

	<p style="text-align: center;"> City of Fernley Building Division 595 Silver Lace Blvd. Fernley NV. 89408 WWW.CITYOFFERNLEY.ORG Shawn Keating CBO Building Official </p>	<p style="text-align: center;"> Building Permits Building Inspection Building Plan Review Disaster Assessment </p>
Building Department Handout		

Building – Application

How do I start? A good set of construction documents is the key. Once you have the work outlined, on a complete set of construction documents submitted with permit application, the application and documents will be reviewed for code compliance. If the application and documents meet a minimum standard of the code, a building permit will be issued on the code compliance work.

Who can apply for a building permit? An owner, contractor or an authorized agent for a property owner can apply for a permit with a signed authorization letter to act in their behalf.

What is needed to get a permit for a structure? The address, APN, the intended use, the estimated total cost of construction of the project, two site plans showing the size and location of all existing building on your property along with the proposed project. For new structure, you will need to submit two sets of drawings, two complete set of truss drawings, and a completed application. Please refer to our design criteria hand and accessory structure.

Where do I call if I have questions concerning my project? Visit the below site, our Plan Submittal Information and Form Site can provide an assortment of information. There are a number of different handouts and application on line. You are encouraged to phone or email any remaining questions.

How long does it take to get a permit? It will depend upon the information provided and the complexity of the project. For new homes and garages, please allow a minimum of 10 working days. Please allow sufficient time for the approval process before starting your construction project.

Does any other agency than the Building Department have to review or approve the building permit? Projects may also require review and approval by the Fire, Engineering, and Planning & Zoning.

How is the value determined? If in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. The valuation

square foot is calculated using the data from International Code Council Building Safety Journal. Final building permit valuation shall be set by the building official.

Can I extend my permit if I cannot continue the work? Yes, you can provide a written request outlining why and how long your permit needs to be extended before the permit expires. The Building is authorized to extend work 18 months as needed.

What happens if my permit expires? Are there any fees to reactivate? If your permit expires without all the inspections being completed or expires during the plan review process the permit will need to be reactivated. Permits that are expired for less than six months will be reactivated at \$150.00 and 10 percent of permit fee or Plan review fee. A permit that expired for more than a six months will be reactivated at one hundred percent of the fee.

Is there a way for me to look up the contractor information? You can look up the contractor information on Nevada State Contractor Board Web site, or you can contact the business license section for proper license requirements.

What if my contractor does not want to get a permit? If you hire a contractor to build, renovate or add onto your home you should require the contractor to obtain the building permit. If you obtain the permit in your name, you, not the contractor will be held responsible for any deficient work the contractor performs even if you sell the property. The permit fees are the same for both contractors and homeowners alike.

How much will a permit cost? Permit fees vary depending on the type of construction, square footage and/or valuation of the project. Fee estimates can be provided over the phone and fee schedules can be provided upon request.

What are the fees and when do I pay the fees for my building permit? Fees will vary depending on the type or permit required, scope of work, type of construction, and the use of the building. The fees for new Commercial and Residential buildings or additions are based on a square foot cost valuation. Alterations to existing buildings such as interior remodels, tenant improvements, window replacements and fire repairs are based on the job value. Job value is the cost of the complete job including labor and materials based on what the contract for the job is. Owner builder or Do it yourself is not considered to be free labor. We base our fees on what a contractor would charge of the job.

Do I need to provide a copy of the construction contract? The applicant for a permit shall provide an estimated permit value at the time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. A copy of the agreement is one way to prove proper valuation of the work.