



N E V A D A

AGENDA
Regular Meeting
City Council

Wednesday, April 2, 2025 • 5:00 PM

Mayor

Neal E. McIntyre

City Council

Ward 1 - Ryan Hanan

Ward 2 - Felicity Zoberski

Ward 3 - Stan Lau

Ward 4 - Albert Torres

Ward 5 - Joe Mendoza

City Manager

Benjamin Marchant

Fernley City Council Chambers, 595 Silver Lace Boulevard, Fernley, NV 89408

Zoom information:

Please click the following link to join the webinar: <https://us02web.zoom.us/j/82966343247>, or one tap_mobile: 12532158782, Dial: 669 900 9128, Webinar ID: 829 6634 3247

Public Notice: This agenda has been physically posted in compliance with 241.020 at Fernley City Hall, 595 Silver Lace Blvd. In addition, this agenda has been electronically posted in compliance with NRS 241.020(3) at www.cityoffernley.org and NRS 232.2175 at <https://notice.nv.gov/> To obtain further documentation regarding posting, please contact the City Clerk's Office at (775) 784-9830 or cityclerk@cityoffernley.org

Public Comment: Those wishing to address the City Council may submit public comment through the [online public comment form](#), or by sending an email to cityclerk@cityoffernley.org. Comments received prior to 4:00 pm the day of the meeting will be provided to City Council and added to the record but will not be read during the live meeting. Public comments received after 4 pm the day of the meeting will be included in the record but may not reach council members before action is taken. Public comment, whether on action items or public comment, is limited to three (3) minutes per person. Unused time may not be reserved by the speaker, nor allocated to another speaker. The public may comment on any matter that is not specifically included on an agenda as an action item or comment on a specific agenda item. Items not included on the agenda cannot be acted upon other than to place them on a future agenda. Additionally, if you wish you can comment in person at the meeting or use the Raise your Hand feature in Zoom (*9 if you are participating via phone).

Accommodations: City Council and staff will make reasonable efforts to assist and accommodate individuals with disabilities desiring to attend the meeting. Please contact the City Clerk's Office at (775) 784-9830 in advance so that arrangements can be made.

Supporting Material: Staff reports and supporting material for the meeting are available at the City Clerk's Office, and on the City's website at www.cityoffernley.org Pursuant to NRS 241.020(6), supporting material is made available to the general public at the same time it is provided to the City Council.

Order of Business: The presiding officer shall determine the order of the agenda. The Fernley City Council may combine two or more agenda items for consideration; remove an item from the agenda; or delay discussion relating to an item on the agenda at any time. All items are action items unless otherwise noted. Items scheduled to be heard at a specific time will be heard no earlier than the stated time but may be heard later.

1. INTRODUCTORY ITEMS

1.1. Pledge of Allegiance

1.2. Roll Call

1.3. Public Forum

1.4. (For Possible Action) Approval of Agenda

2. CONSENT AGENDA

(PLEASE NOTE: ALL MATTERS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED ROUTINE, AND MAY BE ACTED UPON BY THE COUNCIL MEMBERS IN ONE MOTION, AND WITHOUT AN EXTENSIVE HEARING. ANY MEMBER OF THE COUNCIL MAY REQUEST THAT AN ITEM BE TAKEN FROM THE CONSENT AGENDA, DISCUSSED, AND ACTED UPON SEPARATELY DURING THIS MEETING.)

2.1. (Possible Action) Approval of Voucher Report

2.2. (Possible Action) Approval of Minutes

2.3. (Possible Approval) Approval of Business Licenses

2.4. Possible Action to approve the Will Serve request from the City of Fernley for .29 ERCs for Water and 1.16 ERCs for sewer for Lyon County Parcel(s) 021-103-56 located in Fernley, NV.

2.5. Possible Action to Approve the Will-Serve Request from TMAI Building F for 1.31 ERCs for water and 5.25 ERCs for sewer for Lyon County Parcel 020-341-12 located at 1040 Inglewood Dr, Fernley, NV 89408.

2.6. Discussion and Possible Action to Approve Agreement with DOWL for on-call Engineering Services

3. REPORTS - THIS ITEM IS FOR VARIOUS PUBLIC ENTITY REPRESENTATIVES TO PROVIDE GENERAL INFORMATION TO THE COUNCIL AND PUBLIC. NO ACTION WILL BE TAKEN.

3.1. Reports by City Staff, City Council, and the Mayor, including but not limited to monthly statistical reports by city departments.

3.2. State of Nevada Legislative update

4. PROCLAMATIONS BY THE MAYOR

5. PRESENTATIONS

5.1. Presentation by Lyon County Human Services on Prevent Child Abuse Nevada Month.

5.2. Presentation by Waste Management regarding Fernley Waste and Recycling

6. STAFF REPORTS

6.1. Discussion and possible action to hear an appeal requested by Ms. Skinner, Desert Rose RV Park, to overturn the Building Officials' decision to reject the permit documents.

7. RESOLUTIONS

7.1. Discussion and Possible Action to Approve Resolution 25-003 updating the City of Fernley Internal Agenda Process.

8. ITEMS REQUESTED BY MAYOR OR CITY COUNCIL MEMBERS

8.1. Possible Action requesting a future agenda item to discuss creating a policy that requires developers to dedicate resources to a group or project in Fernley. Councilman Torres.

9. ADDRESS REQUEST(S) FOR FUTURE AGENDA ITEMS

10. PUBLIC FORUM

11. ADJOURNMENT

Next Meeting: April 3rd @ 5pm

Report Criteria:

- Detail report.
- Invoice detail records above \$0 included.
- Paid and unpaid invoices included.
- Vendor.Vendor Number = {<>} 2201

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	Date Paid	GL Account and Title	GL Period
ADAPCO, INC								
1751	ADAPCO, INC	SI301000216-0	Larvicide	02/28/2025	17.27	03/21/2025	100-528-617 Chemical Supplies	225
1751	ADAPCO, INC	SI301000357	Larvicide	03/20/2025	8,105.27		100-528-617 Chemical Supplies	325
Total 1751:					8,122.54			
AFLAC								
5690	AFLAC	456755	SUPPLEMENTAL INSURANCE	03/25/2025	676.86		100-217400 AFLAC Insurance Payable	325
Total 5690:					676.86			
AIT ADVANCED INTERPRETING & TRANSLATION								
8498	AIT ADVANCED INTERPRETING & TRANSLATION	202503A-FMC-	Spanish - 24TR005763K AND 25TR000813K	03/04/2025	320.00	03/21/2025	100-425-330 Prof Serv-Interpreter	325
Total 8498:					320.00			
ALHAMBRA								
4688	ALHAMBRA	7661929031325	water service	03/13/2025	222.83	03/21/2025	510-810-614 Shop Supplies	325
Total 4688:					222.83			
ALLDATA LLC								
8930	ALLDATA LLC	INVC05460315	ALLDATA Automotive Services	03/13/2025	361.60	03/21/2025	100-480-342 Tech Services-Other	325
Total 8930:					361.60			
ANIMAL CARE CENTER								
245	ANIMAL CARE CENTER	164280	CO8936249 -Feline	02/27/2025	472.75	03/21/2025	100-525-322 Prof Serv-Other	225
Total 245:					472.75			
APPLIED PAVEMENT TECHNOLOGY, INC.								
8726	APPLIED PAVEMENT TECHNOLOGY, INC.	17 MAR 25	TRAINING COURSE FOR EXCAVATION & TRENCHING SA	03/17/2025	80.00	03/21/2025	100-475-580 Training	325
Total 8726:					80.00			
ARAMARK (VESTIS)								
1895	ARAMARK (VESTIS)	5980277512	SHIRT CONTRACT	03/11/2025	88.95	03/21/2025	100-480-420 Outside Services	325

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	Date Paid	GL Account and Title	GL Period
1895	ARAMARK (VESTIS)	5980277513	clothing/mats	03/11/2025	83.77	03/21/2025	100-475-420 Outside Services	325
1895	ARAMARK (VESTIS)	5980277514	pants service	03/11/2025	53.63	03/21/2025	510-810-420 Outside Services	325
1895	ARAMARK (VESTIS)	5980279241	PS rags and rugs	03/18/2025	124.12	03/21/2025	510-840-420 Outside Services	325
1895	ARAMARK (VESTIS)	5980279249	uniforms	03/18/2025	88.95	03/21/2025	100-480-420 Outside Services	325
1895	ARAMARK (VESTIS)	5980279250	Clothing/Mats	03/18/2025	83.77	03/21/2025	100-475-420 Outside Services	325
1895	ARAMARK (VESTIS)	5980279251	mats for shop	03/18/2025	85.56	03/21/2025	100-480-420 Outside Services	325
1895	ARAMARK (VESTIS)	5980279252	pants and mat service	03/18/2025	36.33	03/21/2025	510-810-420 Outside Services	325
1895	ARAMARK (VESTIS)	5980279254	Mats	03/18/2025	199.26	03/21/2025	100-417-420 Outside Services	325
Total 1895:					844.34			
ARC GENERATOR SERVICE, LLC								
8984	ARC GENERATOR SERVICE, LLC	2223	Well 14 automatic transfer switch work	02/16/2025	377.58		510-810-430 Outside Serv-Repair & Maint	225
Total 8984:					377.58			
BIG R OF FERNLEY								
20	BIG R OF FERNLEY	21537/5	Fasteners/Spring Snaps	03/10/2025	41.98	03/21/2025	100-575-600 General Supplies	325
20	BIG R OF FERNLEY	21551/5	PVC Fittings/Primer	03/11/2025	34.67	03/21/2025	100-575-600 General Supplies	325
20	BIG R OF FERNLEY	21556/5	Hardware, Wire, Cable	03/12/2025	23.62	03/21/2025	100-575-600 General Supplies	325
20	BIG R OF FERNLEY	21561/5	Clevis, Tie wire	03/12/2025	45.97	03/21/2025	100-575-600 General Supplies	325
20	BIG R OF FERNLEY	21580/5	FLEET SUPPLIES	03/17/2025	193.93	03/21/2025	100-480-610 Automotive Supplies	325
20	BIG R OF FERNLEY	21583/5	Light Bulbs	03/17/2025	27.98	03/21/2025	100-417-612 Building Maint Supplies	325
20	BIG R OF FERNLEY	21584/5	Hardware	03/17/2025	3.19	03/21/2025	100-475-600 General Supplies	325
20	BIG R OF FERNLEY	21585/5	PARTS FOR VECTOR SPRAY RIG.	03/17/2025	64.83	03/21/2025	100-480-610 Automotive Supplies	325
20	BIG R OF FERNLEY	21589/5	weed control truck valve install	03/18/2025	33.96	03/21/2025	100-480-610 Automotive Supplies	325
20	BIG R OF FERNLEY	21594/5	PVC glue/fittings	03/18/2025	25.66	03/21/2025	100-575-600 General Supplies	325
20	BIG R OF FERNLEY	21597/5	weed control valve install	03/19/2025	51.83	03/21/2025	100-480-610 Automotive Supplies	325
20	BIG R OF FERNLEY	21599/55	Propane	03/19/2025	643.19	03/21/2025	100-475-623 Propane	325
20	BIG R OF FERNLEY	21607/!5	Spray Paint	03/20/2025	43.96		100-575-600 General Supplies	325
20	BIG R OF FERNLEY	21608/5	Copper Fittings	03/20/2025	119.82		100-575-600 General Supplies	325
20	BIG R OF FERNLEY	21616/5	PVC materials	03/21/2025	67.72		100-575-600 General Supplies	325
20	BIG R OF FERNLEY	21617/5	PVC Materials	03/21/2025	18.47		100-575-600 General Supplies	325
20	BIG R OF FERNLEY	21627/5	SCREWS FOR PARKS	03/24/2025	11.49		100-575-600 General Supplies	325
20	BIG R OF FERNLEY	21628/5	Fasteners	03/24/2025	10.68		100-417-600 General Supplies	325
Total 20:					1,462.95			
BOB'S PRINTING AND SIGNAGE								
6970	BOB'S PRINTING AND SIGNAGE	30525-1	Office Supplies-envelopes	03/13/2025	265.00	03/21/2025	100-416-600 General Supplies	325
Total 6970:					265.00			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	Date Paid	GL Account and Title	GL Period
BRADY INDUSTRIES OF NEVADA LLC								
8837	BRADY INDUSTRIES OF NEVADA LLC	9889923	Toilet Paper	03/21/2025	369.56		100-417-612 Building Maint Supplies	325
Total 8837:					369.56			
CDW GOVERNMENT INC.								
27	CDW GOVERNMENT INC.	AC9QX4G	Toner	02/26/2025	561.63-		100-425-600 General Supplies	225
27	CDW GOVERNMENT INC.	AD3DP4S	New UT Admin PC Screens	03/18/2025	506.25		520-810-605 Minor Equipment	325
27	CDW GOVERNMENT INC.	AD3DP4S	New UT Admin PC Screens	03/18/2025	506.25		510-840-605 Minor Equipment	325
Total 27:					450.87			
CHARTER COMMUNICATIONS								
4479	CHARTER COMMUNICATIONS	175969701030125	69701 595 Silver Lace MARCH 25 03/01- 03/31	03/01/2025	1,336.57	03/21/2025	100-417-530 Communications	325
4479	CHARTER COMMUNICATIONS	175970201030125	7020 355 Cottonwood March 25 3/1-3/31/25	03/01/2025	386.57	03/21/2025	100-417-530 Communications	325
Total 4479:					1,723.14			
COLONIAL INSURANCE								
3520	COLONIAL INSURANCE	31039340301071	E3103934 SUPPLEMENTAL INSURANC	03/01/2025	361.10		100-218000 COLONIAL INSURANCE PAYABL	325
3520	COLONIAL INSURANCE	31039340401067	E3103934 SUPPLEMENTAL INSURANC	04/01/2025	361.10		100-218000 COLONIAL INSURANCE PAYABL	425
Total 3520:					722.20			
CONSTRUCTION MATERIALS ENGINEERS								
5587	CONSTRUCTION MATERIALS ENGINEERS	17429	Construction Inspection - Camille Lift Station	03/06/2025	1,305.00	03/21/2025	520-166100 Construction In Progress	325
5587	CONSTRUCTION MATERIALS ENGINEERS	17432	Construction Inspections - Depot Restrooms	03/06/2025	600.00	03/21/2025	220-480-683 Depot Amenity Building	325
5587	CONSTRUCTION MATERIALS ENGINEERS	17502	Construction Inspection - CRRC	03/07/2025	12,793.00	03/21/2025	220-480-810 ARPA	325
Total 5587:					14,698.00			
CUMMING MANAGEMENT GROUP, INC								
8889	CUMMING MANAGEMENT GROUP, INC	164311	CRRC Services February 1 February 28 2025	02/28/2025	34,034.00	03/21/2025	220-480-810 ARPA	225
Total 8889:					34,034.00			
CUMMINS SALES AND SERVICE								
250	CUMMINS SALES AND SERVICE	58-250378764	PS Emergency Generator annual service	03/07/2025	4,055.00	03/21/2025	510-840-430 Outside Serv-Repair & Maint	325
Total 250:					4,055.00			
DOLAN FERNLEY DODGE								
8718	DOLAN FERNLEY DODGE	557262	TRANSMISSION OIL FOR W/D	03/07/2025	209.72	03/21/2025	100-480-610 Automotive Supplies	325

