



CITY OF WEST WENDOVER
www.westwendovercity.com

SINGLE FAMILY, TWO FAMILY & MANUFACTURED HOME
RESIDENTIAL BUILDING PERMIT SUBMITTAL GUIDE
January 2016

**NOTE: The information provided herein is not meant to be all inclusive but is meant to provide overall guidance to prospective builders and home owners. Additional items or processes may be required depending on the project type and specifics as required by the City's Community Development Department.*

1) Let's Meet

Your point of contact with the City for your potential project will be the Community Development Department. The Community Development Department administers and oversees all planning, zoning, land use and development matters for the City of West Wendover including the review and issuance of Building Permits.

Prior to any plan or drawing submittals, it is highly recommended that you meet with the City to discuss the generality of your project. This meeting will give you an opportunity to become acquainted with the City and will also serve in familiarizing you with the procedures of the City. At this meeting, we will be able to begin our dialog with you and answer those questions you may have from a planning/ development perspective.

Below is a breakdown of information for your review/consideration of your project. You may find this document and additional information available under the Community Development Department Resources at: westwendovercity.com/services/resources-and-forms-online

- a) City of West Wendover Quick Facts, showing information and statistics. On website at: <http://westwendovercity.com/services/resources-and-forms-online/-folder-154>
- b) Wendover area utilities and services information available in the City of West Wendover Quick Facts. On website at: <http://westwendovercity.com/services/resources-and-forms-online/-folder-154>
- c) City of West Wendover Zoning Codes for Residential Properties: One Family, Two Family and Manufactured Home in Subdivision (R-1, R-2). West Wendover City Code Title 8, Chapter 5, Sections (A). On website at: <http://westwendovercity.com/services/general-city-services/city-code>
- d) City of West Wendover Off-Street Parking Codes, Title 8, Chapter 9: For typical residential single family/two family homes, two vehicle off street parking is required. On website at: <http://westwendovercity.com/services/general-city-services/city-code>
- e) Application for Conditional Use Permit (if required). Typical residential homes do not require any Conditional Use Permits. However, home owners who may conduct a home-owned business using a portion of their home must obtain a Home Occupation Permit through the City Clerk. Information on Home Occupation Permits can be access online at: <http://westwendovercity.com/services/resources-and-forms-online/-folder-170>
- f) Application for Variance Permit (if required). Variance permits are granted in extremely rare circumstances with regard to residential home building permits wherein original subdivision platting resulting in, as an example, a non-conforming lot with significant easement encumbrances, typically not found with a subdivision lot which has been platted. Thus, if you have questions regarding variance

permits, please speak with a Community Development Staff Member. Variance permit forms can be accessed online at:

<http://westwendovercity.com/services/resources-and-forms-online/-folder-178>

- g) **Building Permit Application.** The building permit application provides instructions and submittal requirements for residential building permit applications. It is a simple form and is available on the website at: <http://westwendovercity.com/services/resources-and-forms-online/-folder-174>

- i) The City is currently constructing under:
(1) 2012 International Codes and NFPA
(2) 2009 IECC

**Note: Under Title 7, Chapter 1 of the West Wendover City Code, building codes are updated to the latest edition as issued and when formally approved which coincides with formal adoption of such codes by the State of Nevada. Thus, please check to verify proper code use for your project.*

- h) West Wendover Fee Schedule. A sample fee schedule is available online at:
<http://westwendovercity.com/services/resources-and-forms-online/-folder-175>

2) Submittal of your project and building permit

- a) To commence review of your project submit the below required information to:

Community Development (Planning Desk)
West Wendover City Hall
1111 N. Gene L. Jones Way
West Wendover, Nevada 89883

Submittals to include:

- i) For an OWNER/BUILDER PROJECT

(1) **New Home Construction:**

- (a) Completed Building Permit Application
<http://westwendovercity.com/services/resources-and-forms-online/-folder-174>
- (b) Drawings sets as required per the Building Permit Application
(i) If the project is new home construction, plans are required to be stamped and signed by a Nevada Licensed architect
- (c) Plot Plan as required per the Building Permit Application to ensure set back requirements are being met.
- (d) Verification of property ownership. **The person(s) requesting and receiving the issued permit must be the same as the property owner on file with the Office of the Elko County Assessor/Recorder*
- (e) For new home construction, review by owner/builder of the landscaping requirements per Resolution 2004-18. The resolution and related requirements can be access online. Landscaping requirements must be met for the issuance of Certificates of Occupancy on new residential construction:
<http://westwendovercity.com/services/resources-and-forms-online/-folder-170>
- (f) Review and determination of project in relation to any flood plain or special flood hazard areas. You can access FEMA website to produce a “FIRMette Map” for submittal via the FEMA Flood Map Service Center: <https://msc.fema.gov/portal>

In the search box enter the project address location information (i.e. 735 Wendover Boulevard, West Wendover, Nevada) then click Search. Then click View Map. Then you will click “Make a FIRMette”.

