

CITY OF WINNEMUCCA

COMMERCIAL PROJECTS

PLAN SUBMITTAL

Summary

CITY OF WINNEMUCCA BUILDING DEPARTMENT
90 W. FOURTH STREET
WINNEMUCCA, NEVADA 89445
775-623-6319
775-623-6321- FAX
wmcasac@winnemuccacity.org

Before submitting plans for a commercial project to the Winnemucca Building Dept., please ensure you have read and comply with all items on this checklist.

To refer to the Winnemucca Municipal Code (WMC) go to winnemuccacity.org - on the left side of the screen click on 'Municipal Code'.

Zoning (775-623-6392):

- Site plan review. If the project is over one acre or any size immediately adjacent to residentially zoned property within the multiple-family district or any of the non-residence districts submit plans and apply for a site plan review. The site plan is to include the information set forth in WMC 17.24; and must be approved at a public hearing.*
- Is the use of the property allowed in the existing zoning? WMC 17.29.*
- Are the zoning set-backs met?*
- Does the building height comply with the limits of WMC 17.21.060 (Max 35', exceptions).*
- Are there the required number of parking spaces for the project (WMC 17.25.100)?*
- Do fences, hedges, walls or other obstructions to vision comply with WMC 17.21.040 (max. 3' in front yard area and within 20' of any 2 streets on a corner lot; and 6' elsewhere)?*
- Is a Special Use Permit required for any of the above (requires approval at a public hearing)?*
- Is a variance required for any of the above (requires approval at a public hearing)?*

MISCELLANEOUS

- Is a Water/Sewer will serve letter required (developments requiring in excess of 5,000 gallons of water per day)? WMC 13.04.240, 13.07.270. Submit written request to the City Engineer (requires approval at a public meeting).*
- Is this project in the east end sewer allocation district (limited capacity sewer main)? If so, allocations must be obtained prior to plan approval.*
- Have easements been obtained and recorded for any roads, utilities, etc. crossing through another parcel of land (even if owned by the same developer)?*
- Have the plans been designed **specifically** for the design criteria in Winnemucca (Current code editions, seismic design category, wind loads, exposure, snow loads, frost depth . . .)?*

Development Standards.

- Does the project comply with the requirements of WMC 17.22 (streets, curb, gutter, sidewalks, parking space and driveway paving, storm drainage, sewer, water, fire hydrants, power, communications, gas, street monuments, lot corners, street lights, and landscaping.*
- Do the locations of access roads and/or driveways comply with WMC 17.25.030?*
- Do fire lanes and turn arounds for fire trucks comply with the International Fire Code?*

OTHER AGENCIES

- Is an NDOT approach permit required (property adjacent to State roads and right-of-ways)?*
- Are plans to be submitted to the Nevada Division of Health (hotels, motels, food handling establishments, pools, spas, RV parks, etc.)?*
- Is an NDEP Construction Stormwater Permit (SWPP) required? Will the project disturb more than one (1) acre, or will it disturb less than one (1) acre but it is part of a larger common plan for development or sale that will ultimately disturb one (1) or more acres?*
- Is an NDEP state dust permit required (over 5 acres disturbed)?*

BUILDING DEPT. PLAN SUBMITTAL

1. APPLICATION

The normal processing time for the Building Dept.'s plan review is three weeks (this does not include reviews performed by other agencies). If there are questions, discrepancies or problems with your plans during any of these reviews, 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.

___ *Complete the Building and Fire Code **plan review application** and submit with applicable plan review fees and the plan package. Call 775-623-6319 (or email wmcasac@winnemuccacity.org) to request the amount of review fees due – you must provide the valuation of the project when you call.*

___ *Once plans have been approved the building permit application (separate from the plan review application) may only be signed by the contractor of the project. The contractor (and all subs) must be licensed in the State of Nevada and possess or obtain a City business license. All fire alarm, fire sprinkler and fire extinguisher contractors shall be licensed with the Nevada State Fire Marshal.*

___ *Projects with hazardous materials exceeding exempt amounts shall additionally apply for appropriate permits from the Nevada State Fire Marshal.*