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	Date Paid	GL Account and Title	GL Period
Total 8718:					209.72			
DOWL, LLC								
8931	DOWL, LLC	7363.30292.02-6	GIS/CAD SUPPORT	03/07/2025	388.50	03/21/2025	100-475-320 Prof Serv-Engineering	325
8931	DOWL, LLC	7363.30292.02-6	GIS/CAD SUPPORT	03/07/2025	388.50	03/21/2025	510-810-320 Prof Serv-Engineering	325
8931	DOWL, LLC	7363.30292.02-6	GIS/CAD SUPPORT	03/07/2025	388.50	03/21/2025	100-417-320 Prof Serv-Engineering	325
8931	DOWL, LLC	7363.30292.02-6	GIS/CAD SUPPORT	03/07/2025	388.50	03/21/2025	520-810-320 Prof Serv-Engineering	325
8931	DOWL, LLC	7363.30292.02-6	GIS/CAD SUPPORT	03/07/2025	388.50	03/21/2025	100-575-320 Prof Serv-Engineering	325
Total 8931:					1,942.50			
EMPLOYEES, CITY OF FERNLEY								
8639	EMPLOYEES, CITY OF FERNLEY	299681	REIMB FOR UPS OVERNIGHT POSTAGE- CAO	03/20/2025	54.28	03/21/2025	100-414-550 Printing and Postage	325
8639	EMPLOYEES, CITY OF FERNLEY	31425	REIMB FOR ANNUAL BOOTS- D. GUPTILL	03/14/2025	178.63	03/21/2025	100-575-616 Safety Supplies	325
8639	EMPLOYEES, CITY OF FERNLEY	31725	PER DIEM P. SPARKS 3/25-3/26 RCAC ARSENIC TREATME	03/17/2025	102.00	03/21/2025	510-840-580 Training	325
8639	EMPLOYEES, CITY OF FERNLEY	31825	REIMB FOR ANNUAL BOOTS- B. SANTOS	03/18/2025	200.00	03/21/2025	100-605-616 Safety Supplies	325
8639	EMPLOYEES, CITY OF FERNLEY	31925	REIMB FOR GAS IN COMPANY CAR- M. PAZ FERNANDEZ	03/19/2025	26.02	03/21/2025	100-529-626 Gasoline	325
8639	EMPLOYEES, CITY OF FERNLEY	MAR 17 2025	REIMB FOR MEALS/INCIDENTALS	03/17/2025	156.43	03/21/2025	100-605-582 Travel	325
8639	EMPLOYEES, CITY OF FERNLEY	MAR 25/ APR 25/ MAY 25	EMPLOYEE OF THE MONTH - MARCH, APRIL, MAY 2025	03/25/2025	150.00		100-412-586 Employee Recognition	325
Total 8639:					867.36			
FLORES, ROBERT C.								
9012	FLORES, ROBERT C.	31225	PLANNING COMMISSION STIPEND	03/12/2025	80.00		100-610-322 Prof Serv-Other	325
Total 9012:					80.00			
FLYERS ENERGY, LLC								
18	FLYERS ENERGY, LLC	25-314778	PS pump and sludge collector oil	03/06/2025	500.80	03/21/2025	510-840-614 Shop Supplies	325
18	FLYERS ENERGY, LLC	CFS-4173113	GASOLINE-WTP	02/28/2025	138.53	03/21/2025	510-840-626 Gasoline	225
18	FLYERS ENERGY, LLC	CFS-4173113	GASOLINE-ANIMAL CONTROL	02/28/2025	231.20	03/21/2025	100-525-626 Gasoline	225
18	FLYERS ENERGY, LLC	CFS-4173113	GASOLINE-VECTOR	02/28/2025	31.35	03/21/2025	100-528-626 Gasoline	225
18	FLYERS ENERGY, LLC	CFS-4173113	GASOLINE-STREETS	02/28/2025	1,256.84	03/21/2025	100-475-626 Gasoline	225
18	FLYERS ENERGY, LLC	CFS-4173113	GASOLINE-FACILITIES	02/28/2025	434.74	03/21/2025	100-417-626 Gasoline	225
18	FLYERS ENERGY, LLC	CFS-4173113	GASOLINE-WD	02/28/2025	1,317.97	03/21/2025	510-810-626 Gasoline	225
18	FLYERS ENERGY, LLC	CFS-4173113	GASOLINE-COURT	02/28/2025	53.20	03/21/2025	100-425-626 Gasoline	225
18	FLYERS ENERGY, LLC	CFS-4173113	GASOLINE-ENG	02/28/2025	52.98	03/21/2025	100-529-626 Gasoline	225
18	FLYERS ENERGY, LLC	CFS-4173113	GASOLINE-PARKS	02/28/2025	463.78	03/21/2025	100-575-626 Gasoline	225
18	FLYERS ENERGY, LLC	CFS-4173113	GASOLINE-WW	02/28/2025	854.47	03/21/2025	520-810-626 Gasoline	225
18	FLYERS ENERGY, LLC	CFS-4173113	GASOLINE-BUILDING	02/28/2025	189.96	03/21/2025	100-605-626 Gasoline	225
Total 18:					5,525.82			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	Date Paid	GL Account and Title	GL Period
Garvin, Tessa								
9010	Garvin, Tessa	31225	PLANNING COMMISSION STIPEND	03/12/2025	80.00		100-610-322 Prof Serv-Other	325
Total 9010:					80.00			
GRAINGER								
252	GRAINGER	9443682373	Water fountain	03/18/2025	1,600.34	03/21/2025	100-417-600 General Supplies	325
Total 252:					1,600.34			
GRANITE TELECOMMUNICATIONS, LLC								
8838	GRANITE TELECOMMUNICATIONS, LLC	686915631-0	Communications March 2025	03/01/2025	221.71	03/12/2025	100-417-530 Communications	325
Total 8838:					221.71			
HANNEMAN SERVICE								
70	HANNEMAN SERVICE	111891	Misc. Service Labor	03/03/2025	145.00	03/21/2025	100-605-420 Outside Services	325
70	HANNEMAN SERVICE	111892	Misc. Service Labor	03/07/2025	145.00	03/21/2025	100-605-420 Outside Services	325
70	HANNEMAN SERVICE	14286	2007 Mercedes No Plates 101 Big Oaks	03/03/2025	55.00	03/21/2025	100-605-420 Outside Services	325
70	HANNEMAN SERVICE	14289	2001 Ford F150 White 304 Lariat Rd. No Plates	03/07/2025	55.00	03/21/2025	100-605-420 Outside Services	325
Total 70:					400.00			
HARBOR FREIGHT COMMERCIAL ACCOUNT								
457	HARBOR FREIGHT COMMERCIAL ACCOUNT	05a01f1b	NEW 3TON FLOOR JACK	04/16/2025	249.99	03/21/2025	100-480-600 General Supplies	425
Total 457:					249.99			
HOMETOWN HEALTH								
4842	HOMETOWN HEALTH	24901-047	3721P GROUP HEALTH INSURANCE	04/01/2025	89,281.62		100-217000 HEALTH INSURANCE PAYABLE	425
Total 4842:					89,281.62			
IBEW Local 1245								
83	IBEW Local 1245	MAR 2025-2	UNION DUES, ONE HALF OF MONTH	03/21/2025	1,404.00	03/21/2025	100-219900 OTHER PAYROLL PAYABLES	325
Total 83:					1,404.00			
INTERNAL REVENUE SERVICE								
7879	INTERNAL REVENUE SERVICE	MAR 2025-2	W/HOLD TAX PAYABLE, PAYROLL	03/21/2025	24,835.92	03/21/2025	100-212000 FEDERAL WITHHOLDING PAYAB	325
7879	INTERNAL REVENUE SERVICE	MAR 2025-2	FICA TAX PAYABLE, PAYROLL	03/21/2025	264.36	03/21/2025	100-211000 FICA PAYABLE	325
7879	INTERNAL REVENUE SERVICE	MAR 2025-2	MED TAX PAYABLE, PAYROLL	03/21/2025	6,990.58	03/21/2025	100-211000 FICA PAYABLE	325

