



COUNTY OF NEVADA BUILDING DEPARTMENT POLICIES

Original Policy: January 29, 2007
Revised: February 12, 2007

Policy Number: BD-CSC-07-015
Building Permit
Time Intake/Issuance Guidelines

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1. Purpose

The purpose of these guidelines are to assist Building Department Permit Processing Technicians a time guideline in accepting Building Permit Applications and in issuing Building Permits of various types

2. Policy

It is the policy of the Building Department to protect and assist the community during the construction and development of property in an effort to achieve an acceptable living environment for the citizens of the county. It is also our policy to ensure that property is developed and maintained in a safe manner, by promoting excellence in design and building standards. Through wisdom the Building Department is built, and by understanding it is established.

3. Definition

- 3.1 **Accepting/Acceptance:** To take in/receive (what is being offered or given)
- 3.2 **Application:** A form to be filled out with pertinent data in applying for something.
- 3.3 **Guideline:** Standard or principle by which to make a judgment or determine a policy or course of action.
- 3.4 **Issuance:** The granting of a Building or Grading permit after approval.

4 Guidelines:

Type of Application	Time Take In/Acceptance	Time Issuance
New Residence	40 minutes	15 minutes
Residential Remodel (not express permit over 1000 sq. ft.)	30 minutes	15 minutes
Residential Addition (Express – under 1000 sq. ft.) *1001 to 2000 sq. ft. *2001 to 3000 sq. ft. *3001 + square feet	20 minutes 30 minutes 40 minutes 45 minutes	15 minutes 15 minutes 15 minutes 15 minutes
Revisions	20 minutes	15 minutes
Over the Counter (plumbing, electrical, solar, mechanical, re-roof)	20 minutes	15 minutes
Swimming Pool	20 minutes	15 minutes
Barn/Ag Building – Non-Exempt 0-1000 sq. ft. 1001 + sq. ft.	30 minutes 40 minutes	15 minutes 15 minutes
Septic Permit	30 minutes	N/A (approved by EH Specialists and put in drawer at kiosk for applicant to pick-up)
On-Site Soils Evaluation	15 minutes	(Included in take-in time)
Commercial Tenant Improvement (TI) 1000 to 2000 sq. ft. 2001 + sq. ft.	30 minutes 45 minutes	15 minutes 15 minutes
New Commercial Permit 0-1000 sq. ft. 1001 to 3000 sq. ft. 3001 + sq. ft.	30 minutes 40 minutes 45 minutes	15 minutes 15 minutes 15 minutes

Policy Initiated By: Brian Washko

Policy Approved: _____ Date: _____
Brian Washko, C.B.O.
Chief Building Official