

**CITY OF WINNEMUCCA BUILDING DEPARTMENT
90 W. FOURTH STREET
WINNEMUCCA, NEVADA 89445
775-623-6319
775-623-6321- FAX
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COMMERCIAL COACH

**SUBMITTAL REQUIREMENTS FOR BUILDING PERMIT
APPLICATION
PERMANENT & TEMPORARY INSTALLATION
REQUIREMENTS**

GENERAL INFORMATION

This guide outlines the requirements for obtaining building permits to install a commercial coach in the City of Winnemucca, Nevada. In order to ensure that your application is processed in a timely manner, your submittal package must be complete (refer to the following pages for application and submittal requirements). Once submitted, your plan package will require review and approval from the following agencies:

Planning and Zoning
Site Plan/Zoning Codes/Parking Plans
775-623-6392

Flood Zoning Requirements
City of Winnemucca Building Department
775-623-6319

City Business License
City of Winnemucca City Clerk's Office
775-623-6339

Applicant will be required to submit the required plans and provide verification-of-approval from the following agencies:

Nevada Division of Manufactured Housing

Utilities
Obtain approval from NV Energy for all utilities

Southwest Gas Corporation

Projects are subject to a fire-code review by the Fire Marshal's Office. All fire alarm, fire sprinklers and fire extinguisher contractors shall be licensed with the Nevada State Fire Marshal. Any applicant with hazardous materials exceeding exempt amounts shall obtain appropriate permits for the Nevada State Fire Marshal.

BEFORE APPLYING FOR A BUILDING PERMIT CONTACT PLANNING AT 775-623-6392 TO CONFIRM AND/OR CHECK ZONING REQUIREMENTS FOR THE PROPERTY YOU WISH TO DEVELOP.

1. **APPLICATION:**

_____ A permit application shall be completed and signed by the contractor. The address and assessor's parcel number shall be included on the application. The contractor shall be licensed with the State of Nevada Manufactured Housing Division. The contractor must possess or obtain a Winnemucca City business license.

_____ All work for foundations and utilities are required to be performed and permits issued to an appropriately licensed Nevada contractor.

_____ If earthwork or excavation occurs before a building permit is issued, a grading permit will be required per 2012 International Building Code, Appendix J. A site plan and grading plan prepared by a Nevada engineer (with a wet-stamp) may be required.

_____ Permits are required for all utility installations. A plan of underground utilities shall be submitted.

_____ Additional permits are required for fences and signs.

2. **PLANS AND SUPPORTING DOCUMENTATION:** - (must be legible and drawn to scale) Applicant may be required to pay a plan review fee at the time of submittal.

_____ Site Plan (drawn to min. 1/8" scale on min. 11" x 17" paper) shall include the lot dimensions, street names, all building locations, all setbacks to property lines and existing structures, recorded easements (check the deed), all fire hydrant locations within 400', nearest street light, north arrow and utility locations--including sewer and water laterals, sidewalks, curbs, gutters, curb ramps (ADA compliant).

_____ Projects must comply with the City's Development Standards, unless waived by the Council (curb, gutter, sidewalk, street lights, paved parking, etc.)

_____ ***Plans shall be approved and stamped by the Nevada Division of Manufactured Housing.***

_____ The Nevada Division of Manufactured Housing shall provide and install a Nevada Insignia on the coach.

_____ Coach shall be identified as a commercial coach, modular or factory housing by Nevada Law.

_____ Set-up crews are required to call for the inspection and be on-site for the inspection.

_____ Provide loading information (i.e., roof, wind and seismic zone).

- _____ Provide size, make, year and serial number of the coach.
- _____ Foundation plans and blocking details shall be submitted. Tie-down details shall indicate spacing requirements. Plans shall indicate soil-bearing capacity. Blocking details shall indicate footing size and pier spacing.
- _____ The footing shall be placed on firm, undisturbed soil or a compacted-built up pad, which will be crowned and allow 5% drainage away from the coach.
- _____ Floor plan to be fully dimensional drawn-to-scale with all rooms specifically labeled, showing window and door sizes, and direction that doors swing.
- _____ Provide door hardware schedule.
- _____ Fire-rated walls and ceiling details shall have approved assembly numbers noted on the plans.
- _____ Show bathroom floor and wall finish materials.
- _____ Provide stair/ramp details.
- _____ Electrical plans shall include a floor plan showing electrical outlets, light fixtures, switches, equipment, detectors, emergency systems and electrical service size and location. Motor sizes shall be included with the drawings.
- _____ Accessibility requirements apply (bathrooms, ramps to entrance doors, door widths, parking, etc.).