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	Date Paid	GL Account and Title		GL Period
Total 7879:					32,090.86				
INTERSTATE OIL COMPANY									
4329	INTERSTATE OIL COMPANY	870571-IN	OIL FOR FLEET	03/14/2025	105.13	03/21/2025	100-480-610	Automotive Supplies	325
Total 4329:					105.13				
INTERWEST CONSULTING GROUP, INC									
9035	INTERWEST CONSULTING GROUP, INC	1415640	Outside Planning Services	03/13/2025	427.50	03/21/2025	100-610-322	Prof Serv-Other	325
9035	INTERWEST CONSULTING GROUP, INC	1446488	Outside Planning Services	03/13/2025	845.00	03/21/2025	100-610-322	Prof Serv-Other	325
9035	INTERWEST CONSULTING GROUP, INC	1450276	Outside Planning Services	03/13/2025	1,267.50	03/21/2025	100-610-322	Prof Serv-Other	325
Total 9035:					2,540.00				
JNA CONSULTING GROUP LLC									
2953	JNA CONSULTING GROUP LLC	2025.013	Prep of Annual Report/Monitoring	03/19/2025	787.50	03/21/2025	510-810-322	Prof Serv-Other	325
2953	JNA CONSULTING GROUP LLC	2025.013	Prep of Annual Report/Monitoring	03/19/2025	787.50	03/21/2025	520-810-322	Prof Serv-Other	325
Total 2953:					1,575.00				
JOHNSON CONTROLS FIRE PROTECTION LP									
8667	JOHNSON CONTROLS FIRE PROTECTION LP	52788649	Dry System Water Leak City Hall	03/14/2025	1,300.32	03/21/2025	100-417-430	Outside Serv-Repair & Maint	325
Total 8667:					1,300.32				
JUB ENGINEERS, INC									
8846	JUB ENGINEERS, INC	181739	East Cedar St - Design Consultant	02/28/2025	23,546.02	03/21/2025	100-475-730	Improve Other than Buildings	225
Total 8846:					23,546.02				
LOWES CREDIT SERVICES									
7650	LOWES CREDIT SERVICES	75475	MARKING PENS	03/12/2025	37.92	03/21/2025	100-480-600	General Supplies	325
7650	LOWES CREDIT SERVICES	77763	Cleaning rags	03/13/2025	22.78	03/21/2025	520-810-600	General Supplies	325
7650	LOWES CREDIT SERVICES	83734	Lumber	03/17/2025	27.99	03/21/2025	100-475-600	General Supplies	325
7650	LOWES CREDIT SERVICES	86196	East Lift Door Seals	03/18/2025	70.78	03/21/2025	520-810-614	Shop Supplies	325
7650	LOWES CREDIT SERVICES	87890	Fernco couplers	03/19/2025	93.70	03/21/2025	520-810-614	Shop Supplies	325
7650	LOWES CREDIT SERVICES	950999	PS Shop Supplies	03/06/2025	28.11	03/21/2025	510-840-614	Shop Supplies	325
7650	LOWES CREDIT SERVICES	96274	CM Desk	03/07/2025	59.81	03/21/2025	100-413-600	General Supplies	325
7650	LOWES CREDIT SERVICES	970159	Gloss Coating	02/19/2025	24.64	03/21/2025	100-417-600	General Supplies	225
7650	LOWES CREDIT SERVICES	977437	Varnish/ Rust Remover	02/04/2025	50.74	03/21/2025	100-417-600	General Supplies	225
7650	LOWES CREDIT SERVICES	98563	Sack Concrete	03/24/2025	14.20		520-810-600	General Supplies	325

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	Date Paid	GL Account and Title	GL Period
Total 7650:					430.67			
LP INSURANCE SERVICES, INC								
8746	LP INSURANCE SERVICES, INC	1014662	Policy #EB FEE MAY25	05/01/2025	2,500.00		100-413-322 Prof Serv-Other	525
Total 8746:					2,500.00			
LYON COUNTY RECORDER								
108	LYON COUNTY RECORDER	2219303	LIEN REL- 1313 ROUGE RIVER RD 022-11-9303	03/13/2025	43.00	03/21/2025	510-810-322 Prof Serv-Other	325
108	LYON COUNTY RECORDER	2231204	LIEN REL- 1723 BLUE OAK CT 022-312-04	03/18/2025	43.00	03/21/2025	510-810-322 Prof Serv-Other	325
Total 108:					86.00			
MCCULLAR, JENNI LEI								
9019	MCCULLAR, JENNI LEI	31225	PLANNING COMMISSION STIPEND	03/12/2025	80.00		100-610-322 Prof Serv-Other	325
Total 9019:					80.00			
MCDONALD CARANO								
322	MCDONALD CARANO	12501576	outside legal planning	03/18/2025	3,937.50		100-414-310 Prof Serv-Legal	325
Total 322:					3,937.50			
METLIFE SMALL BUSINESS CENTER								
5387	METLIFE SMALL BUSINESS CENTER	APR 2025	5952725 GROUP LIFE/ADD LTD/STD INSURANCE	04/01/2025	4,003.19		100-217300 Life/ADD LTD/STD Anthem Payabl	425
5387	METLIFE SMALL BUSINESS CENTER	APR 2025	5952725 GROUP DENTAL INSURANCE	04/01/2025	6,213.66		100-217100 Dental Insurance Payable MetL	425
5387	METLIFE SMALL BUSINESS CENTER	APR 2025	5952725 GROUP VISION INSURANCE	04/01/2025	1,006.39		100-217200 Vision Insurance Payable MetL	425
Total 5387:					11,223.24			
METROPOLITAN TRANSPORTATION COMMISSION								
8155	METROPOLITAN TRANSPORTATION COMMISSION	4926-AR13787	StreetSaver Annual Subsc 5/1/25-4/30/26	03/12/2025	4,000.00	03/21/2025	100-529-581 Dues and Memberships	325
Total 8155:					4,000.00			
MISCELLANEOUS ONE TIME VENDOR								
1111	MISCELLANEOUS ONE TIME VENDOR	16.034422	OVERPAYMENT- DOG LICENSE "KODA"	03/10/2025	10.00	03/21/2025	100-320-170 Animal License Fees	325
1111	MISCELLANEOUS ONE TIME VENDOR	32425	OVERPAYMENT ON BUSINESS LICENSE FEES, ACCT#44	03/24/2025	7,270.96		100-320-100 Business License Fees	325
1111	MISCELLANEOUS ONE TIME VENDOR	53.001886	OVERPAYMENT- DOG LICENSE "SNOWMAN & CUJO"	03/10/2025	60.00	03/21/2025	100-320-170 Animal License Fees	325
Total 1111:					7,340.96			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	Date Paid	GL Account and Title		GL Period
MSC INDUSTRIAL SUPPLY CO									
115	MSC INDUSTRIAL SUPPLY CO	82689249	spill containment kit	03/13/2025	200.04	03/21/2025	100-480-600	General Supplies	325
115	MSC INDUSTRIAL SUPPLY CO	83330139	weed control valve install	03/18/2025	25.48	03/21/2025	100-480-610	Automotive Supplies	325
Total 115:					225.52				
NAPA AUTO & TRUCK PARTS									
58	NAPA AUTO & TRUCK PARTS	426338	Gloves/Degreaser	03/12/2025	33.00	03/21/2025	100-575-600	General Supplies	325
58	NAPA AUTO & TRUCK PARTS	426387	FILTERS FOR VACON	03/13/2025	264.87	03/21/2025	100-480-610	Automotive Supplies	325
58	NAPA AUTO & TRUCK PARTS	426388	FILTERS FOR W/D VACON	03/13/2025	221.27	03/21/2025	100-480-610	Automotive Supplies	325
58	NAPA AUTO & TRUCK PARTS	426389	DEF	03/13/2025	63.96	03/21/2025	100-475-600	General Supplies	325
58	NAPA AUTO & TRUCK PARTS	426392	FILTER	03/13/2025	52.11	03/21/2025	100-480-610	Automotive Supplies	325
58	NAPA AUTO & TRUCK PARTS	426448	CREDIT	03/14/2025	37.76	03/21/2025	100-480-610	Automotive Supplies	325
58	NAPA AUTO & TRUCK PARTS	426671	10006 maintenance	03/19/2025	70.98	03/21/2025	100-480-610	Automotive Supplies	325
58	NAPA AUTO & TRUCK PARTS	426695	Antifreeze	03/19/2025	19.96	03/21/2025	100-528-600	General Supplies	325
58	NAPA AUTO & TRUCK PARTS	426760	Lift station filters and nitrile gloves	03/20/2025	91.95	03/21/2025	520-810-614	Shop Supplies	325
58	NAPA AUTO & TRUCK PARTS	426803	FILTERS FOR SWEEPER	03/21/2025	523.72		100-480-610	Automotive Supplies	325
58	NAPA AUTO & TRUCK PARTS	426823	Truck cleaning supplies	03/21/2025	71.33		510-810-614	Shop Supplies	325
58	NAPA AUTO & TRUCK PARTS	426824	CAB FILTER FOR SWEEPER	03/21/2025	25.25		100-480-610	Automotive Supplies	325
58	NAPA AUTO & TRUCK PARTS	426956	TRAILER JACK FOR PARKS	03/24/2025	304.19		100-480-610	Automotive Supplies	325
Total 58:					1,704.83				
NCE									
7617	NCE	675212529	Final Design - Shadow Ln	03/12/2025	4,396.25	03/21/2025	100-475-745	RTC Reimbursable	325
7617	NCE	675232505R	Inspection/Construction Several Permits-Mark IV QA	02/19/2025	3,757.32	03/21/2025	100-228309	Project Plan Review - Mark IV	225
7617	NCE	675232505R	Inspection/Construction Mark IV	02/19/2025	10,107.68	03/21/2025	100-529-320	Prof Serv-Engineering	225
Total 7617:					18,261.25				
NV ENERGY									
167	NV ENERGY	13050 MAR 25	48768103613050 ACH	03/11/2025	1,934.61	03/27/2025	100-417-622	Electricity	325
167	NV ENERGY	14319 MAR 25	34596405214319 ACH	03/12/2025	118.20	03/31/2025	100-575-622	Electricity	325
167	NV ENERGY	41110 MAR 25	82190403641110 ACH	03/07/2025	43.19	03/25/2025	520-810-622	Electricity	325
167	NV ENERGY	41110 MAR 25	82190403641110 ACH	03/07/2025	275.00	03/25/2025	520-166100	Construction In Progress	325
167	NV ENERGY	65197 MAR 25	34596407565197 ACH	03/11/2025	37.54	03/27/2025	510-810-622	Electricity	325
167	NV ENERGY	84389 MAR 25	34596503684389 ACH	03/11/2025	303.32	03/27/2025	100-417-622	Electricity	325
167	NV ENERGY	98954 MAR 25	82190405098954 ACH	03/07/2025	4,427.96	03/25/2025	520-810-622	Electricity	325
Total 167:					7,139.82				
OFFICE DEPOT									
133	OFFICE DEPOT	411574458001	ACO 03062025 Toner-Folders Etc	03/07/2025	201.56	03/21/2025	100-525-601	Office Supplies	325
133	OFFICE DEPOT	411585615001	ACO 03062025-Notepads	03/07/2025	17.06	03/21/2025	100-525-601	Office Supplies	325

