

**CHURCHILL COUNTY BUILDING DEPARTMENT**  
**155 North Taylor, Suite 170, Fallon, NV 89406**  
**775-428-0264**

**BUILDING PERMIT PROCEDURES**

Before a building permit may be issued, the following must be supplied:

1. **BUILDING PERMIT APPLICATIONS**
  - A. Building permit applications are available at 155 North Taylor Street, Suite 170, or on our web site at [www.churchillcounty.org/building](http://www.churchillcounty.org/building). The applicant should complete the top half of the form. The Building Department must complete and sign off the bottom portion of the form. This will authorize the use of this property for your type of construction.
  - B. If a building permit application is not completed, a permit **CANNOT BE ISSUED**.
2. **OFFICIAL ADDRESS FOR JOB SITE**

This is the actual address of the building site. Addresses can be obtained from the Churchill County Planning Department
3. **ELEVATION CERTIFICATE**

If the building site is in Flood Zone A an elevation certificate is required
4. **WATER RIGHT DEDICATION**
  - A. If you are building a new residence on vacant property and have valid water rights, you must dedicate 2.00 acre-feet to Churchill County. This can be done with a quitclaim deed through the Churchill County Planning Department. (Please check with them first to determine if your water rights are transferable.)
  - B. If you do not have valid water rights, you must make a payment of \$3,276.00 in lieu of dedicating actual water rights. This can be paid with your building permit fee.
5. **DUST CONTROL PERMIT**
  - A. If you are clearing 5 acres or more, a dust control permit must be completed.
  - B. If you are clearing less than 5 acres, you will receive a handout outlining Churchill County's Dust Control Code. You will need to read this handout and initial the Building Permit Application where applicable.
6. **PARK FEE**

If you are building a new residence on vacant property, you must pay a fee of 1% of the value of the building, (value is based on current building code standards), or \$1,000.00 whichever is less. This can be paid with your building permit fee.
7. **ROAD FEE**

If you are building a new residence on vacant property, you must pay a fee of \$2,300.00. This can be paid with your building permit fee.
8. **SCHOOL FEE**

If you are building a new residence on vacant property, you must pay a fee of \$900.00. This can be paid with your building permit fee.
9. **OWNER/BUILDER AFFIDAVIT**

If you are not a contractor, and wish to build your own residence, you must complete an owner/builder affidavit. This form can be obtained from the Churchill County Building Department.
10. **AVIGATION AGREEMENT**
  - A. If you are building a new residence in an area near the Fallon Naval Air Station, check with the Churchill County Building Department to see if you are in an area designated as an AICUZ zone. Any new residence being placed in the AICUZ zone must be constructed to meet sound attenuation requirements. (These requirements are available from the Churchill County Building Department.)
  - B. If your property is in this zone, you will be required to sign an avigation agreement. This agreement is available from the Churchill County Building Department.
11. **SEPTIC APPROVAL**
  - A. The application for a septic permit can be obtained through the Churchill County Building Department, 155 N. Taylor Street, Suite 170. 428-0264, or on our web site [www.churchillcounty.org/building](http://www.churchillcounty.org/building).
  - B. The fee is \$200.00
  - C. Procedures for percolation tests, test holes, inspections and other information on septic are also available.
  - D. If a septic permit is not approved, a building permit **CANNOT BE ISSUED**

12. PLOT PLAN SHOWING:
- A. Dimensions of plot.
  - B. Sizes and locations of buildings on plot.
  - C. Distances from all roads.
  - D. Distances from all ditches, irrigation, drainage, canals, etc.
  - E. Distances between structures.
  - F. Locations for septic and well and distances between each.
  - G. Easements, if possible.
  - H. Utility poles and any other pertinent information.

NOTE: Your parcel map made into a plot plan can be used. If the information is sufficient, the same plot plan submitted with your septic application may also be used for your Building Permit.

NOTE: The dimensions should be to scale or as close to scale as possible. It is not our intention that you have a survey conducted unless absolutely necessary, but we would appreciate your supplying this information to the best of your ability. Thank you.

13. BUILDING PLANS

- A. Two complete sets of plans must be submitted.
- B. Plans must show all floor plans, elevations, wall and roof construction, dimensions, window sizes, doors, heating, plumbing, electrical, etc. Plans must be drawn in sufficient detail to show the type construction and must contain enough information to make a reasonable and proper plan check.
- C. Plans, which have been sent for, (book-bought plans) cannot be accepted. Please refer to Nevada Revised Statutes 623 and/or 625. State law allows us to require your plans to be drawn by licensed and/or qualified people. We suggest you utilize their services for any help you may need in drawing the plans.
- D. The Building Department does plan check only. We cannot design your building -- knowing the code requirements' is your responsibility. If you do not know the code, please ask Building Department personnel for guidance and information regarding building code requirements.

14. COMMERCIAL PLANS

- A. For a commercial, industrial and multi-family application, more than two sets of plans may be required. They must be drawn properly and in sufficient detail as to make a reasonable and proper plan check. An architect or engineer may be required.
- B. For a commercial, industrial and multi-family application, landscape, irrigation, and landscape maintenance plans must be submitted per Churchill County Code 17.36.080.
- C. You will be required to sign a landscape maintenance agreement. The agreement is available from the Churchill County Building Department.