Follow the instructions and print out a PDF or Image File “FIRMette” of your project area. This will help determine if you are proposing a project that may be located in a flood zone or special flood hazard area which may impact your project design and approvals.

**Note: Generally for projects located in the City and within Sections 7, 8, 17 and 18 of Township 33N., Range 70E., M.D.B. & M.; these areas have not yet been mapped by FEMA and thus are “non-mapped” areas which are considered Zone “D”. In such cases your project may require additional planning and approvals to ensure storm water detention/retention and flood mitigation measures and requirements of the City are met.*

(2) **Home Remodel, Home Addition, Additional Structure (i.e. carport, porch, shed, etc.):**

- (a) Completed Building Permit Application
<http://westwendovercity.com/services/resources-and-forms-online/-folder-174>
- (b) Drawings sets as required per the Building Permit Application and documentation related to the specific project (i.e. some sheds are prebuilt or come in a kit form, so provide brochures or other related purchase documents).
- (c) Plot Plan as required per the Building Permit Application to ensure set back requirements are being met.

**Note: Shed structures are allowed to be constructed under most circumstances within side and rear yard setbacks under the “Provisional Building Permit” process. The Provisional Building Permit requires review and current or future use of public utility/access easements associated with the property. In most circumstances approvals can be obtained but there are additional requirements and fees associated with the Provision Building Permit. The permit can be accessed online at:*
<http://westwendovercity.com/services/resources-and-forms-online/-folder-174>

- (d) Verification of property ownership. **The person(s) requesting and receiving the issued permit must be the same as the property owner on file with the Office of the Elko County Assessor/Recorder*

ii) For a PROJECT USING A CONTRACTOR:

(1) **New Home Construction**

- (a) Completed Building Permit Application with owner and contractor information included
 - (i) All Trade Subs (HVAC/Mechanical, Electrical, Plumbing) must be Licensed by the Nevada Contractors Board
- (b) Drawing sets as required per the Building Permit Application
 - (i) Plans are required to be stamped and signed by a Nevada Licensed Architect or a contractor licensed by the Nevada Contractors Board with applicable information
- (c) Plot plan as required per the Building Permit Application to ensure set back requirements are being met.
- (d) Verification of property ownership. **The person(s) authorizing the work to take place on the property must either be the property owner as on file with the Office of the Elko County Assessor/Recorder or written verification/approval from the property owner must be provided in the case of a contractor who is pulling the permit for an individual’s project.*
- (e) For new home construction, review by contractor of the landscaping requirements per Resolution 2004-18. The resolution and related requirements can be accessed online.

Landscaping requirements must be met for the issuance of Certificates of Occupancy on new residential construction:

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- (f) Review and determination of project in relation to any flood plain or special flood hazard areas. You can access FEMA website to produce a “FIRMette Map” for submittal via the FEMA Flood Map Service Center: <https://msc.fema.gov/portal>

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- b) Typical review times for Single Family residential construction plans is approximately one week. Once reviewed you will be provided either a plan approval or a list of changes/modifications required for the proposed project.
- c) Once Community Development is satisfied with the provided submittals, you can pay the applicable fees and will be issued a Building Permit for the project.

d) Fees due: Fee's for projects are due at the time the permit is issued. Depending on the project the required fees may include but not limited to:

- i) Building Permit Fee
- ii) Plan Check Fee
- iii) Water & Sewer Impact Fees

**Note: Building Permit/Plan Check fees are calculated using a formula under the Uniform Building Code which uses project valuations to determine basic fees. A project's valuation includes construction costs including materials, labor, any purchase pricing, etc., and is also compared against and with the 2007 Building Valuation Data Table provided by iccsafe.org. This table uses structure type and construction, structure use and square footage to establish a "dollar value" for the project. Values are also calculated annually by the Elko County Assessor to establish overall property values.*

Typical fees for a single family residential (new home) construction with a project valuation of \$200,000 would be approximately (no representation/guarantee made as fees are based on specific projects):

Building Permit Fee:	\$1,553.75
Plan Check Fee:	\$1,009.94
Water Impact Fee:	\$3,715.58
Sewer Impact Fee:	<u>\$2,972.46</u>

Total Due for Permit Issuance: \$9,251.73

2) Start Construction of your project. Once the Building Permit is issued, copies of the documents are forwarded by the Community Development Department to the Building Official who will commence appropriate inspections as the project is constructed. The Building Official contact is:

Jeff Knudtson, Fire Chief/ Building Official
935 Wendover Boulevard (Fire Station)
775-664-2274

3) Project completion

- a) Once the project is complete, verification of inspections is conducted with a Final Inspection by the Building Official and Community Development to ensure requirements have been met including landscape requirements for "new home" construction.
- b) Project is issued a Certificate of Occupancy

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