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	Date Paid	GL Account and Title	GL Period
133	OFFICE DEPOT	411585621001	ACO03062025 USB	03/07/2025	53.19	03/21/2025	100-525-601 Office Supplies	325
133	OFFICE DEPOT	411787748001	Office Supplies- paper clips, tape, notary book, rubber bands,	03/10/2025	114.53	03/21/2025	100-416-600 General Supplies	325
133	OFFICE DEPOT	413750670001	CITY WIDE PAPER	03/11/2025	29.55	03/21/2025	100-415-600 General Supplies	325
133	OFFICE DEPOT	413750670001	CITY WIDE PAPER	03/11/2025	29.54	03/21/2025	100-525-600 General Supplies	325
133	OFFICE DEPOT	413750670001	CITY WIDE PAPER	03/11/2025	29.54	03/21/2025	520-810-601 Office Supplies	325
133	OFFICE DEPOT	413750670001	CITY WIDE PAPER	03/11/2025	29.55	03/21/2025	100-575-600 General Supplies	325
133	OFFICE DEPOT	413750670001	CITY WIDE PAPER	03/11/2025	29.54	03/21/2025	100-605-600 General Supplies	325
133	OFFICE DEPOT	413750670001	CITY WIDE PAPER	03/11/2025	29.54	03/21/2025	100-416-600 General Supplies	325
133	OFFICE DEPOT	413750670001	CITY WIDE PAPER	03/11/2025	29.55	03/21/2025	100-413-600 General Supplies	325
133	OFFICE DEPOT	413750670001	CITY WIDE PAPER	03/11/2025	29.54	03/21/2025	100-610-600 General Supplies	325
133	OFFICE DEPOT	413750670001	CITY WIDE PAPER	03/11/2025	29.55	03/21/2025	100-418-600 General Supplies	325
133	OFFICE DEPOT	413750670001	CITY WIDE PAPER	03/11/2025	29.54	03/21/2025	510-810-601 Office Supplies	325
133	OFFICE DEPOT	413750670001	CITY WIDE PAPER	03/11/2025	29.54	03/21/2025	100-475-600 General Supplies	325
133	OFFICE DEPOT	413750670001	CITY WIDE PAPER	03/11/2025	29.54	03/21/2025	100-529-600 General Supplies	325
133	OFFICE DEPOT	413750670001	CITY WIDE PAPER	03/11/2025	29.54	03/21/2025	100-414-600 General Supplies	325
133	OFFICE DEPOT	413750670001	CITY WIDE PAPER	03/11/2025	29.54	03/21/2025	510-840-601 Office Supplies	325
133	OFFICE DEPOT	413915292001	flash drives for discovery	03/12/2025	61.56		100-414-600 General Supplies	325
133	OFFICE DEPOT	413916142001	toner	03/10/2025	402.43	03/21/2025	100-414-600 General Supplies	325
133	OFFICE DEPOT	413971716001	usbs for discovery	03/12/2025	168.27		100-414-600 General Supplies	325
Total 133:					1,432.20			
O'REILLY AUTO PARTS								
6230	O'REILLY AUTO PARTS	3599-344259	PARTS FOR 9004	03/07/2025	27.00	03/21/2025	100-480-610 Automotive Supplies	325
6230	O'REILLY AUTO PARTS	3599-345746	new filter for 6.6 chevys	03/17/2025	44.80	03/21/2025	100-480-610 Automotive Supplies	325
6230	O'REILLY AUTO PARTS	3599-345987	10006 service	03/19/2025	58.46	03/21/2025	100-480-610 Automotive Supplies	325
6230	O'REILLY AUTO PARTS	3599-345996	10006 service	03/19/2025	276.84	03/21/2025	100-480-610 Automotive Supplies	325
6230	O'REILLY AUTO PARTS	3599-346151	10006 service	03/20/2025	9.10	03/21/2025	100-480-610 Automotive Supplies	325
6230	O'REILLY AUTO PARTS	3599-346158	10006 service	03/20/2025	10.00	03/21/2025	100-480-610 Automotive Supplies	325
Total 6230:					426.20			
PACIFIC STORAGE COMPANY								
8876	PACIFIC STORAGE COMPANY	5251185	Shredding	03/05/2025	16.50	03/21/2025	100-425-322 Prof Serv-Other	325
Total 8876:					16.50			
POOL PACT; NV PUBLIC AGENCY INS POOL								
271	POOL PACT; NV PUBLIC AGENCY INS POOL	7028	Outside Legal Counsel HR	03/03/2025	2,000.00		100-414-310 Prof Serv-Legal	325
271	POOL PACT; NV PUBLIC AGENCY INS POOL	7029	Outside legal counsel HR	03/03/2025	461.25		100-414-322 Prof Serv-Other	325
271	POOL PACT; NV PUBLIC AGENCY INS POOL	7030	Outside Legal Counsel HR	03/03/2025	641.25		100-414-322 Prof Serv-Other	325
Total 271:					3,102.50			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	Date Paid	GL Account and Title	GL Period
PUBLIC EMPLOYEES BENEFITS PROG								
143	PUBLIC EMPLOYEES BENEFITS PROG	MAR 2025	Retiree Insurance #819	03/06/2025	590.07	03/21/2025	520-219910 OPEB Liability	325
Total 143:					590.07			
PUBLIC EMPLOYEES RETIREMENT SYSTEM								
144	PUBLIC EMPLOYEES RETIREMENT SYSTEM	FEB 2025	#621 RETIREMENT CONTRIBUTIONS	02/28/2025	162,745.79	03/17/2025	100-216000 RETIREMENT PAYABLE	225
Total 144:					162,745.79			
RENOWN HEALTH								
190	RENOWN HEALTH	3831804	MRN 4925446	03/10/2025	40.00		510-840-322 Prof Serv-Other	325
Total 190:					40.00			
RESOURCE CONCEPTS								
8602	RESOURCE CONCEPTS	25-0241	TROA storage scheduling, Irrigation Leasing Program applicat	03/20/2025	4,735.25		510-810-698 Water Rights Protection	325
Total 8602:					4,735.25			
SECTRAN SECURITY, INC.								
8629	SECTRAN SECURITY, INC.	25030609	ARMORED SERVICES-WATER	03/14/2025	220.53	03/21/2025	510-810-342 Tech Services-Other	325
8629	SECTRAN SECURITY, INC.	25030609	ARMORED SERVICES-GF	03/14/2025	220.52	03/21/2025	100-415-322 Prof Serv-Other	325
8629	SECTRAN SECURITY, INC.	25030609	ARMORED SERVICES-SEWER	03/14/2025	220.53	03/21/2025	520-810-342 Tech Services-Other	325
Total 8629:					661.58			
SILVER STATE ANALYTICAL LABORATORIES								
7856	SILVER STATE ANALYTICAL LABORATORIES	RN327031	fall street sample	03/14/2025	44.00	03/21/2025	510-810-423 Outside Serv-Analytical	325
7856	SILVER STATE ANALYTICAL LABORATORIES	RN327086	fall street sample	03/17/2025	44.00	03/21/2025	510-810-423 Outside Serv-Analytical	325
7856	SILVER STATE ANALYTICAL LABORATORIES	RN327121	1st quarter DBP samples	03/18/2025	1,000.00	03/21/2025	510-810-423 Outside Serv-Analytical	325
7856	SILVER STATE ANALYTICAL LABORATORIES	RN327324	monthly samples round 2	03/21/2025	242.00		510-810-423 Outside Serv-Analytical	325
7856	SILVER STATE ANALYTICAL LABORATORIES	RN327335	PS lab sample	03/21/2025	18.00		510-840-423 Outside Serv-Analytical	325
Total 7856:					1,348.00			
SILVER STATE BARRICADE								
170	SILVER STATE BARRICADE	74508	Street sign materials	03/21/2025	2,250.80		100-475-615 Sign & Stripe Supplies	325
Total 170:					2,250.80			
SOSU TV CORP								
8909	SOSU TV CORP	WC1515	Fernley Focus Videos March 25	03/01/2025	1,500.00	03/21/2025	100-413-322 Prof Serv-Other	325

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	Date Paid	GL Account and Title	GL Period
Total 8909:					1,500.00			
SOUTHWEST GAS CORP								
204	SOUTHWEST GAS CORP	86744 MAR 25	910001086744 WTP	03/14/2025	3,565.65	04/02/2025	510-840-621 Natural Gas	325
Total 204:					3,565.65			
STATE COLLECTION & DISB. UNIT (SCaDU)								
176	STATE COLLECTION & DISB. UNIT (SCaDU)	MAR 2025-2	CHILD SUPPORT	03/21/2025	319.84	03/21/2025	100-219900 OTHER PAYROLL PAYABLES	325
Total 176:					319.84			
SULLIVAN STRUCTURES LLC								
8989	SULLIVAN STRUCTURES LLC	23-2	Train Depot Roof Replacement Final Payment	12/30/2024	46,914.00	03/21/2025	300-425-730 Improve Other than Buildings	1224
Total 8989:					46,914.00			
SUNRISE ENVIRONMENTAL SCIENTIFIC								
230	SUNRISE ENVIRONMENTAL SCIENTIFIC	152673	Lift Station Scent Control	03/21/2025	2,749.80		520-810-617 Chemical Supplies	325
Total 230:					2,749.80			
TAGGART & TAGGART LTD								
3275	TAGGART & TAGGART LTD	18777	Water Right Contract FY24/25 FEB25	02/28/2025	4,122.30	03/21/2025	510-810-698 Water Rights Protection	225
Total 3275:					4,122.30			
THATCHER COMPANY, INC.								
8646	THATCHER COMPANY, INC.	2025400101045	well 11 chemical delivery	03/10/2025	897.30	03/21/2025	510-810-617 Chemical Supplies	325
8646	THATCHER COMPANY, INC.	2025400101046	well 13 chemical delivery	03/10/2025	874.87	03/21/2025	510-810-617 Chemical Supplies	325
8646	THATCHER COMPANY, INC.	2025400101047	well 14 chemical delivery	03/10/2025	919.73	03/21/2025	510-810-617 Chemical Supplies	325
8646	THATCHER COMPANY, INC.	2025400101048	well 4 chemical delivery	03/11/2025	852.44	03/21/2025	510-810-617 Chemical Supplies	325
Total 8646:					3,544.34			
U S POSTAL SERVICE								
7344	U S POSTAL SERVICE	APR 2025	PREPAID POSTAGE FOR IN-HOUSE BILLING	04/01/2025	1,900.00		520-810-550 Printing and Postage	425
7344	U S POSTAL SERVICE	APR 2025	PREPAID POSTAGE FOR IN-HOUSE BILLING	04/01/2025	1,900.00		510-810-550 Printing and Postage	425
Total 7344:					3,800.00			
USA BLUEBOOK								
464	USA BLUEBOOK	INV00659083	Vault Keys	03/21/2025	189.58		510-840-614 Shop Supplies	325