___ *If earthwork or excavation occurs before a building permit is issued a grading permit may be required per the 2012 International Building Code, Appendix J. A site plan and grading plan prepared by a Nevada Engineer must be wet stamped.*

___ *Additional plans and permit applications are required for temporary office trailers, commercial coaches, fences, retaining walls, and signs.*

2. PLANS AND SUPPORTING DOCUMENTATION

Submit applicable information which may include, but is not limited to the following:

___ *Provide **two** sets of plans for one story buildings; or **three sets** for two or more story buildings - drawn to scale (min. 1/8" per foot).*

___ ***Each*** *sheet shall have a title block with the firm's name, address and phone number.*

___ ***Each*** *sheet shall contain the design professional(s) seal (or contractor's data if the contractor is allowed to prepare plans under the conditions of Section 3 below).*

___ *The **cover sheet** shall contain:*

___ *Project identification, address and location map.*

___ *Identification of all design professionals, including the principal design professional (responsible for project coordination).*

___ *Occupancy group*

___ *Type construction*

___ *Location of property*

___ *Seismic zone*

___ *Wind loads & exposure*

___ *Snow loads*

___ *Square footage/allowable area*

___ *Fire sprinklers (if required)*

___ *Fire alarm systems (if required)*

___ *Height and number of stories/allowable*

___ *Occupant load*

___ *Land use zone*

Code editions used

Building code analysis may be required depending on the complexity of the construction and occupancy (i.e. area and sprinkler increase formulas)

The **site plan** shall include, but is not limited to:

Assessor's Parcel number, flood plain requirements, north arrow

New structures, existing structures, all property lines with dimensions, streets, **easements** and setbacks, fire hydrants (proposed and existing within 300' of the development), fire access roads, service routes, sidewalks, curbs, gutters, curb ramps (ADA compliant), the location and distance to the nearest street light.

Water, sewer and electrical points of connection, size of water meter, water shut off valves, cross connection control devices, sewer cleanouts, any existing utilities on the site, grease interceptor location.

Required parking, size of parking spaces, designated ADA parking spaces/signage, drainage, and grading plan (with reference to finish floor and adjacent streets). Drainage shall be provided to an approved storm drain or contained on the property in an approved method. Submit calculations for retention ponds.

The **foundation plan** shall include, but is not limited to:

All foundations and footings.

Size, locations, thickness, materials, strengths and reinforcing, mudsills.

All anchoring details such as anchor bolts, hold-downs, post bases, etc.

Grade/slope specified

Soils reports and compaction tests may be required on some projects or if the soil has been disturbed or fill is required.

The **floor plan** shall include, but is not limited to:

All floors including basements, mezzanines, porches, etc. drawn to scale.

All rooms, specifying their use, dimensions and locations of all structural elements and openings.

All doors and windows. Provide door and window schedules, or other required information (such as hardware).

Wall schedules, fire walls, fire assemblies (provide the fire assembly number/details).

Draft stops.

Fire extinguisher locations

The **floor framing and roofing plans** shall include, but is not limited to, all structural members, their size, methods of attachment, location and materials for floors and roofs. Include header and beam sizes. If pre-manufactured trusses are used, wet-stamped truss calcs are required – ***these must be submitted with the plans.*** If other engineered products are used, specify the manufacturer and type of the product (i.e., Boise Cascade VLB, Truss Joist LVL, etc.) as well as size, spacing and series, if applicable.

The **building and wall sections** shall include, but are not limited to, dimensions of all heights, roof pitch, size and spacing of all structural members, construction details, materials of construction, shear/braced wall details, non-rated and fire-rated assemblies, sources of fire-rated assemblies and penetrations, insulation, sound and transmission assemblies and source of ratings.

Stair/ramp construction detail shall include, but is not limited to, the rise, run and width of stairs, headroom, distance between open treads, size and height of handrail, handrail extensions, guardrail height and construction, landing locations and sizes, construction and support of stairs.

