



City of Carlin
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The City of Carlin is an equal opportunity provider and employer.

CITY OF CARLIN COMMERCIAL / RESIDENTIAL PERMIT APPLICATION PROCEDURES

(Revised 3-26-2020)

A. GENERAL INFORMATION:

1. The following codes have been adopted by the City of Carlin:

2018 International Building Code w/ Appendices C, E, I and J with amendments.
2018 International Residential Code Chapters 1-44 and Appendices A, B, C, H, J and K with amendments
2018 Uniform Mechanical Code Chapters 1-17
2018 Uniform Plumbing Code Chapters 1-17 and Appendices A, B, D, E, I and L
2018 International Fire Code with all additions/deletions as adopted by the Nevada State Fire marshal per NRS/NAC 477
2018 International Energy Conservation Code with Amendments
2018 International Fuel Gas Code Chapters 1-8 and Appendix A
International Wildland-Urban Interface Code Chapter 5
2018 International Swimming Pool and Spa Code Chapters 1-11
2018 National Fire Protection Association (NFPA) 54 and 2017 NFPA 58 Code
2017 International Electric Code
2017 ICC A1171.1-2017 Standard for Accessible and Usable Buildings and Facilities

Necessary Administrative Procedures as outlined in the Carlin City Code.

2. The minimum design criteria for the City of Carlin is as follows:

Snow Load: 30 psf (ground & roof)	Live Load: 20 psf
Dead Load: 15 psf combined roof & ceiling	Soil: 1500 psf
Seismic Zone: D1	Wind Exposure: C
Frost Depth: 30"	Wind Speed: 90 mph, 115 (3 second gust)

B. APPLICATION FORM:

1. The building permit application shall be filled out completely, and shall be signed and dated by both the applicant and the property owner. If the applicant is the property owner, then he or she shall sign in both locations.
2. The building permit application shall be accompanied by an application fee in the amount of \$50.00 which is **NON-REFUNDABLE** but will be applied to total amount due at permit issuance.
3. The building permit application shall be accompanied by two (2) complete sets of plans for residential improvements and three (3) complete sets of plans for commercial improvements.

C. CONSTRUCTION PLANS:

The following information is required and must be submitted for the plan review of the proposed improvements. **The applicant must initial each area below to indicate the documentation is provided as set forth in this checklist.** When not applicable, please indicate so by "N/A".

Site Plan: (Applicable to all permits)

- ___ Accurate representation of the property, including property dimensions and area.
- ___ Accurate representation of all abutting streets, including names.
- ___ Location of all existing and proposed buildings and/or structures.
- ___ Setbacks to all property lines from the proposed buildings and distances to existing buildings.
- ___ Location of the main electrical service and electrical line, including wire size, to the building.
- ___ Location of existing and proposed sanitary sewer service lines.
- ___ Location of existing and proposed water service lines, and line size.
- ___ Location of existing and proposed natural gas or propane lines and propane tanks.
- ___ Location of existing and proposed curb, gutter and sidewalks.
- ___ Location and height of existing and proposed fences.
- ___ Location and size of existing and proposed off-street parking spaces.
- ___ Location of existing and proposed wells, septic tanks and leach fields (if applicable)

Grading Plan: (Applicable for all grading projects)

- ___ Elevation of property at all property corners.
- ___ Accurate representation of the proposed grading, using spot elevations and / or contour lines.
- ___ Excavation and embankment quantities.
- ___ Proposed erosion control measures.
- ___ Landscape plans required by all Commercial / Industrial projects (residential not required)

Floor Plan:

- ___ Building dimensions, including all room dimensions.
- ___ Room designations (living room, kitchen, bedroom, etc)
- ___ Door and window sizes and types, designation of required egress windows, and required safety glazing.
- ___ Sill height of all windows.
- ___ Firewall construction, fire rated door type and penetration rated materials (for attached garages in residential)
- ___ Attic access size and location.
- ___ Crawl space access size and location.

Footing Plan:

- ___ Size and location (and elevation if applicable) of all footings and piers.
- ___ Size and location of all reinforcing steel.
- ___ Size and location of Ufer ground (if applicable) (Ufer ground required in all attached residential garages)
- ___ Material specifications (as applicable)

Foundation Wall Plan:

- ___ Size and location of foundation walls.
- ___ Size and location of all reinforcing steel, including additional reinforcement around window and door openings.
- ___ Location, size, spacing and embedment depth of all anchor bolts.
- ___ Location and size of under floor ventilation devices.
- ___ Location and size of under floor access devices.

_____ Material specifications (as applicable)

Cross-Sectional Plan:

- _____ A complete stairway construction detail showing type of material, rise and run, headroom height, handrail construction and guardrail construction shall be provided.
- _____ A complete cross-sectional drawing detailing construction methods from the footing and foundation wall through the floor(s) and wall(s) to the roof structure shall be provided with full detail, including anchorage from the foundation through the roof structure and at all changes in floor elevations. Include roof, interior and exterior siding materials, show in relation to finish and existing grades.