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	Date Paid	GL Account and Title	GL Period
Total 464:					189.58			
UTILITY DEPOSITS								
2202	UTILITY DEPOSITS	10164802	CREDIT REFUND	03/11/2025	177.59	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	10974601	CREDIT REFUND	03/11/2025	89.65	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	118476.03	CREDIT REFUND	03/11/2025	101.65	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	134440.06	CREDIT REFUND	03/11/2025	189.48	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	13444006	SEWER DEPOSIT REFUND	03/10/2025	80.00	03/21/2025	520-228200 Customer Deposits	325
2202	UTILITY DEPOSITS	13444006	WATER DEPOSIT REFUND	03/10/2025	75.00	03/21/2025	510-228200 Customer Deposits	325
2202	UTILITY DEPOSITS	135407.16	CREDIT REFUND	03/11/2025	101.65	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	13560218	CREDIT REFUND	03/11/2025	90.59	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	13623620	SEWER DEPOSIT REFUND	03/11/2025	17.28	03/21/2025	520-228200 Customer Deposits	325
2202	UTILITY DEPOSITS	14291016	CREDIT REFUND	03/11/2025	75.79	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	143513.13	CREDIT REFUND	03/11/2025	350.00	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	14351313	SEWER DEPOSIT REFUND	03/07/2025	30.39	03/21/2025	520-228200 Customer Deposits	325
2202	UTILITY DEPOSITS	16320204	CREDIT REFUND	03/11/2025	85.63	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	16550514	WATER DEPOSIT REFUND	03/10/2025	42.21	03/21/2025	510-228200 Customer Deposits	325
2202	UTILITY DEPOSITS	16550514	SEWER DEPOSIT REFUND	03/10/2025	80.00	03/21/2025	520-228200 Customer Deposits	325
2202	UTILITY DEPOSITS	16769616	WATER DEPOSIT REFUND	03/14/2025	45.49	03/21/2025	510-228200 Customer Deposits	325
2202	UTILITY DEPOSITS	16769616	SEWER DEPOSIT REFUND	03/14/2025	80.00	03/21/2025	520-228200 Customer Deposits	325
2202	UTILITY DEPOSITS	16914504	CREDIT REFUND	03/11/2025	121.54	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	169198.07	CREDIT REFUND	03/11/2025	107.15	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	169740.01	CREDIT REFUND	03/11/2025	101.65	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	169756.01	CREDIT REFUND	03/11/2025	105.67	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	16975701	CREDIT REFUND	03/11/2025	155.00	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	177633.13	CREDIT REFUND	03/11/2025	135.00	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	177776.05	CREDIT REFUND	03/11/2025	259.67	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	17940904	CREDIT REFUND	03/11/2025	102.39	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	179445.04	CREDIT REFUND	03/11/2025	203.30	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	17951803	CREDIT REFUND	03/11/2025	95.09	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	19661403	CREDIT REFUND	03/11/2025	28.85	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	20837509	CREDIT REFUND	03/04/2025	152.33	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	21968201	WATER DEPOSIT REFUND	03/07/2025	70.03	03/21/2025	510-228200 Customer Deposits	325
2202	UTILITY DEPOSITS	21968201	SEWER DEPOSIT REFUND	03/07/2025	80.00	03/21/2025	520-228200 Customer Deposits	325
2202	UTILITY DEPOSITS	21972801	CREDIT REFUND	03/11/2025	233.98	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	4176213	CREDIT REFUND	03/11/2025	200.00	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	6871405	SEWER DEPOSIT REFUND	03/04/2025	24.15	03/21/2025	520-228200 Customer Deposits	325
2202	UTILITY DEPOSITS	6970601	SEWER DEPOSIT REFUND	03/01/2025	50.07	03/21/2025	520-228200 Customer Deposits	325
2202	UTILITY DEPOSITS	7630720	CREDIT REFUND	03/11/2025	98.69	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	76985.17	CREDIT REFUND	03/11/2025	107.41	03/21/2025	010-115100 Cash Clearing-Utilities	325
2202	UTILITY DEPOSITS	7934106	CREDIT REFUND	03/11/2025	98.35	03/21/2025	010-115100 Cash Clearing-Utilities	325

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	Date Paid	GL Account and Title	GL Period
Total 2202:					4,242.72			
VANDERHEIDEN, JACOB RAY								
9027	VANDERHEIDEN, JACOB RAY	31225	PLANNING COMMISSION STIPEND	03/12/2025	80.00		100-610-322 Prof Serv-Other	325
Total 9027:					80.00			
VERIZON WIRELESS								
8495	VERIZON WIRELESS	6107345587	City Manager	03/24/2025	56.15	03/21/2025	100-413-530 Communications	325
8495	VERIZON WIRELESS	6107345587	Streets	03/24/2025	63.11	03/21/2025	100-475-530 Communications	325
8495	VERIZON WIRELESS	6107345587	Engineering	03/24/2025	112.38	03/21/2025	100-529-530 Communications	325
8495	VERIZON WIRELESS	6107345587	WTP	03/24/2025	388.55	03/21/2025	510-840-530 Communications	325
8495	VERIZON WIRELESS	6107345587	City Treasurer	03/24/2025	64.10	03/21/2025	100-415-600 General Supplies	325
8495	VERIZON WIRELESS	6107345587	Animal Control	03/24/2025	92.01	03/21/2025	100-525-530 Communications	325
8495	VERIZON WIRELESS	6107345587	Building	03/24/2025	195.45	03/21/2025	100-605-530 Communications	325
8495	VERIZON WIRELESS	6107345587	FMC	03/24/2025	56.15	03/21/2025	100-425-530 Communications	325
8495	VERIZON WIRELESS	6107345587	Mayor	03/24/2025	210.00	03/21/2025	100-412-530 Communications	325
8495	VERIZON WIRELESS	6107345587	Facilities	03/24/2025	435.36	03/21/2025	100-417-530 Communications	325
8495	VERIZON WIRELESS	6107345587	Vector Control	03/24/2025	92.01	03/21/2025	100-528-530 Communications	325
8495	VERIZON WIRELESS	6107345587	Water Dist	03/24/2025	298.02	03/21/2025	510-810-530 Communications	325
8495	VERIZON WIRELESS	6107345587	IT	03/24/2025	194.94	03/21/2025	100-418-530 Communications	325
8495	VERIZON WIRELESS	6107345587	City Attorney	03/24/2025	240.06	03/21/2025	100-414-530 Communications	325
8495	VERIZON WIRELESS	6107345587	Fleet	03/24/2025	37.53	03/21/2025	100-480-530 Communications	325
8495	VERIZON WIRELESS	6107345587	Parks	03/24/2025	20.01	03/21/2025	100-575-530 Communications	325
8495	VERIZON WIRELESS	6107345587	Sewer	03/24/2025	589.88	03/21/2025	520-810-530 Communications	325
Total 8495:					3,145.71			
VERUS ASSOCIATES NEVADA, LLC								
8606	VERUS ASSOCIATES NEVADA, LLC	2690	SCADA Support	02/28/2025	658.03	03/21/2025	520-810-429 Outside Serv-SCADA	225
Total 8606:					658.03			
VOYA FINANCIAL								
8591	VOYA FINANCIAL	MAR 2025-2	DEFERRED COMPENSATION, 457	03/21/2025	4,671.34	03/21/2025	100-215000 457 PAYABLE	325
8591	VOYA FINANCIAL	MAR 2025-2	ROTH IRA	03/21/2025	984.59	03/21/2025	100-215000 457 PAYABLE	325
Total 8591:					5,655.93			
WAGNER, CODY								
9013	WAGNER, CODY	31225	PLANNING COMMISSION STIPEND	03/12/2025	80.00		100-610-322 Prof Serv-Other	325

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	Date Paid	GL Account and Title	GL Period
Total 9013:					80.00			
WALKER LAKE DISPOSAL								
6118	WALKER LAKE DISPOSAL	1714-1	WWTP Dumpster	03/14/2025	297.00	03/21/2025	520-810-412 Utility Serv-Refuse	325
Total 6118:					297.00			
WESTERN NEVADA SUPPLY CO.								
195	WESTERN NEVADA SUPPLY CO.	11657940	bin stock	03/17/2025	1,478.54	03/21/2025	510-810-613 Meter Service Supplies	325
195	WESTERN NEVADA SUPPLY CO.	11672375	2" omni 1000 gal meters	03/21/2025	3,219.00		510-166100 Construction In Progress	325
195	WESTERN NEVADA SUPPLY CO.	11672375	Bin stock	03/21/2025	162.54		510-810-613 Meter Service Supplies	325
195	WESTERN NEVADA SUPPLY CO.	11672380	sensus dual port MXU	03/21/2025	4,614.45		510-166100 Construction In Progress	325
195	WESTERN NEVADA SUPPLY CO.	11672580	PS vault pump parts	03/20/2025	419.81		510-840-614 Shop Supplies	325
195	WESTERN NEVADA SUPPLY CO.	11674704	sensus single port MXU	03/24/2025	5,684.04		510-166100 Construction In Progress	325
Total 195:					15,578.38			
WETLAB - WESTERN ENVIRON TESTING LAB								
8709	WETLAB - WESTERN ENVIRON TESTING LAB	25030417	WWTP Weekly Samples	03/21/2025	373.00		520-810-423 Outside Serv-Analytical	325
Total 8709:					373.00			
WHITE CAP, L.P.								
8852	WHITE CAP, L.P.	50030579956	New Wacker	03/18/2025	4,049.99	03/21/2025	100-475-605 Minor Equipment	325
Total 8852:					4,049.99			
WILLIAMS, BARRY REGINALD								
9018	WILLIAMS, BARRY REGINALD	31225	PLANNING COMMISSION STIPEND	03/12/2025	80.00		100-610-322 Prof Serv-Other	325
Total 9018:					80.00			
WOOD RODGERS, INC.								
2454	WOOD RODGERS, INC.	190410	NVE Permit Coord-Depot Restrooms	02/28/2025	2,037.50	03/21/2025	220-480-683 Depot Amenity Building	225
2454	WOOD RODGERS, INC.	190411	Services through 2/28/205	02/28/2025	11,635.00	03/21/2025	100-413-322 Prof Serv-Other	225
2454	WOOD RODGERS, INC.	190412	maps - CRRC	02/28/2025	1,373.90	03/21/2025	100-529-320 Prof Serv-Engineering	225
Total 2454:					15,046.40			
Grand Totals:					582,550.96			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount	Date Paid	GL Account and Title	GL Period
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Dated: _____

Mayor: _____

City Treasurer: _____

Report Criteria:
Detail report.
Invoice detail records above \$0 included.
Paid and unpaid invoices included.
Vendor.Vendor Number = {<>} 2201

Report Criteria:

License.Status = "Active"

Business.Origination date = 3/13/2025-3/26/2025

Business Name	DBA	Name	Location	City	State	Zip	Business Tel	Description	Occupation	
Self-Storage Solutions LLC	Safe Storage NV	David B Burnett	175 Mull Lane	Fernley	NV	89408	847-989-9435	Storage	Self Storage	
High Grade Services LLC		Joshua Bianchi	410 Country Dr	Fernley	NV	89408	775-857-7624	Handyman	Handyman	
Balanced Psychotherapy, PLLC		Dallis Bernaix	317 Wildrose Ct.	Fernley	NV	89408	775-238-6241	Medical Office or Servi	Couples and family thera	
R&J Painting LLC	Bailey Electrical / Bailey Mech	Rolando Munoz / C	994 Glendale Ave Suite 8	Sparks	NV	89431	775-842-0134	Contractor	Painting and Decorating	
Bailey and Associates LLC		Douglas Bailey	3110 New Castle Cir	Elko	NV	89801	775-340-0809	Contractor	Electrical/Refrigeration &	
House Money Brand		Tomas E. Garcia	554 Ranchwood Ln	Fernley	NV	89408	775-419-9762	Wholesale and/or Reta	Online clothing sales/scre	
Lugo Framing LLC		Jonatan Lugo	3835 Glen St.	Reno	NV	89502	775-870-1128	Contractor	Carpentry & Repairs Con	
Priscilla Rybka		Priscilla J. Rybka	330 E. Main Street	Fernley	NV	89408	775-636-1620	Real Estate	Real Estate	
Linear Star Construction LLC		Cory Horton/Hunter	17660 Boulder Springs Ct.	Reno	NV	89508	775-671-5295	Contractor	Residential & Small Com	
Miller Concrete LLC		Dustin Miller	9215 Moonset Court	Reno	NV	89506	775-813-2242	Contractor	Concrete Contractor #90	
Peaceful Gateways LLC		Sanjay George Vict	291 Andrea Way	Fernley	NV	89408	775-404-4899	Residences used for s	Short term rental	
Z 7 Development		Walter M. Lee	18520 State Route 290	Paradise Valley	NV	89426	775-315-0808	Contractor	General Engineering Con	
Fearless Authentic		Brian Ribblett	25 E. Main St. Suite 2	Fernley	NV	89408	775-741-2278	Wholesale and/or Reta	Retail Boutique	
Best Life K9 Academy		Christopher Nichols	1870 Terrace Heights Lan	Reno	NV	89523	775-219-5219	Animal/Pet Services, g	Private dog training lesso	
Sharp's Custom Furniture & Design, L		Craig & Elle Leigh	524 Wedge Lane	Fernley	NV	89408	530-368-5643	Business Specific Prof	Custom furniture repair, d	
Western Edge Defense LLC		Brian Slone, Byron	270 Vine St	Fernley	NV	89408	559-679-0119	Firearms Sales, Servic	Firearms training and saf	
Direct Medical Transportation, Inc.		J Kungys/J Hare/J	92 Centennial Loop	Eugene	OR	97401	503-621-8850	Business Specific Prof	Non-emergency medical t	
Southern Charm		Brent Hale / Sarena	25 E. Main St. Ste #5	Fernley	NV	89408	775-302-1488	Wholesale and/or Reta	Boutique and workshops	
Grand Totals:										
18										

