



# DOUGLAS COUNTY

## COMMUNITY DEVELOPMENT DEPARTMENT

1594 Esmeralda Avenue, Post Office Box 218,  
Minden, Nevada 89423

TEL (775) 782-6224 \* FAX (775) 782-9007

[building@douglasnv.us](mailto:building@douglasnv.us) / [www.douglascountynv.gov](http://www.douglascountynv.gov)

# GENERAL BUILDING PERMIT ACA / REVISION APPLICATION

(THIS DOCUMENT MUST BE PROVIDED WITH ONLINE ACA SUBMITTALS AND REVISIONS TO ISSUED PERMITS ONLY)

The following application form is provided for persons to submit a **General Building Permit Application** with Douglas County via our online [ACA-ONE portal](#). As an applicant, you must complete this form and incorporate all requested information, as prescribed by the submittal requirements, before the application is accepted by the Community Development Department. Note: Upon review of this application, Douglas County may require additional documentation and/or applications. By completing this application you are also confirming you have read Title [20.01.100 Right to Farm](#).

**\*Permit will expire if the first inspection has not been performed within 180 days from date of issuance\***

PROJECT LOCATION/INFORMATION:			
Street Address (if available):			Unit #:
Assessor's Parcel Number(s):		Required-Assessor's website- <a href="http://www.douglascountynv.gov">www.douglascountynv.gov</a>	
Town/GID (if applicable):		Regional/Community Plan (if applicable):	
Floodplain*:		Roof Material:	
Zoning (current):		Master Plan Land Use (current):	
Lot Setbacks-Front:	Side/Street side:	Rear:	Square Ft:
Total Project Valuation (this includes all material, labor and services to complete project): \$			
<b>Revision #</b>			
*A Floodplain Development Permit is required for development in Special Flood Hazard Areas and Flood Zones A, AE and AO require Elevation Certificates at design and before final inspection (Section 110 IBC).			
PROJECT DESCRIPTION:			
Project Name (if applicable):			
Brief description of project or request:			
Will this submittal require septic? Yes ___ No ___			
*If Yes, the following items are required:			
*Septic (if applicable): <input type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> Replacement <input type="checkbox"/> Conventional <input type="checkbox"/> Engineered			
Number of Bedrooms: _____		Fixture Units: _____	
Septic Tank Size: _____		Number of Leach Lines: _____	
Leach Line Length: _____		Acreage of Parcel: _____	
Percolation Test performed by: _____		Date: _____	
Does the plot plan accurately show location of percolation test? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Owner Builder: <input type="checkbox"/> Yes <input type="checkbox"/> No		If YES, a signed <a href="#">State of Nevada Owner/Builder Affidavit</a> must be submitted with application.	



**DOUGLAS COUNTY GENERAL BUILDING APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST**

775-782-6224	Residential								Commercial			Other				
	Residential Permit/Accessory	Allocation (Valley only)	Manufactured Home	Septic/Perc	Patio/Deck/Retaining Wall	Garage/Shop (no conditioned space)	Barn/Shed	Carport	Commercial Permit	Sign - Commercial	Change of Occupancy	Pool / Spa	Revision / Name Change	Solar Photovoltaic/Geo thermal/Wind Turbine	Generator	Grading Permit
FEE- check with staff	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
01. APPLICATION FORM	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
02. NOT APPLICABLE LETTER	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
03. DIGITAL COPY OF ENTIRE SUBMITTAL	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
04. TAX RECEIPT (Paid Current)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
05. CONNECTION LETTER/RECEIPT/PERMIT	1		1			1	1		1							
06. STRUCTURAL CALCULATIONS	2		2		2	2	2	2	2	2		2		2		
07. PLANS																
COVER SHEET									2							
PLOT/SITE PLAN	1		2	2	2	2	2	2	2	2	2	2	2	2	2	2
FOUNDATION PLAN & STRUCTURAL FLOOR PLAN	1		2		2	2	2	2	2	2			2	2		
FLOOR PLAN	1		2		2	2	2	2	2		2		2			
ROOF FRAMING PLAN	1				2	2	2	2	2				2	2		
ELEVATION PLAN	1		2		2	2	2	2	2	2			2	2		
BUILDING SECTIONS	1		2		2	2	2	2	2	2		2		2		
ELECTRICAL/MECHANICAL/PLUMBING PLANS	1				2	2	2	2	2	2		2	2	2	2	
STRUCTURAL PLANS	1		2		2	2	2	2	2	2		2		2		
08. A SEPARATE SUBMITTAL TO THE LOCAL FIRE AGENCY	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*
09. COMMERCIAL REQUIREMENTS									2	2						
10. ADDITIONAL REQUIREMENTS	2		2	2	2	2	2	2	2	2	2	2	2	2	2	2

**Notes:**

- a) Refer to the following pages for a description of the submittal requirements.
- b) The numbers in the squares denote the minimum number of copies required for submittal



# DOUGLAS COUNTY NEVADA COMMUNITY DEVELOPMENT BLANKET LETTER OF AUTHORIZATION

This document shall serve as a blanket letter of authorization for the owner to designate official representatives:

\_\_\_\_\_.

I certify under penalty of perjury that I am the legal owner, or the authorized representative for the legal entity having title to the following property: (list all Assessor Parcel Numbers which apply): \_\_\_\_\_, and I hereby authorize the persons or entities named above to act on my behalf with respect to all matters necessary to complete the aforementioned project, including executing all necessary documents and attending public hearings. I may choose to replace my representative by filling out a new Blanket Authorization Form and submitting it to the Douglas County Community Development.

I further agree to indemnify and hold Douglas County harmless, along with its employees and agents, from any suit, liability, claims, actions, demands, costs, expenses, attorney fees and causes of action arising from this authorization or the actions of my representative related thereto.

I also declare and certify under penalty of perjury under the laws of the State of Nevada that the information contained in this Blanket Letter of Authorization and the Douglas County Community Development Application is true and correct.

**OWNER(s) of RECORD:** (Include extra sheets if necessary)

_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date

**Note:** For permits requiring a public hearing, this application must include the names of all owners and, if a corporation, all stockholders and officers (Douglas County Code 20.04.010). You must provide documentation from the legal entity which authorizes the person executing this document to act on the legal entities' behalf.

**You are required to obtain a notarized signature for each person who signs this document and notary blocks are included below (use as many extra sheets as necessary).**

**Notary Public**

STATE OF NEVADA    )  
                                  ) ss.  
COUNTY OF \_\_\_\_\_)

On this \_\_\_\_ day of \_\_\_\_\_ 202\_\_\_\_, \_\_\_\_\_ personally appeared before me, a Notary Public, and proved to me to be the person whose name is subscribed to foregoing instrument, and acknowledged to me that he executed the foregoing instrument.

\_\_\_\_\_  
NOTARY PUBLIC