- ___ The **exterior elevations** shall include, but is not limited to:
 - ___ All views, openings, vertical dimensions and heights
 - ___ Identify all materials.
- ___ **Egress** route shall be clearly identified for all portions of the building with occupant loads for each portion noted.
- ___ **Accessibility** plans shall include **specific** details illustrating compliance with the accessibility requirements of IBC, Chapter 11 and ICC/ANSI A117.1 (physically challenged).
 - ___ Interior: Show dimensions relating to heights of grab bars, plumbing fixtures, mirrors, dispensers, drinking fountains, turn around space, maneuvering clearances at doors, customer service counters, ramps, handrails, signs at restrooms and exit discharge, etc..
 - ___ Exterior: Show dimensions of accessible parking spaces, heights/wording of signs, and elements on the accessible route from the building to the parking space and public way such as curb ramps, sidewalks, handrails, etc.
- ___ The **mechanical system** shall include:
 - ___ All fixtures and appliances, their sizes, BTU's, mounting details, all duct work and duct sizes, duct insulation, vibration isolators.
 - ___ Duct automatic shutoff smoke detectors, where required by UMC 609.0
 - ___ All fire dampers where required.
 - ___ Equipment schedules
 - ___ Gas line schematic with distances from meter to appliances, pipe size, etc.
- ___ The **plumbing system** shall include points of connections to utilities, pretreatment sewer systems, locations and type of backflow prevention devices, as well as all fixtures, appliances, piping, slopes, materials and sizes. Include a DWV schematic. Provide formulas for grease interceptors.
- ___ The **electrical system** shall include points of connection to utilities, electrical fixtures (interior, exterior, and site), switches, outlets, detectors, emergency systems, type of wire and conduit, and electrical service size and location. Motor sizes shall be included with the drawings. Provide an electrical calculation.
- ___ The **irrigation system** shall include locations and type of backflow prevention devices, and points of connection to the water service.
- ___ **Other submittals** may include but are not limited to:
 - ___ Structural calculations
 - ___ Completed Special Inspection Form **Specific to This Project**
 - ___ Special Inspectors Resume and Certifications
 - ___ Specifications covering materials, methods of construction, wall finishes
 - ___ Signs (i.e. fire riser rooms, electrical rooms, accessibility signs, etc.)
 - ___ Sprinkler system and fire alarm plans (if applicable). May be deferred
 - ___ Smoke/heat vent locations (if applicable)
 - ___ Fuel dispensing specifications
 - ___ Tank storage specifications
 - ___ Generator specifications
 - ___ Commercial hoods & ducts
 - ___ Water/sewer Will-Serve Approval Letter
 - ___ MSDS

- ___ Maximum height of materials stored on racks and type of materials stored.
- ___ Energy calculations
- ___ Location of Knox Box
- ___ Sound Transmission and Impact Ratings
- ___ Commercial coach application (for set-up of temporary office)
- ___ Cargo container application (for set-up of temporary storage unit)

___ **DELETE ERRONEOUS NOTES AND DETAILS FROM THE PLAN**

___ **Applicant is responsible for submitting plans to, and complying with, all requirements of other agencies, including but not limited to:**

- ___ Bureau of Air Pollution Control for fugitive dust (over 5 acres)
- ___ Bureau of Water Pollution Control (Storm Water Discharge)
- ___ Nevada Department of Transportation
- ___ Nevada State Health
- ___ Nevada Division of Environmental Protection

3. **PLAN PREPARATION**

Construction design plans and supporting documents must be prepared, signed and stamped by a **Nevada registered architect or professional engineer** (as applicable for the discipline involved), except as follows:

A **contractor** appropriately licensed under NRS 624 may prepare and submit his/her own plans within their own license classification for their own construction activities when certain conditions are met. These projects are generally small and simple in nature, must be of conventional light-frame construction, cannot exceed one-story in height, and must only cover that area for which the person is licensed. The plans must demonstrate a level of **technical competence expected from a registered design professional**. In a prominent location on the front sheet of each set of plans, the contractor must place their contractor's name, license number, license classification, license limit, name of the person who prepared the plans, and the original signature of the contractor. In the case of electrical, plumbing, refrigeration and air conditioning or fire protection work, the signature must be of the Master or Qualified employee).