Report Criteria:

License.Status = "Active"

Business.Origination date = 3/13/2025-3/26/2025



CITY OF FERNLEY

City Council AGENDA REPORT

Meeting Date: April 2, 2025

REPORT TO: Mayor and City Council

REPORT FROM: Kari Weitzel

FINANCIAL IMPACT:

Yes:X

No:

CURRENTLY BUDGETED:

Yes:X

No:

FUND/ACCOUNT:

510-395-910

520-395-910

ACTION REQUESTED: Consent

AGENDA ITEM:

Possible Action to approve the Will Serve request from the City of Fernley for .29 ERCs for Water and 1.16 ERCs for sewer for Lyon County Parcel(s) 021-103-56 located in Fernley, NV.

AGENDA ITEM BRIEF:

1. Panda Express is seeking a Will-Serve for parcel 021-103-56 located in Fernley, NV
2. This project requires .29 ERCs (equivalent to .32 acre-ft) for water and 1.16 ERCs for sewer to accommodate the new Train Depot ADA Restroom Facility
3. The project qualifies to pay a fee in lieu of dedication of water rights, pursuant to FMC 32.39.060(a).

RECOMMENDED MOTION:

"I move to approve the Will-Serve request from the City of Fernley for .29 ERCs for water and 1.16 ERCs for sewer to accommodate the Train Depot ADA Restroom Facility at parcel 021-103-56, located in Fernley, NV."

BUSINESS IMPACT (per NRS Chapter 237):

A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

See attached report for background, analysis, alternatives.

ALTERNATIVES:

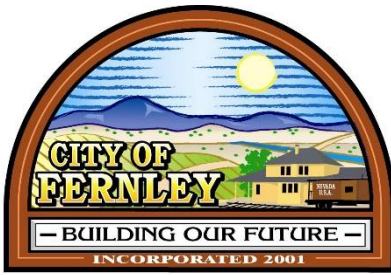
BACKGROUND:

City of Fernley is seeking a will-serve for .29 ERCs for Water and 1.16 ERCs for sewer on Lyon County 021-103-56, located in Fernley, NV.

Any additions to this building after the issuance of this will serve will require additional water rights.

RELEVANT LAWS, STATUTES, AND REGULATIONS:**FINANCIAL IMPLICATIONS:****ATTACHMENTS:**

1. 2025.04.02 Train Depot ADA Restroom Will Serve



THE CITY OF FERNLEY
Public Works Department
595 Silver Lace Blvd
Fernley, NV 89408

The City of Fernley hereby certifies that it has adequate water distribution capability and wastewater treatment plant capacity to serve and will serve: City of Fernley Train Depot ADA Restroom Facility (Development/ project or property located at 695 E. Main Street Fernley, Nevada with .29 ERCs water connections and/or 1.16 ERCs sewer connections for Service to 1 unit, upon the following terms and conditions:

1. All applicable fees and costs must be paid, including the utility connection fees in effect at the time of this will-serve certification, currently \$7,649 per Equivalent Residential Capacity (ERC) unit for water and \$5,464 per Equivalent Residential Capacity (ERC) unit for sewer.
2. Applicant must comply with all applicable laws, statutes, ordinances and regulations.
3. Said fees and costs must be paid in full before connections to water/sewer services. **Connections to utility service shall be completed within a reasonable time from the date of original approval of this Will-Serve by the Fernley City Council. Failure to diligently pursue connection to utility service may render this Will-Serve null and void.** Public Works, at its sole discretion, shall have authority to determine whether connection to utility service is being diligently pursued and, with sixty (60) days written notice to the party who requested this Will-Serve, may cancel this Will-Serve for failure to connect to utility service within a reasonable time.
4. Service shall be provided only to the project or site identified above. **This Will-Serve is limited to the project or property described above and is not transferable to any other project or property.**
5. Service shall be provided pursuant to the plans and specifications submitted to and approved by Public Works. Service shall not be provided pursuant to any alterations to or deviation from the same without the express written approval of Public Works Department. **This will-serve is to be considered conditional unless public improvement plans have been approved by Public Works.**
6. This Will-Serve applies to: APN# 021-103.56

Fernley City Council Approved Will-Serve on April 2nd, 2025

Public Works Director

Mayor – City of Fernley

Applicant

Date



CITY OF FERNLEY

City Council AGENDA REPORT

Meeting Date: April 2, 2025

REPORT TO: Mayor and City Council

REPORT FROM: Ana Navarro

FINANCIAL IMPACT:

Yes:X

No:

CURRENTLY BUDGETED:

Yes:X

No:

FUND/ACCOUNT:

510-395-910

520-395-910

ACTION REQUESTED: Consent

AGENDA ITEM:

Possible Action to Approve the Will-Serve Request from TMAI Building F for 1.31 ERCs for water and 5.25 ERCs for sewer for Lyon County Parcel 020-341-12 located at 1040 Inglewood Dr, Fernley, NV 89408.

AGENDA ITEM BRIEF:

1. TMAI Building F is seeking a Will-Serve for parcel 020-341-12 at 1040 Inglewood in Fernley, NV 89408.
2. This project requires 1.31 ERCs (equivalent to 1.47 acre-ft) for water and 5.25 ERCs for sewer to accommodate the tenant improvements.
3. TMAI Building F has 1.31 acre-feet of beneficial interest in water rights. The portion requested in bullet point 2 above will be applied toward this Will-Serve request.

RECOMMENDED MOTION:

"I move to approve the Will-Serve request from TMAI Building F for 1.31 ERCs for water and 5.25 ERCs for sewer to accommodate the tenant improvements in parcel 020-341-12, located at 1040 Inglewood in Fernley, NV 89408."

BUSINESS IMPACT (per NRS Chapter 237):

A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

See attached report for background, analysis, alternatives.

ALTERNATIVES:

NA

BACKGROUND:

TMAI Building F is seeking a will-serve of 1.31 ERCs for water and 5.25 ERCs for sewer on Lyon County parcel number 020-341-12, located at 1040 Inglewood in Fernley, NV 89408.

Water and sewer connection fees will be paid at the time of building permit issuance:

Water Service Connection Fees: \$7,649

Wastewater Service Connection Fees: \$5,464

Any additions to this building after the issuance of this will-serve will require additional water rights.

RELEVANT LAWS, STATUTES, AND REGULATIONS:

NA

FINANCIAL IMPLICATIONS:

NA

ATTACHMENTS:

1. 2025.03.05 TMAI Building F (TI) Will Serve
2. 2025.04.02-TMAI Building F_Will-Serve_TI_SR



THE CITY OF FERNLEY
Public Works Department
595 Silver Lace Blvd
Fernley, NV 89408

The City of Fernley hereby certifies that it has adequate water distribution capability and wastewater treatment plant capacity to serve and will serve: **TMAI Building F** (Development/ project or property located at **1040 Inglewood**, Fernley, Nevada 89408 with **1.31 ERCs** water connections and/or **5.25 ERCs** sewer connections for Service to 1 unit, upon the following terms and conditions:

1. All applicable fees and costs must be paid, including the utility connection fees in effect at the time of this will-serve certification, currently \$7,649 per Equivalent Residential Capacity (ERC) unit for water and \$5,464 per Equivalent Residential Capacity (ERC) unit for sewer.
2. Applicant must comply with all applicable laws, statutes, ordinances and regulations.
3. Said fees and costs must be paid in full before connections to water/sewer services. **Connections to utility service shall be completed within a reasonable time from the date of original approval of this Will-Serve by the Fernley City Council. Failure to diligently pursue connection to utility service may render this Will-Serve null and void.** Public Works, at its sole discretion, shall have authority to determine whether connection to utility service is being diligently pursued and, with sixty (60) days written notice to the party who requested this Will-Serve, may cancel this Will-Serve for failure to connect to utility service within a reasonable time.
4. Service shall be provided only to the project or site identified above. **This Will-Serve is limited to the project or property described above and is not transferable to any other project or property.**
5. Service shall be provided pursuant to the plans and specifications submitted to and approved by Public Works. Service shall not be provided pursuant to any alterations to or deviation from the same without the express written approval of the Public Works Department. **This will-serve is to be considered conditional unless public improvement plans have been approved by Public Works.**
6. This Will-Serve applies to: APN# 020-341-12

Fernley City Council Approved Will-Serve on April 02, 2025

Public Works Director

Mayor – City of Fernley

Applicant

Date



CITY OF FERNLEY

CITY COUNCIL AGENDA REPORT

Meeting Date: April 2, 2025

REPORT TO:	Mayor and City Council
REPORT THRU:	Maria Paz Fernandez, City Engineer, P.E.
REPORT FROM:	Ana Navarro, Senior Project Manager
REVIEWED BY:	David Rigdon , Special City Water Attorney
REVIEWED BY:	Denise Lewis, City Treasurer

FINANCIAL IMPACT: Yes: ☒ No: ☐	CURRENTLY BUDGETED: Yes: ☒ No: ☐	FUND/ACCOUNT: 510-395-910, 520-395-910
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ACTION REQUESTED: ☒ Consent ☐ Ordinance ☐ Resolution ☐ Motion ☐ Receive/File

AGENDA ITEM: Staff Report (For Possible Action): Possible Action to Approve the Will-Serve Request from TMAI Building F for 1.31 ERCs for Water and 5.25 ERCs for sewer for Lyon County Parcel(s) 020-341-12 located at 1040 Inglewood in Fernley, NV 89408.
--

Business Impact (per NRS Chapter 237): ☐ A Business Impact Statement is Attached. ☒ A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

Agenda Item Brief: 1. TMAI Building F is seeking a Will-Serve for parcel 020-341-12 at 1040 Inglewood in Fernley, NV 89408. 2. This project requires 1.31 ERCs (equivalent to 1.47 acre-ft) for water and 5.25 ERCs for sewer to accommodate the tenant improvements. 3. TMAI Building F has 1.31 acre-feet of beneficial interest in water rights. The portion requested in bullet point 2 above will be applied towards this Will-Serve request.
--

See attached report for background, analysis, alternatives.

RECOMMENDED MOTION:

"I move to approve the Will-Serve request from TMAI Building F for 1.31 ERCs for water and 5.25 ERCs for sewer to accommodate the tenant improvements in parcel 020-341-12, located at 1040 Inglewood in Fernley, NV 89408."

ALTERNATIVES:

N/A

PROJECT SUMMARY:

TMAI Building F is seeking a will-serve of 1.31 ERCs for Water and 5.25 ERCs for sewer on Lyon County parcel number 020-341-12, located at 1040 Inglewood in Fernley, NV 89408.

