City of Lovelock – Permit Intake Instructions

Note: All of what is provided below is in the permit guidance. Make sure you read all of the documents and let me know if you have any questions.

All Fees are due in full at time of permit submittal.

A complete permit application form including:

- ✓ Name and address of Owner, Name and Address of Design professional (all communications goes through this individual), Project Address, APN (from Assessor's office), Type of permit (ie Residential, Commercial, Solar, Garage, Addition, etc.), and square footage with estimated permit costs from the excel calculator.
- ✓ a list of all sub-contractors with license numbers and an original signature on the last page of the application.

Full payment of all permit, connection fees, taxes and applicable fees are due at time of initial submittal for permit. Partial payments will not be accepted.

Sometimes, depending on the situation, you may need to include the following:

- ✓ Complete Civil Improvement Plan Application or Encroachment/Excavation Permit Application
- ✓ Existing and Proposed ERC Calculation Worksheets
- ✓ Request for Will Serve- signed by applicant
- ✓ New Connection Form
- ✓ Fire Protection Authorization Form (commercial over 4,000 sq feet)

- ✓ Nevada Department Environmental Protection (NDEP) Permits:
    1. If project disturbs more than **1 (one) acre** you are required to apply for NDEP: 'Storm Water Pollution Prevention Plan Permit' (SWPPP). Please provide copy to City or waiver letter;
    2. If project disturbs more than **5 acres (five) acres** you are required to apply for NDEP ' Dust Control Permit'. Please provide copy to City or waiver letter.

- ✓ Nevada Department of Transportation (NDOT) Permits: If project is adjacent to a NDOT road (road cuts to county or state roads) an NDOT permit shall be required.

- ✓ Nevada State Health Department or Healthcare Compliance Permits: If project involves food or health care, contact State Health Department. A copy of the plans are submitted to the State (require four (4) copies) at submission time and forward one set for permit in Winnemucca.

Plans to include the following (3 sets unless noted otherwise) drawn in compliance with currently adopted codes and signed/stamped by design professional or licensed contractor. Incomplete packages will not be accepted.

The minimum required drawings/data will depend greatly upon the size, nature and complexity of the project. However, the following is the minimum recommended standard required before the Building Department shall begin the plan review process. All of what is required below is detailed in the Nevada Blue Book - https://epubs.nsla.nv.gov/statepubs/epubs/31428003085970-2020.pdf . Additions and remodels may not require all of the following components for plan submittal and for a permit (try to use the short form handouts for simple projects).

Plan Preparation: Plans shall be prepared by a Nevada State Licensed Engineer, Architect, Residential Designer, Contractor or Owner-Builder (with affidavit)- **If plans are by Owner-Builder, the applicant must use licensed contractors for mechanical, plumbing, and electrical work.** Plans shall be in color or black ink on white paper with a **maximum size of 30"h x42" w / minimum size 11"h x 17"w** and contain no added "changes" in ink or

pencil. No pencil drawings will be accepted. Drawings shall be prepared to scale, and the applicable scale shall be clearly indicated on each drawing. Minimum text size is 1/8 inch text height or 9 point font. If pre-engineered trusses are to be used, stamped/signed engineering calculations must be included with plans submitted to the Building Department.

Cover Sheet:

- ✓ Project identification.
- ✓ Project address and a location map.
- ✓ All design professionals shall be identified. The principal design professional (that is the professional who is responsible for project coordination) shall be identified. **All communications shall be directed through this individual.**
- ✓ List of Federal, State and Local Code that apply and respective editions
- ✓ Provide Plumbing Fixture count analysis demonstrating that occupancy is satisfied by fixture counts M/F per 2024 IBC Table 2902.1
- ✓ Design Criteria List:
    1. Occupancy Group
    2. Type of Construction
    3. Location of property and location on property
    4. Seismic zone
    5. Square footage, total occupancy load, allowable area and height,
    6. breakdown per area & occupancy
    7. Fire alarms
    8. Fire sprinklers
    9. Height and number of stories
    10. Roof Class
    11. Land use zone
    12. Flood zone

