF NEVADA     )  
  ) ss.  
COUNTY OF DOUGLAS)

On this \_\_\_\_ day of \_\_\_\_\_ 202\_\_, \_\_\_\_\_  
\_\_\_\_\_ personally appeared before me, a Notary Public, and proved to me to be the person whose name is subscribed to foregoing instrument, and acknowledged to me that he executed the foregoing instrument.

\_\_\_\_\_  
NOTARY PUBLIC



## EXHIBIT "A"

### Percolation Test Results

**Percolation Test # 1**      Presoak Start Time: \_\_\_\_\_      Presoak End Time: \_\_\_\_\_  
 Depth of Hole: \_\_\_\_\_      Number of Hours Presoak: \_\_\_\_\_      Date of Test: \_\_\_\_\_

Start Time	Water Depth Start	Stop Time	Water Depth Stop	Time Intervals	Drop in Inches

Perc Rate \_\_\_\_\_

**Percolation Test #2**      Presoak Start Time: \_\_\_\_\_      Presoak End Time: \_\_\_\_\_  
 Depth of Hole: \_\_\_\_\_      Total Hours Presoak: \_\_\_\_\_      Date of Test: \_\_\_\_\_

Start Time	Water Depth Start	Stop Time	Water Depth Stop	Time Intervals	Drop in Inches

Perc Rate \_\_\_\_\_

Use lowest drop in inches to compute perc rate.  
**Divide time interval in minutes by drop in inches equals perc rate.**  
**Minimum design rate is 10. (Per NAC 444)**



## Exhibit "B"

### *Soils Analysis & Depth to Ground Water*

*Define soil by type and color at 1' intervals to 10' below grade.*

*Identify highest potential to ground water.*

Date: \_\_\_\_\_

<i>Soils Analysis</i>	<i>Depth to Ground Water</i>
<b>1'</b>	<b>1'</b>
<b>2'</b>	<b>2'</b>
<b>3'</b>	<b>3'</b>
<b>4'</b>	<b>4'</b>
<b>5'</b>	<b>5'</b>
<b>6'</b>	<b>6'</b>
<b>7'</b>	<b>7'</b>
<b>8'</b>	<b>8'</b>
<b>9'</b>	<b>9'</b>
<b>10'</b>	<b>10'</b>



## Exhibit "C"

### Calculating Size of System

NOTE: The system is sized based on tank size, perc rate and effective depth.

<u>Number of Bedrooms</u>	<u>Minimum Liquid Capacity of Tank (in gallons)</u>
3 or less	1,000
4	1,200
5 or 6	1,500
More than 6	150 gallons for each additional bedroom must be added to 1,500 gallons.

<u>Percolation Rate</u>	<u>Design Application Rate (gallon/square foot)</u>
0-10	1.6
11-15	1.3
16-20	1.1
21-25	1.0
26-30	0.9
31-40	0.8
41-50	0.7
51-60	0.6

#### Example of how to size your system

Step 1 – Choose tank size based on number of bedrooms.

Step 2 – Use the slower percolation rate to determine gallon/square foot design application rate.

Step 3 – The absorption area is calculated by dividing the capacity of the septic tank by the design application rate as follows:

4 bedroom house = 1,200 gallon tank  
 Perc rate of 23 minutes = 1  
 1,200 by ÷1 = 1,200 square feet

Step 4 – Multiply the effective sidewall by 2, maximum depth is 4', 4 x 2 = 8.

Step 5 – Determine the required length by dividing the required absorption area by the effective sidewall as follows:

1,200 square feet ÷ 8 (depth of trench multiplied by 2) = 150 lineal feet.

Step 6 – Maximum length of leach line is 110 feet. A minimum of two trenches, 75 feet long with 4 feet of aggregate beneath the distribution lines, is acceptable.