Buildings of conventional light -frame construction in seismic zone D cannot exceed one-story in height unless designed and wet-stamped by a Nevada engineer or architect. Structures not complying with conventional construction methods as prescribed in IBC 2304 and 2308.12 must be designed and wet-stamped by a Nevada engineer or architect

All steel structures, masonry, concrete, post and beam construction shall be wet stamped by a Nevada engineer or architect and structural calculations submitted.

It shall be the responsibility of the individual identified on the cover sheet as the principal design professional to notify the building official of any and all changes throughout the project and provide revised plans, calculations or other appropriate documents prior to actual construction. For clarity, all revisions shall be identified with a Delta symbol, date of change and the name or initials of the person making the change. Revisions of the same date shall have the same Delta symbol, letter or number. The revised areas shall be clouded on the drawings and tagged with the corresponding Delta symbol.

4. DESIGN CRITERIA

2012 International Building Code	2012 International Residential Code
2012 Uniform Mechanical Code	2012 Uniform Plumbing Code
2012 International Fire Code	2011 National Electrical Code
2009 International Energy Conservation Code	

Refer to WMC 15.04 for amendments to the adopted codes.

Frost Depth, 24”

Ultimate Wind Speeds

Risk Category I = 105 (V-Ult)

Risk Category II = 115 (V-Ult)

Risk Category III = 120 (V-Ult)

Exposure C,

Seismic Zone – D

Ground snow load - 5 psf

We recommend you contact the following utility companies for their regulations before you begin your project. Commercial power equipment is required to be pre-approved by the utility company.

NV Energy (Power);

Southwest Gas (Gas);

SBC Nevada (Telephone)

APPROVAL AGENCIES

The following signatures may be required on building permit applications prior to the issuance of the building permit. Submit plans as follows:

1. Planning Dept.
50 W. Fifth Street
Winnemucca, NV 89445
(775)623-6392
Submit detailed site plan – consult department for number of copies
2. Building Dept.
90 W. Fourth Street
Winnemucca, NV 89445
(775)623-6319
One-story: Submit **two** complete sets of plans;
For two or more story: Submit **three** complete sets;
Submit corresponding number of specs and detailed site plan
3. City Engineer
90 W. Fourth Street
Winnemucca, NV 89445
(775)623-6333
Submit civil drawings for review
4. City Fire Chief
90 W. Fourth Street
Winnemucca, NV 89445
Will review Building Dept. site plan. Plan must show parking, driveways, all fire hydrant locations w/in 300', fire access roads, etc.
5. Nevada Division of Health
475 W. Haskell Street
Winnemucca, NV 89445
(775)623-6588
Submit to NDH a complete set of plans and specs when building is for food establishments, hotels, motels, casinos, spas, RV parks, etc.
6. Nevada Dept. of Transportation
725 W. Fourth Street
Winnemucca, Nevada 89445
(775)623-8000
Submit to NDOT one detailed site plan if building is located on NDOT maintained street (i.e., Wmca Blvd, Hanson, 4th St. Haskell, etc.)
7. Fire Marshal Plan Review
(Interlocal Agreement)
Complete the Bldg/Fire plan review application. Submit the completed application to the City Building Dept. The Bldg. Dept. will submit the application with one set of plans to the reviewer.
8. NV Div. of Environmental Protection
(775)687-9350
(775)687-9429
(775)687-4670
Over five acres – dust (air quality permit)
Over one acre – stormwater permit
Underground storage tanks
9. City Clerk's Office
90 W. Fourth Street
Winnemucca, NV 89445
(775)623-6339
Business license applications.

CITY DEVELOPMENT STANDARDS

Commercial and industrial developments

All newly developed or substantially modified commercial or industrial properties in the city shall be required to provide and complete both on-site and off-site improvements in accordance with this chapter prior to the issuance of an occupancy permit or a business license, unless an irrevocable letter of credit, or other suitable guaranty is provided in a sum equal to the estimated costs of the required improvements as determined by the city engineer; provided, however, all such improvements must be completed within one year of receipt of the certificate of occupancy or business license. Unless this requirement is waived in whole or in part, a complete set of plans for all on-site and off-site improvements required by this chapter must be prepared by a professional civil engineer and approved by the city engineer. All improvements shall be constructed in compliance with the applicable requirements of the Winnemucca Municipal Code and the public works standards.

