

# Mineral County Building Department

## Permit Procedures

### 1) BUILDING DEPARTMENT APPLICATIONS

- A. Building permit applications are available at 314 5<sup>th</sup> street. The applicant should complete the upper portion of form. The Building Department must complete and sign off the lower portion of form for authorization to construct.
- B. If you need assistance in completing application contact the Building Department.

### 2) OFFICAL ADDRESS FOR JOB SITE

- A. This is the actual address of the project site.

### 3) ASSESSORS PARCEL NO. AND ZONE

- A. Information is available at [www.mineralcountynv.org/assessor](http://www.mineralcountynv.org/assessor) or at the assessors office 105 South "A" street Hawthorne, Nevada.

### 4) ELEVATION CERTIFICATE

- A. If the building site is in a Flood Zone other than X an elevation certificate may be required. To find Flood Zone information go to <http://msc.fema.gov> , click on Flood Maps, enter location, click Panel 0729C(Walker Lake), 0995C( W. Hawthorne), or 1015C( E. Hawthorne).

### 5) OWNER/BUILDER AFFIDAVIT

- A. If you are not a contractor and elect to build or renovate your own residence you must complete an owner/builder affidavit. This form can be obtained from the Mineral County Building Department.

### 6) PLOT PLAN SHOWING

- A. Dimensions of plot.
- B. Size and locations of Buildings on plot.
- C. Distances from all roads or alley's.
- D. Distances between structures.
- E. Locations for septic and wells when required.
- F. Easements and utility poles if possible.
- G. Include property address with assessors parcel number.

NOTE: The Building Official is authorized to waive or modify the requirements for a plot plan when the application for permit is for alteration or repair or when otherwise warranted.

NOTE: The dimensions should be to scale or as close to scale as possible with arrow showing north.

### 7) BUILDING PLANS RESIDENTIAL

- A. Two complete sets of plans must be submitted.
- B. Plans must show all floor plans, dimensions, wall and roof construction, window sizes, doors, heating, plumbing, electrical, ect.
- C. Plans must be drawn in sufficient detail to show the type of construction and must contain enough information to make a reasonable and proper plan check.
- D. Plans which have been sent for (book-bought plans) cannot be accepted. Please refer to Nevada Revised Statute 623 and/or 625.
- E. The Building Department does plan check only. We cannot design your building – knowing the code requirement is your responsibility. If you do not know the code, please ask Building Department personnel for guidance and information regarding building code requirements.

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### 8) COMMERCIAL PLANS

- A. For a commercial, industrial, or multi-family application, more than two sets of plans may be required.
- B. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the proposed work and show in detail that it will conform to the relevant codes, laws, ordinances, rules and regulations of Mineral County.
- C. Construction documents shall include, but not be limited to, a site plan, engineered foundation drawing, exterior wall envelope, fire protection system(where required), and means of egress.

### 9) PORCHES, PATIO'S, DECKS, UTILITY BUILDINGS, ECT.

- A. A Plot Plan must be provided.
- B. Plans must be drawn in sufficient detail to show the type of construction and must contain enough information to make a reasonable and proper plan check.