- ✓ Site or Civil Plan: **Show proposed new structure and any existing buildings, or structures, all property lines with dimensions, all streets, easements, and setbacks.** Show all water, sewer, gas, storm drain, electrical points of connection, sizes, proposed service routes and existing utilities on the site. Show all required parking with calculations breakdown of spaces for occupancy load including ADA required spaces, drainage and grading information (with reference to finish floor and adjacent streets). Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes. Show North Arrow and scale.

- ✓ Egress Plan: This is a scaled floor plan to show the exit travel distances, exit requirements and widths, separations if applicable, number of occupants per room and occupants allocated to each exit per IBC requirements. This is in the IBC and Fire Code for safety.

- ✓ Floor Plan: Show all floors including basements. Show all rooms, with their use, overall dimensions and locations of all structural elements and openings. Show all doors and windows and provide door and window schedules with U-value and SHGC coefficient listing. Show all fire assemblies, draft stops and area and occupancy separations with relative listing of Fire Rating. Provide ADA requirements.

- ✓ Building Sections and Wall Sections: Show materials of construction, detail non-rated and fire-rated assemblies and fire rated penetrations with listed assembly numbers. Show all height dimensions, wall and floor types.

- ✓ Exterior Elevations: Show all exterior views. Show all vertical dimensions and heights from grade. Show all openings and their sizes, and identify all materials.

- ✓ Energy Compliance for Building Envelope: Provide BUILDING ENVELOPE COMPLIANCE per IECC 2024 – this is ComCheck for commercial and ResCheck for residential.

- ✓ Foundation Plan: Show all foundations and footings; indicate size, locations, thicknesses, reinforcing, materials and strengths. Show all embedded anchoring such as anchor bolts, hold-downs, post bases, etc. Provide soils report for the proposed structure at the site and/or show engineered fill below foundation footings.

- ✓ Framing Plans and Roof Framing Plans: Show all structural members, their sizes, methods of attachment, location and materials for floors and roofs. Provide any manufactured framing or Truss Calculations.

- ✓ Structural Calculations: Provide structural calculations for the entire structural system of the project, stamped, dated and signed by a Nevada State registered engineer or architect.

- ✓ Mechanical Systems: Show the entire mechanical system. Include all units, their sizes, mounting details, all duct work and duct sizes. Indicate all fire dampers where required. Provide equipment schedules. Provide size of equipment based on BTU's and horsepower, unit schedule with isometrics. Provide ENERGY CONSERVATION COMPLIANCE (HVAC SYSTEM) per IECC 2024 – this is in the software program under a tab called "Mechanical"

- ✓ Plumbing Systems: Show all fixtures, piping, slopes, piping materials and sizes. Show point of connections to utilities, septic tanks, pretreatment sewer systems and water wells. Provide fixture count compliance based on occupancy count satisfying IBC table 2902.1. All water heaters shall be labeled gas or electric. Submit all gas, waste water, and water isometric details and calculations. Provide ADA requirements.

- ✓ Electrical Systems: Show all electrical fixtures (interior, exterior and site), wiring sizes and circuiting, grounding, panel schedules, single line diagrams, load calculations and fixture schedules. **Show point of connection to utility.** Provide LIGHTING COMPLIANCE (Interior and Exterior Lighting) per IECC 2024 providing a "pass" report with the design professional's signature using latest DOE software. For Solar Projects, provide a site plan with equipment locations, structural details for roof or ground mounted panels, and a letter from NV Energy on connection.

- ✓ Site lighting and signage should be submitted to the City for approval. Any lighted signs will be sent to Planning and then the City Council for approval.

- ✓ Specifications: Either on the drawings or in booklet form, further define construction components for specialty items.