Water and sewer connection fees will be paid at the time of building permit issuance:

Water Service Connection Fees: \$7,649

Wastewater Service Connection Fees: \$5,464

Any additions to this building after the issuance of this will serve will require additional water rights.

BACKGROUND:**ANALYSIS:**

The water needed for this project has been previously dedicated under a prior banking agreement. The City staff has determined that the City has adequate water and sewer resources to support the requested will-serve commitment.

FINDINGS:

N/A

LEGAL IMPLICATIONS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

- 1) Will Serve Commitment – TMAI Building F for water and sewer services



CITY OF FERNLEY

City Council AGENDA REPORT

Meeting Date: April 2, 2025

REPORT TO: Mayor and City Council

REPORT FROM: Maria Paz Fernandez, City Engineer

FINANCIAL IMPACT:

Yes:X

No:

CURRENTLY BUDGETED:

Yes:X

No:

FUND/ACCOUNT:

100-529-320

ACTION REQUESTED: Consent

AGENDA ITEM:

Discussion and Possible Action to Approve Agreement with DOWL for on-call Engineering Services

AGENDA ITEM BRIEF:

Staff is seeking approval to start a new contract for on-call engineering services with DOWL. The Engineering Department currently does not have sufficient staff or resources to address the demands of incoming permit applications in a timely manner.

To ensure continued efficiency in permit processing, the cost of these on-call services will be passed through to the permit applicants. This approach will help maintain service levels without impacting the City's budget.

RECOMMENDED MOTION:

"Approve a contract with DOWL for on-call Engineering Services"

BUSINESS IMPACT (per NRS Chapter 237):

A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

See attached report for background, analysis, alternatives.

ALTERNATIVES:

City Council could choose not to approve this contract and continue utilizing on-call engineering services under the existing contract with Shaw Engineering. However, this may limit our capacity to handle the increasing

volume of permit applications efficiently. The addition of DOWL as an on-call consultant would provide the flexibility needed to address permit demands while maintaining service levels.

BACKGROUND:

The City of Fernley has experienced a substantial increase in development in recent years, and this growth is expected to continue. As a result, the volume of development permits requiring technical review and coordination through the Engineering Department has significantly increased. Permit review times have lengthened, and our current service provider is experiencing capacity constraints to keep pace with demand. Expanding our on-call engineering services will help address this backlog and maintain efficient processing times.

Historically, the City has contracted all its engineering services. Since 2019, the number of permits—including civil, grading, water and sewer modeling applications, and administrative reviews—has risen from approximately 20 per year to over 100 at the end of 2024. Our existing engineering service provider is reaching capacity, and we seek to provide relief by supplementing services with DOWL.

RELEVANT LAWS, STATUTES, AND REGULATIONS:

As a municipality and utility provider, the City is bound by its own ordinances and codes, as well as multiple Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) requirements, to provide certain services to new development. Meeting these obligations requires adequate engineering resources to review and process permit applications effectively.

The selection of DOWL followed the requirements outlined in NRS Chapter 625. Additionally, DOWL is included in the City's 2024-2026 Qualified Professionals List.

FINANCIAL IMPLICATIONS:

The cost of utilizing a consultant for engineering services is not consequential to the City's budget. The City has development fees to fully cover these services, ensuring that these costs are paid by the project owner or developer, not the City of Fernley.

ATTACHMENTS:

1. 2025.03.19 FY24-25 - 25-26 DOWL Engineering Review ContractDR2

CONTRACT

A Contract For On Call Engineering Review Services

A Contract Between
City of Fernley
595 Silver Lace Blvd
Fernley NV 89408

and

DOWL, LLC
5510 Longley Lane
Reno, Nevada 89511

WHEREAS, Nevada Revised Statutes (“NRS”) chapter 266 authorizes the City of Fernley, Nevada (the “City”) to engage services of persons as independent contractors; and

WHEREAS, it is deemed that the services of DOWL, LLC, (the “Contractor”) are both necessary and in the best interests of the City; and

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. **REQUIRED APPROVAL.** This Contract for Services of Independent Contractor (this “Contract”) is contingent upon Fernley City Council approval.

2. **DEFINITIONS.**

- a. “City” means City of Fernley, County of Lyon, State of Nevada.
- b. “Independent Contractor” means a person or entity that performs services and/or provides goods for the City under the terms and conditions set forth in this Contract.
- c. “Fiscal Year” is defined as the period beginning July 1 and ending June 30 of the following year.

3. **CONTRACT TERM.** This Contract shall be effective from the 2nd day of April, 2025, to the 30th day of June, 2026, subject to appropriation.

4. **NOTICE.** All notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, or by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address specified above.

CONTRACT

A Contract For On Call Engineering Review Services

Notice for the City shall be sent to:

City of Fernley
Engineering Department
595 Silver Lace Blvd.
Fernley, NV 89408

Notice for the Contractor shall be sent to:

DOWL, LLC
Attn: Chuck Reno
5510 Longley Lane
Reno, Nevada 89511

5. **SCOPE OF WORK:** Scope of Work shall be set forth in Attachment A.
6. **CONSIDERATION.** The parties agree that Contractor will provide the services specified in Attachment A.
7. **ATTACHMENTS:** This Contract also incorporates the following attachments (the "Attachments"):
ATTACHMENT B: N/A
ATTACHMENT C: N/A

Should a conflict arise between the terms of the attachment(s) and this contract, the contract term(s) prevails unless specifically addressed in a document separate from the contract and attachments and signed by all parties.

8. **TIMELINESS OF BILLING SUBMISSION.** The parties agree that timeliness of billing is of the essence to this Contract and recognize that the City is on a fiscal year. All billings for dates of service prior to July 1 must be submitted to the City no later than the first Friday in August of the same year.

9. **INSPECTION & AUDIT.**

- a. **Books and Records.** Contractor agrees to keep and maintain under general accepted accounting principles (GAAP) full, true and complete records, contracts, books, and documents as are necessary to fully disclose to the City, the State of Nevada or the United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with all state and federal regulations and statutes. Contractor agrees to provide a copy of the file within a reasonable time upon being requested by the City.
- b. **Inspection & Audit.** Contractor agrees that the relevant books, records (written, electronic, computer related or otherwise), including, without limitation,

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relevant accounting procedures and practices of Contractor or its subcontractors, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location of Contractor where such records may be found, with or without notice by the City, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives. All subcontracts shall reflect the requirements of this paragraph.

- c. **Period of Retention.** All books, records, reports, and statements relevant to this Contract must be retained a minimum three years and for five years if any federal funds are used under this Contract. The retention period runs from the date of payment for the relevant goods or services by the City, or from the date of termination of this Contract, whichever is later. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

10. CONTRACT TERMINATION.

- a. **Termination Without Cause.** Any discretionary or vested right of renewal notwithstanding, this Contract may be terminated without cause by (1) written mutual consent of both parties, or (2) unilateral termination by either party after service of formal Thirty Day (30) written notice as specified in paragraph (4).
- b. **Termination for Non-Appropriation.** The continuation of this Contract beyond the current fiscal year is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the City. The City may terminate this Contract, and Contractor waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the City's funding from State and/or federal sources is not appropriated or is withdrawn, limited, or impaired.
- c. **Default or Breach.** A default or breach may be declared with or without termination. The following shall constitute a default or breach:
 - i. If Contractor fails to provide or satisfactorily perform any of the conditions, work, deliverables, goods, or services called for by this Contract within the time requirements specified in this Contract or within any granted extension of those time requirements; or
 - ii. If any state, county, city or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or

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- iii. If Contractor becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court; or
- iv. For any other good or sufficient reason, including, but not limited to, dishonesty, fraud, ethical violations, bribery, or other similar acts.
- d. **For Cause Termination and Time to Correct.** This Contract may be terminated by the non-defaulting party upon a declared default or breach only after service of formal written notice as specified in paragraph (4), and the subsequent failure of the defaulting party within 15 calendar days of receipt of that notice to provide evidence, satisfactory to the non-defaulting party, showing that the declared default or breach has been corrected.
- e. **Winding Up Affairs Upon Termination.** In the event that this Contract is terminated for any reason, the parties agree that the provisions of this paragraph survive termination:
 - i. The parties shall account for and properly present to each other all claims for fees and expenses and pay those which are undisputed and otherwise not subject to set off under this Contract. Neither party may withhold performance of winding up provisions solely based on nonpayment of fees or expenses accrued up to the time of termination;
 - ii. Contractor shall satisfactorily complete work in progress at the agreed rate (or a pro rata basis if necessary) if so requested by the City;
 - iii. Contractor shall execute any documents and take any actions necessary to effectuate an assignment of this Contract if so requested by the City; and
 - iv. Contractor shall preserve, protect and promptly deliver possession to the City of all proprietary information in accordance with paragraph (21).
 - v. In the event that dispute(s) arise during the winding up of affairs upon termination, the parties agree to meet and negotiate in good faith to resolve any such dispute(s).

11. REMEDIES. Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages exclusive of lost profits.

12. ATTORNEYS' FEES, COSTS, AND EXPENSES. Unless otherwise stated herein, the Parties will bear their own attorneys' fees, costs, and expenses in connection with the negotiation, execution, and performance of this Agreement.

13. LIMITED LIABILITY. Contract liability of both parties shall not be subject to punitive damages. Liquidated damages shall not apply unless otherwise specified in the

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Attachments. Damages for any default or breach by the City shall never exceed the amount of funds appropriated for payment under this Contract, but not yet paid to Contractor, for the fiscal year budget in existence at the time of the default or breach.

14. FORCE MAJEURE. Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of this Contract after the intervening cause ceases.

15. INDEMNIFICATION.

A. As respects negligent acts, errors or omissions in the performance of professional services, the Contractor agrees to indemnify and hold harmless the City, including their elected officials, officers, employees, and agents from and against reasonable defense costs, including reasonable attorney fees, liability or claims arising directly out of the Contractor's negligent acts, errors or omissions in the performance of its work under the terms of this Agreement, to the extent the liabilities are determined to have been proximately caused by the negligent acts, errors or omissions of the Contractor, its Sub-CONTRACTORS or Sub-Contractors (hereafter "Subs"), their employees, agents, or representatives. City shall provide notice to Contractor of the City's receipt of a written demand/claim or lawsuit arising from Contractor's work.

B. The CONTRACTOR agrees to hold harmless, indemnify, and defend the City, including their elected officials, officers, employees, and agents from loss or liability resulting from any claim, demand, suit, action, or cause of action based on bodily injury, including death, or property damage, caused by any negligent or intentional acts, errors or omissions, either direct or passive, on the part of the Contractor, its Subs, their employees, agents, or representatives, arising from the performance of work under this Agreement. The collective group to be indemnified shall hereinafter be referred to as "Indemnitees." If an "Indemnitees" is found to be liable in the proceeding, then Contractor's obligation here under shall be limited to the proportional share of the liability attributed to the Contractor.

16. INDEPENDENT CONTRACTOR. Contractor is associated with the City only for the purposes and to the extent specified in this Contract, and in respect to performance of the contracted services pursuant to this Contract, Contractor is and shall be an independent contractor and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for the City whatsoever with respect to the indebtedness, liabilities, and obligations of Contractor or any other

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party. Contractor shall be solely responsible for, and the City shall have no obligation with respect to: (1) withholding of income taxes, FICA or any other taxes or fees; (2) industrial insurance coverage; (3) participation in any group insurance plans available to employees of the City; (4) participation or contributions by either Contractor or the Public Employees Retirement System; (5) accumulation of vacation leave or sick leave; or (6) unemployment compensation coverage provided by the City. Contractor shall indemnify and hold the City harmless from, and defend the City against, any and all losses, damages, claims, costs, penalties, liabilities, and expenses arising or incurred because of, incident to, or otherwise with respect to any such taxes or fees. Neither Contractor nor its employees, agents, or representatives shall be considered employees, agents, or representatives of the City.