.....  
Enter your calculation below:

Number of Bedrooms \_\_\_\_\_ Tank Size \_\_\_\_\_ Perc Rate \_\_\_\_\_

Tank Size \_\_\_\_\_ ÷ Design Application Rate \_\_\_\_\_ = \_\_\_\_\_

Sidewall depth X 2 = \_\_\_\_\_ Number & Length of lines \_\_\_\_\_

Or Number of Infiltrators used \_\_\_\_\_



**NAC 444.815** Plumbing accessory structure into system serving single-family dwelling. ([NRS 439.200](#), [444.650](#))

1. An accessory structure may be allowed to plumb into an individual sewage disposal system that serves a single-family dwelling if:

- (a) The accessory structure is used in conjunction with the single-family dwelling; and
- (b) The septic tank has sufficient capacity to accommodate the total number of fixtures in the accessory structure and the single-family dwelling, as determined by the following table:

TYPE OF FIXTURE	FIXTURE UNITS
Bathtub	2
Bidet	2
Drinking fountain	1
Floor drain	2
Interceptor:	
For items such as grease, oil or solids	3
Laundry tub	2
Machine for washing clothes	2
Sewer connection for a recreational vehicle	6
Shower, single stall	2
Sink:	
Bar, private (1 1/2-inch or 38.1-millimeter minimum waste)	1
Bathroom (single)	1
Bathroom (double)	2
Kitchen, with or without dishwasher (2-inch or 50.8-millimeter minimum waste)	2
Service	3
Toilet	6
Urinal	2

2. For the purposes of this section, each fixture unit must be rated at 25 gallons.  
 (Added to NAC by Bd. of Health by R100-07, eff. 10-31-2007)



**Exhibit "D"**

**ACCESSORY DWELLING DISCLAIMER**

The proposed structure to be permitted under building permit number \_\_\_\_\_ has not gone through minor design review and is not recognized as an accessory dwelling by Douglas County.

**Douglas County Code, Title 20, [Appendix A](#)**, defines an accessory dwelling as an attached or detached dwelling unit\* determined by minor design review to be accessory to the permitted principal use; which provides complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation; which is intended for occupation by paying or non-paying guests, members of the family, or person employed on the premises; which is located on the same parcel as the permitted principal use.

It is the responsibility of the property owner to utilize the proposed structure as intended and not as an accessory dwelling. If in the future the property owner decides to convert the structure into an accessory dwelling, the property owner will be responsible for going through the minor design review process and obtaining all necessary permits.

\* \* \*

I hereby certify that I am the owner of the property listed below; that I understand the definition of accessory dwelling; and that I will not use the proposed structure permitted under building permit number \_\_\_\_\_ as an accessory dwelling without legally converting it to an accessory dwelling by going through the minor design review process and obtaining all necessary permits.

APN: \_\_\_\_\_

APN Flagged: \_\_\_\_\_

Staff Initial Here

Physical Address of Project: \_\_\_\_\_

Description of Work: \_\_\_\_\_

\_\_\_\_\_  
Legal Property Owner (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
St

\_\_\_\_\_  
Zip

Witness: \_\_\_\_\_

Print Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## COMMUNITY DEVELOPMENT

1594 Esmeralda Avenue  
P.O. Box 218  
Minden, Nevada 89423

775-782-6200  
[building@douglasnv.us](mailto:building@douglasnv.us)  
[www.douglascountynv.gov](http://www.douglascountynv.gov)

Fax: 775.782.9007  
(Updated 03-29-2024)

# **BUILDING CODES AND DESIGN CRITERIA**

Douglas County Board of County Commissioners adopted the following codes on June 6, 2019. **It will be effective for all submittals on or after April 2, 2024.**

### **Adopted Building Codes:**

- 2018 Northern Nevada Code Amendments [Northern Nevada Chapter International Code Council \(nnicc.org\)](http://www.nnicc.org)
- 2018 International Building Code (IBC)
- 2018 International Residential Code (IRC)
- 2018 Uniform Plumbing Code (UPC)
- 2018 Uniform Mechanical Code (UMC)
- 2017 National Electrical Code (NEC)
- 2018 International Energy Conservation Code (IECC)
- 2018 International Fuel Gas Code (IFGC)
- 2018 International Fire Code (IFC)
- 2018 International Urban Wildfire Interface Fire Code for the Lake Tahoe area (WUI)
- Hazard Map Link: <https://ascehazardtool.org/>