Streets. All streets adjacent to the property must be constructed to a full half width and must include curb, gutter, sidewalk, paving and gravel base. If a portion of these improvements already exist, the additional required improvements must be designed to match the existing improvements to the approval of the city engineer. Street improvements are not required for one acre or larger properties developed as parking lots, manufactured home sales lots, car sales lots and other similar type uses.

Parking space and driveway paving. All parking spaces required pursuant to city zoning requirements and all access roads must be constructed with an asphalt surface except as otherwise provided in this section. The minimum asphalt thickness shall be two inches and must be constructed on a Type II aggregate base with a four-inch minimum thickness. The minimum width for an access road is twenty feet. Paving improvements shall not be required for one acre or larger properties developed as parking lots, manufactured housing sales lots, car sales lots and other similar type uses. All areas used for vehicular traffic on properties not requiring paving improvements shall be constructed with a Type II aggregate base having a minimum thickness of four inches and treated with a dust palliative preapproved by the city engineer.

Storm drainage. The design and construction of public streets and the grading of private properties shall provide for adequate disposal of drainage and runoff water. Private properties are to drain towards the street, unless required to contain the surface drainage on site, and be in accordance with the city engineer's requirements. Existing major drainage courses shall be maintained and dedicated as public drainage ways.

Sanitary sewerage. Connection to the city sewer system is required.

Water supply.
Connection to the city water system is required.

Fire hydrants. Fire hydrants must be installed when installation is required by the city fire chief.

Power, communications and gas utilities. All utility systems must be installed underground, except in unusual situations involving short extensions of overhead systems existing on abutting properties with the prior approval by formal action of the city council.

Street monuments. Survey monuments shall be installed at all street intersections.

Lot corners. All lot corners shall be marked with five-eighths-inch reinforced steel unless otherwise required by state law.

Street lights. Street lights are required at all intersections and at any intermediate location required by the city engineer.

Landscaping. A landscaping plan is required.

- A. *It is unlawful to sell or plant any species of genus Ulmus (elm) anywhere in the city. WMC 12.24.020*
- B. *It is unlawful to plant any species of genera Salix (willow) or Populus (poplar) trees anywhere in the city, unless the superintendent has issued a permit after determining that the roots will not interfere with any public street, sidewalk, curb, sewer, water or gas line. WMC 12.24.020*
- C. *It is unlawful for the owner or occupant of any premises to plant or allow to grow any trees or shrubs in an area that would tend to obstruct a vehicle operator's vision at any intersection or street or alley. WMC 12.24.020*
- D. *There shall be no fences, walls, hedges, shrubbery or other obstructions to vision more than three feet higher than curb level within 20' of an intersections of any two streets on a corner lot. WMC 17.21.040.*

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APPLICATION FOR BUILDING AND/OR FIRE CODE PLAN REVIEW

PROJECT ADDRESS:

APN: _____

PROJECT: _____

SCOPE OF WORK: _____

OWNER: _____

CONTRACTOR: _____ LICENSE # _____

PLANS SUBMITTED BY:

FIRM/PERSON NAME: _____

ADDRESS: _____

CONTACT: _____ TELEPHONE: () _____

FAX: _____ E-MAIL _____

PROJECT DESCRIPTION: (See Commercial Checklist for required submittals)

- () Architectural/Construction () Automatic Sprinkler () Fire Alarm
() Extinguishing System (non-sprinkler) () Other/specify

Building Use: _____

Project Square Footage: _____

Type of Occupancy: _____

Type Of Construction: _____

Actual Project Value (**REQUIRED**): _____

Date Submitted: _____

Date Project Scheduled to Begin Construction _____

(For office use):

Bldg Plan Review Fee Paid \$ _____ Fire Plan Review Fee Paid \$ _____

Date Paid: _____