



Permitting Process and Construction Document Submittal

Any **owner** or **authorized agent** who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by the International Building Code, or to cause such work to be done, shall first make application to the *building official* and obtain the required permit.

STEP 1:

***Before a permit is issued:** Applicants who plan on permitting commercial buildings or residential dwellings **must** have signed approval from local entities providing service utilities. **Service Utility Forms** can be obtained at the Planning and Building Department, or online at lincolncountynv.org.

___ **Service Utility Form**

STEP 2:

___ **Building Application-** Applicant shall fill out the LC Building Application. Physical Address and APN, (Assessor's Parcel Number) are required. Applications can be obtained at the Planning and Building Department or found online at lincolncountynv.org.

___ **Septic Permit Application** - (If Necessary) Applicant shall fill out the septic application and provide detailed drawings of location on site or plot plan. Applications can be picked up at the Planning and Building Department or found online at lincolncountynv.org.

___ **Construction Documents** - (drawings) **Applicant shall supply (2) sets** of construction documents drawn accurately to scale and upon suitable material. Electronic documents can be submitted and may also be required for some permits. The drawings shall show sufficient clarity in regard to location, nature, and extent of the work proposed.

1. **Building or Structure Drawings:** Drawings must show a foundation plan, floor plan, roof plan, elevation plan, mechanical plan, electrical plan, and plumbing plan.
2. **Site or Plot Plan:** The plan must show, to scale, proposed buildings or structures, existing buildings or structures, all property lines, streets, easements, and setback distances.
3. **Zoning Classification and Occupancy must be verified and approved.**
4. **Flood Hazard Determination:** Other documentation and/or approval may be required for buildings and structures located in whole or in part in flood hazard areas.

___ FEMA Elevation Certificate ___ Flood Control Report

STEP 3:

In addition to the building application and appropriate construction documents, the applicant will submit the following:

- ___ Signed "Owner-Builder" Statement, (if applicable)
- ___ Signed Notice of Requirement for Certificate of Occupancy

PLEASE NOTE:

-Proof of Solid Waste Contract, (construction debris) may be required prior to issuance of a Permit.

-A permit will be issued upon payment of all fees and approval of application package. **Fee totals may include:**
Permit fee, Plan Check fee, Planning Review fees, and Mileage fee

-One set of construction documents along with the permit shall be kept at the site of work until completion of the project. **One set of construction documents** shall be retained by the building department.

-Physical address at the construction site shall be posted during construction.