Amendments to these codes are available on the County website: [www.douglascountynv.gov](http://www.douglascountynv.gov) or [Douglas County Code Title 20-Appendix B](#) East Fork Fire Appendix (B1) Tahoe Douglas Fire Appendix (B2)

### **Site elevations of 5,999 Feet and under:**

- **Seismic Zone:** IBC = D / IRC = D2 & E for some site-specific areas
- **\*Wind Speed:** Minimum 120 MPH V ult' – Exposure C (see footnotes)
- **Ground Snow Load:** See snow load table- Appendix B per (ASCE7 Design Reduction allowed)
- **Frost Depth:** 18" (inches) minimum
- **Soil Bearing:** 1,500 PSF maximum or site specific

### **Site elevations 6,000 Feet and above:**

- **Seismic Zone:** IBC = D / IRC = D2 & E for some site-specific areas
- **\*Wind Speed:** Minimum 120 MPH V ult' – Exposure C  
(Exposure B may be used in areas between ¼ mile of the lakeshore & below the elevation of 7,200 feet)
- **Ground Snow Load:** See snow load table- Appendix B per (ASCE7 Design Reduction allowed)
- **Frost Depth:** 24" (inches) minimum
- **Ice Shields Required** above 6,000 feet elevation
- **Soil Bearing:** 1,500 PSF maximum or site specific

### **Single Family Dwelling (SFD) Design: Per Title [20.690.030\(Z\)](#).**

- Minimum Roof Pitch: 4:12 (inches) – Maximum Building Height: 35'-0" (feet)
- Minimum Size Dwelling: 20' minimum width 20' minimum depth
- Minimum Soffit Eaves (overhang): 18" (inches)
- 3 or more gable ends and building offsets recessed/alcove or similar features
- Minimum of 2-car off-street covered parking (carport or garage) **Required**

**\*Wind Speed:** Minimum basic wind speed for category 1 shall be 110 mph V ult'  
Minimum basic wind speed for risk category II shall be 120 mph V ult'  
Minimum basic wind speed for category III shall be 130 mph V ult'



**Table 1608.2.1 Ground Snow Loads  $P_g$ , For Northern Nevada Locations  
[From 2018 Northern Nevada Amendments]**

Elevation In Feet	West of U.S. Hwy 395 Eastern Sierra Slope, Douglas County, $P_g$ (Pounds Per Square Foot)	<i>West of U.S. Hwy 395 and East of Hwy 88, Douglas, County, <math>P_g</math> (Pounds Per Square Foot)</i>	East of U.S. Hwy 395 Douglas County, $P_g$ (Pounds Per Square Foot)	All Nevada Counties, Lake Tahoe Basin $P_g$ (Pounds Per Square Foot)
4500	30	30	30	-
5000	30	30	30	-
5100	41	31	31	-
5200	52	33	33	-
5300	64	34	34	-
5400	75	35	35	-
5500	86	40	37	-
6000	142	52	43	220
6500	171	64	43	235
7000	200	76	57	250
7500	215	88	57	265
8000	229	100	86	280
8500	243	-	86	295
9000	271	-	114	330
9500	300	-	142	390
10000	357	-	142	420

**1609.4.4 Douglas County Exposure Category.**

*An exposure of "C" shall be used as a minimum in the design of all structures within the County. All structures within ¼ mile from the shoreline at Lake Tahoe shall be designed as minimum exposure "C". Exposure B may be used for all structures in the Lake Tahoe basin area between ¼ mile of the lake and below the elevation of 7200 feet and meeting the requirements of exposure B. When applying the simplified wind load method, a single exposure category shall be used based upon the most restrictive for any given wind direction.*

**1803.1 General.**

Geotechnical investigations shall be conducted in accordance with Section 1803.2 and reported in accordance with Section 1803.6. Where required by the building official or where geotechnical investigations involve in-situ testing, laboratory testing or engineering calculations, such investigations shall be conducted