Framing Plan:

- _____ Floor framing showing size of joists used, spans, spacing, bearing locations and hangars.
- _____ Exterior and interior shear wall bracing locations and methods.
- _____ Header sizes and spans for all doors and windows.
- _____ Manufactured roof truss layout, spacing and slope(s), with anchorage. Provide truss calculations from manufacturer
- _____ Roof rafter layout, spacing and slope(s), with anchorage and material specifications.
- _____ Provide analysis for bearing stud wall height greater than 10'.
- _____ Material specifications (as applicable).

Plumbing Plan: (may be shown on floor plan)

- _____ Location and size of all fixtures, floor drains, cleanouts and vents.
- _____ Location, size, rating and fuel source of all water heaters.
- _____ Size and type of all piping.
- _____ Material specifications (as applicable)

Mechanical Plan:

- _____ Location, size, rating and fuel source for all furnaces, stoves and fireplaces. Provide manufacturer's Installation instructions at time of installation inspection.
- _____ Location and rating of all exhaust fans.
- _____ Combustion air requirements addressed.
- _____ Material specifications (as applicable).

Electrical Plan:

- _____ Location of lights, fans, switches and receptacles.
- _____ Location of GFCI receptacles.
- _____ Location of electrical panels (outside disconnect and load centers).
- _____ Location of smoke detectors.
- _____ Size and location of baseboard heaters.
- _____ List the branch circuits for the kitchen, laundry room, bathrooms and all major appliances.
- _____ Material specifications (as applicable).
- _____ Note that the minimum wire size in the City of Carlin is 12 AWG.

Exterior Appurtenances:

- _____ Location, size, construction plans, details and specifications for all porches, awnings, sheds, detached garages and decks.

Elevation / Architectural Views:

- _____ Exterior final grading elevations shown around the building, including finished floor elevations from grade for multiple stories.
- _____ Exterior landings and steps showing type of material, rise and run, handrail and guardrail.
- _____ Exterior deck (including roof covering) construction showing type(s) of material.

D. BUILDING PERMIT INFORMATION:

1. Nevada State Law requires that all commercial uses shall have the plans designed by a Nevada State Registered Architect, Registered Engineer or Licensed Contractor.
2. All commercial occupancies, and all residential occupancies greater than a duplex, shall have the plans submitted to the Nevada State Fire Marshal for review and approval. A copy of the approval shall be provided to the City of Carlin at the time of application.
3. The following uses shall have the plans submitted to the Nevada State Division of Health for review and approval. A copy of the approval shall be provided to the City of Carlin at the time of application.

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|------------------------------------------|--------------------------------------|
| a. Food establishments | h. Bottled water plants |
| b. Subdivisions | i. Hotels and motels |
| c. Commercial and private septic systems | j. RV parks |
| d. Public pools and spas | k. Cemeteries and mausoleums |
| e. Public water systems | l. Meat, fish and poultry processors |
| f. Dairies and milk plants | m. Labor (man) camps |
| g. Drug and cosmetic plants | |

4. Applicants for building permits shall allow 14 days for the review of residential permits and 21 days for the review of commercial permits.
5. Plans approved for construction shall be marked "APPROVED" and shall not be changed, modified or altered without authorization from the building official. All work regulated by these codes shall be done in accordance with approved plans.
6. Sidewalk, curb and gutter shall be required on the street frontage of all lots and parcels of land which are hereafter improved, or upon which any building or construction shall take place; provided however, that upon application by a property owner or contractor and for cause shown, the Carlin City Council may waive this requirement.
7. Every permit issued by the building official under the provisions of this code shall expire by limitation and become null and void if the building or work authorized by such permit is not completed within 180 days from the issue date of such permit. A **one-time** extension can be requested, in writing, and can be granted for just cause.

E. INSPECTIONS:

1. All construction or work for which a permit is required shall be subject to inspection by the building official and all such construction or work shall remain accessible and exposed.
2. Arrangements for inspections shall be made at least 24 hours prior to needing an inspection by contacting the City of Carlin at 754-6515. All inspections shall be performed Tuesday through Thursday.
3. The following inspections shall be performed by the City of Carlin as part of the building permit:
 - a. **Footings:** One (1) inspection shall be performed to verify the location of reinforcing steel, (horizontal and vertical) and size of footings. All reinforcing steel shall be in place at the time of the inspection.

- b. **Foundation:** One (1) inspection shall be performed to verify the location of reinforcing steel, (horizontal and vertical) and size of footings. All reinforcing steel shall be in place at the time of the inspection.
- c. **4-way:** One (1) inspection shall be performed to verify all framing, nailing, rough electrical, rough plumbing and rough mechanical.
- d. **Insulation:** One (1) inspection shall be performed to verify installation of all insulation.
- e. **Sheet rock:** One (1) inspection shall be performed to verify all sheet rock nailing.
- f. **Final:** One (1) inspection shall be performed to verify all finishes, final electrical, final plumbing, final mechanical and completion of the building. Posting the building address is required prior to the final inspection.

Additional or repeat inspections will be performed by the City of Carlin and will be billed to the permittee at a rate of \$35.00 per one half (1/2) hour, or fraction thereof.

F. Applicant Verification:

I hereby verify to the best of my knowledge that all necessary and required information has been submitted for plan review. I agree to comply with all ordinances and laws regarding work in the City of Carlin, Nevada.

Applicant: _____

Date: _____