3. **PLAN PREPARATION:**

- _____ Plans from the factory may be submitted with the logo from the company. Plans requiring an engineer's stamp shall be wet-stamped by a Nevada engineer.

4. **FIRE CODE REVIEW PLANS SUBMITTAL:**

- _____ Provide a completed fire-code review application.
- _____ A building code analysis may be required. This will depend on the complexity of the construction and occupancies.
- _____ Sprinkler plans, if required, are to be designed to NFPA-13, International Fire Code and applicable specifications, including all hydraulic calculations (if applicable).
- _____ Fire-alarm system plans, if required, are to be designed to NFPA-72 and the International Fire Code (if applicable).

- _____ Where hazardous/combustible/flammable materials are stored or used, MSDS sheets are required. Include the quantities of each material stored or used. Specify the type of use (open or closed system) and the area where storage and use occur. A hazardous-materials storage permit may be required from the Nevada State Fire Marshal (call 775-687-4290 - HAZMAT).
- _____ Provide details for any commercial hood and duct and the automatic fire extinguishing system and specifications.
- _____ Show Fire apparatus access roads per International Fire Code Section-503.
- _____ Type of water supply for fire protection, hydrant locations and fire-flow rates. IFC Section-508 or NFPA-1231.
- _____ Underground or above ground fuel tanks, for dispensing with a full set of plans and specifications, shall include all applicable motor vehicle fuel dispensing station installation specifications and electrical installations - IFC Chapter-22.
- _____ A floor plan with location of all portable fire extinguishers. Indicate the size and type of extinguisher.
- _____ Specify location of Knox Box.

NORMAL PROCESSING TIME FROM APPLICATION TO PERMIT ISSUANCE:

The normal processing time, not including any needed land-use approvals and approvals from the Manufactured Housing Division to obtain a permit for a commercial coach structure is approximately three weeks. If there are problems with your plans during the review or if there is an increased volume of submittals from the public, this processing time could increase. **Therefore, it is in your best interest to properly submit all required documents and plans and to respond promptly to any requests for information or corrections.** Once your plans have been approved by Planning/Zoning and the Building Department, you will be notified that your permit is ready to be issued, pending the receipt of all required departmental and agency approvals. At that time, you will also be informed of the fees that are due to the Building Department for the permit. These fees may include the following:

- **Set-Up Fee**
- **State Fee**
- **Plan-Check Fee**
- **Fire Code Review Fee**
- **Electrical, Plumbing and Mechanical Fees**
- **Modular Fees - based on the square-foot dimensions**
- **Sewer and Water Connection Fees, Meters, etc.**

When you return to the Building Department to pay your fees, the permit and inspection-record form (job card) will be issued. The Building Department will retain one set of approved plans. The contractor/architect/engineer will receive the approved plan-review comments.

INSPECTION REQUIREMENTS:

When you begin construction, you will be **REQUIRED** to call the Building Department (775-623-6319) 24-hours in advance for inspections as each phase is completed.

The inspection record form issued with the permit lists the required inspections for your project. All underground utilities and the foundation (before being poured) shall be inspected. Other inspections include, but are not limited to, blocking/foundation, tie-downs, water, sewer, electrical, witness a manometer test on gas system and a continuity test on the electrical panel, stairs, ramps, posted address and fire-code review items.

Each permit must have an approved, required inspection within 180 days from the permit issue date or from the last approved inspection; otherwise, the permit becomes null and void.

After passing all required inspections (including the final), the Building Department will sign the "final" on the job card which serves as the certificate-of-occupancy.

New businesses will require a City business license. Call 775-623-6339.

CURRENT ADOPTED CODES:

In order to assist you in ensuring that your plans comply with City of Winnemucca requirements, the following list shows the current codes.

NATIONAL CODES:

- 2012 International Building Code
- 2012 Uniform Mechanical Code
- 2012 Uniform Plumbing Code
- 2012 International Fire Code
- 2011 National Electric Code