17. INSURANCE Unless expressly waived in writing by the City, Contractor, as an independent contractor and not an employee of the City, must carry those policies of insurance which have been agreed to by the parties as evidenced by the parties initials in the signature spaces provided in the amounts specified below and pay all taxes and fees incident hereunto. The City shall have no liability except as specifically provided in this Contract. Contractor shall not commence work before:

- a. Contractor has provided the required evidence of insurance to the City, and
- b. The City has approved the insurance policies provided by Contractor. Prior approval of the insurance policies by the City shall be a condition precedent to any payment of consideration under this Contract and the City's approval of any changes to insurance coverage during the course of performance shall constitute an ongoing condition subsequent this Contract. Any failure of the City to timely approve the insurance policies or any changes to the insurance coverage shall not constitute a waiver of the condition.

Insurance Coverage: Contractor shall, at Contractor's sole expense, procure, maintain and keep in force for the duration of this Contract the following insurance conforming to the minimum requirements specified below. Unless specified herein or otherwise agreed to by the City, the required insurance shall be in effect prior to the commencement of work by Contractor and shall continue in force as appropriate until the latter of:

- 1) Final acceptance by the City of the completion of this Contract;
or
- 2) Such time as the insurance is no longer required by the City under the terms of this Contract.

Any insurance or self-insurance available to the City shall be in excess of, and non-contributing with, any insurance required from Contractor. Contractor's insurance policies shall apply on a primary basis. Until such time as the insurance is no longer required by the City, Contractor shall provide the City with renewal or replacement evidence of insurance no less than thirty (30) days before the expiration or replacement of the required insurance. If at any time during the period when insurance is required by this Contract, an insurer or surety shall fail to comply with the requirements of this Contract, as soon as Contractor has knowledge of any such failure, Contractor shall immediately notify the City

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and immediately replace such insurance or bond with an insurer meeting the requirements.

COF

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Workers' Compensation and Employer's Liability Insurance:

INDUSTRIAL INSURANCE. Contractor further agrees, as a precondition to the performance of any work under this Contract and as a precondition to any obligation of the City to make payment under this Contract, to provide the City with a work certificate issued by a qualified insurer in accordance with NRS 616B.627. Contractor agrees, prior to commencing any work under this Contract, to complete and to provide the following written request to the qualified insurer:

DOWL, LLC has entered into a contract with Owner to perform work from 4/2/25 to 6/30/26 and requests that an industrial insurance provider qualified and licensed to offer such insurance within the State of Nevada, provide to The City of Fernley, Nevada 1) a certificate of coverage issued pursuant to NRS 616B.627 and 2) notice of any lapse in coverage or nonpayment of coverage that Contractor is required to maintain. The certificate and notice should be mailed to:

City of Fernley
595 Silver Lace Blvd
Fernley, NV 89408

Contractor agrees to maintain required workers compensation coverage throughout the entire term of this Contract. If Contractor does not maintain coverage throughout the entire term of this Contract, Contractor agrees that the City may, at any time the coverage is not maintained by Contractor, order Contractor stop work, suspend this Contract, or terminate this Contract.

Contractor may, in lieu of furnishing a certificate of an insurer, provide an affidavit indicating that Contractor is a sole proprietor and that:

- 1) In accordance with the provisions of NRS 616B.659, Contractor has not elected to be included within the terms, conditions, and provisions of NRS chapters 616A to 616D, inclusive; and
- 2) Contractor is otherwise in compliance with those terms, conditions and provisions.

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Commercial General Liability Insurance:

- 1) Minimum Limits required:

<u>\$1,000,000</u>	General Aggregate
<u>\$1,000,000</u>	Products & Completed Operations Aggregate
<u>\$1,000,000</u>	Personal and Advertising Injury
<u>\$1,000,000</u>	Each Occurrence

- 2) Coverage shall be on an occurrence basis and shall be at least as broad as ISO 1996 form CG 00 01 (or a substitute form providing equivalent coverage); and shall cover

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liability arising from premises, operations, independent contractors, completed operations, personal injury, products, civil lawsuits, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

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CTR

Business Automobile Liability Insurance:

Minimum Limit required: **\$100,000** Each Occurrence for bodily injury and property damage. Coverage shall be for "any auto" (including owned, non-owned and hired vehicles).

The policy shall be written on ISO form CA 00 01 or a substitute providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

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COF☐
CTR

Professional Liability Insurance:

- 3) Minimum Limit required: \$1,000,000 Each Claim, \$2,000,000 Aggregate.
- 4) Retroactive date: Prior to commencement of the performance of this Contract
- 5) Discovery period: Three (3) years after the termination date of this Contract.
- 6) A certified copy of this policy may be required.

☐
COF☐
CTR

Umbrella or Excess Liability Insurance:

- 1) May be used to achieve the above minimum liability limits.
- 2) Shall be endorsed to state it is "As Broad as Primary Policy"

☐
COF☐
CTR

Commercial Crime Insurance:

- 1) Minimum Limit required: **\$10,000** Per Loss for Employee Dishonesty
- 2) This insurance shall be underwritten on a blanket form amending the definition of "employee" to include all employees of the Vendor regardless of position or category.

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COF☐
CTR

Performance Security:

- 1) Amount required: **\$ 0**
- 2) Security may be in the form of surety bond, Certificate of Deposit or Treasury Note payable to the City only.
- 3) The security shall be deposited with the City no later than ten (10) working days following award of this Contract to Contractor.
- 4) Upon successful completion of this Contract, the security and all interest earned, if any, shall be returned to Contractor.

General Requirements:

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- 1) Additional Insured: By endorsement to the general liability insurance policy evidenced by Contractor, ***The City of Fernley, its officers, employees and immune contractors*** shall be named as additional insureds for all liability arising from this Contract.
- 2) Waiver of Subrogation: Each liability insurance policy, except for Professional Liability insurance shall provide for a waiver of subrogation as to additional insureds.
- 3) Cross-Liability: All required liability policies shall provide cross-liability coverage as would be achieved under the standard ISO separation of insureds clause.
- 4) Deductibles and Self-Insured Retentions: Insurance maintained by Contractor shall apply on a first dollar basis without application of a deductible or self-insured retention unless otherwise specifically agreed to by the City. Such approval shall not relieve Contractor from the obligation to pay any deductible or self-insured retention. Any deductible or self-insured retention shall not exceed \$5,000 per occurrence, unless otherwise approved by the City.
- 5) Policy Cancellation: Except for ten days notice for non-payment of premium, each insurance policy shall be endorsed to state that; without thirty (30) days prior written notice to the City, the policy shall not be canceled, non-renewed or coverage and/or limits reduced or materially altered, and shall provide that notices required by this paragraph shall be sent by certified mail to the address shown below.
- 6) Approved Insurer: Each insurance policy shall be:
 - a. Issued by insurance companies authorized to do business in the State of Nevada or eligible surplus lines insurers acceptable to the City and having agents in the State of Nevada upon whom service of process may be made, and
 - b. Currently rated by A.M. Best as "A-V" or better.

Evidence of Insurance: Prior to the start of any work, Contractor must provide the following documents to the City:

- 1) Certificate of Insurance: The Acord 25 Certificate of Insurance form or a form substantially similar must be submitted to the City to evidence the insurance policies and coverages required of Contractor.
- 2) Additional Insured Endorsement: An Additional Insured Endorsement (CG20 10 or C20 26), signed by an authorized insurance company representative, **must** be submitted to the City to evidence the endorsement of the City as an additional insured per General Requirements, Subsection 1) above.
- 3) Schedule of Underlying Insurance Policies: If an Umbrella or Excess insurance policy is evidenced to comply with minimum limits, a copy of the Underlying Schedule from the Umbrella or Excess insurance policy may be required.

Review and Approval: Documents specified above must be submitted for review and approval by the City prior to the commencement of work by Contractor. Neither

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approval by the City nor failure to disapprove the insurance furnished by Contractor shall relieve Contractor of Contractor's full responsibility to provide the insurance required by this Contract. Compliance with the insurance requirements of this Contract shall not limit the liability of Contractor or its sub-contractors, employees or agents to the City or others, and shall be in addition to and not in lieu of any other remedy available to the City under this Contract or otherwise. The City reserves the right to request and review a copy of any required insurance policy or endorsement to assure compliance with these requirements.

Required Mailing: Contractor will mail all required insurance documents to the City at the address identified in section 4 of this Contract.

18. COMPLIANCE WITH LEGAL OBLIGATIONS. Contractor shall procure and maintain for the duration of this Contract any state, county, city or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract. Contractor will be responsible to pay all taxes, assessments, fees, premiums, permits, and licenses required by law. Real property and personal property taxes are the responsibility of Contractor in accordance with NRS 361.157 and 361.159. Contractor agrees to be responsible for payment of any such government obligations not paid by its subcontractors during performance of this Contract.

19. WAIVER OF BREACH. Failure to declare a breach or the actual waiver of any particular breach of this Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other default or breach.

20. SEVERABILITY OF PARTS. If any portion, provision, or part of this Agreement is held, determined, or adjudicated by any court of competent jurisdiction to be invalid, unenforceable, or void for any reason whatsoever, each such portion, provision, or part shall be severed from the remaining portions, provisions, or parts of this Agreement, and such determination or adjudication shall not affect the validity or enforceability of such remaining portions, provisions, or parts.

21. ASSIGNMENT/DELEGATION. To the extent that any assignment of any right under this Contract changes the duty of either party, increases the burden or risk involved, impairs the chances of obtaining the performance of this Contract, attempts to operate as a novation, or includes a waiver or abrogation of any defense to payment by the City, such offending portion of the assignment shall be void, and shall be a breach of this Contract. Contractor shall neither assign, transfer nor delegate any rights, obligations or duties under this Contract without the prior written consent of the City.

22. CITY OWNERSHIP OF PROPRIETARY INFORMATION. Any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps,

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data, system designs, computer code (which is intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by Contractor (or its subcontractors) in performance of its obligations under this Contract shall be the exclusive property of the City and all such materials shall be delivered into the possession of the City by Contractor upon completion, termination, or cancellation of this Contract. Contractor shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of Contractor's obligations under this Contract without the prior written consent of the City. Notwithstanding the foregoing, the City shall have no proprietary interest in any materials licensed for use by the City that are subject to patent, trademark or copyright protection. Such documents are not intended or represented to be suitable for reuse by the City or others on extensions of the Project or on any other project. Any reuse without written verification of Contractor will be at Client's sole risk

23. PUBLIC RECORDS. Pursuant to NRS 239.010, information or documents received from Contractor may be open to public inspection and copying. The City will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests. Contractor may label specific parts of an individual document as a "trade secret" or "confidential," provided that Contractor thereby agrees to indemnify and defend the City for honoring such a designation. The failure to so label any document that is released by the City shall constitute a complete waiver of any and all claims for damages caused by any release of the records.

24. FEDERAL FUNDING. In the event federal funds are used for payment of all or part of this Contract:

- a. Contractor certifies, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to the regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67, § 67.510, as published as pt. VII of the May 26, 1988, Federal Register (pp. 19160-19211), and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.
- b. Contractor and its subcontractors shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 C.F.R. 26.101-36.999, inclusive, and any relevant program-specific regulations.
- c. Contractor and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions.)

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25. LOBBYING. The parties agree, whether expressly prohibited by federal, state or local law, or otherwise, that no funding associated with this contract will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:

Any federal, state, county or local agency, legislature, commission, council or board;

Any federal, state, county or local legislator, commission member, counsel member, board member, or other elected official; or

Any officer or employee of any federal, state, county or local agency; legislature, commission, council or board.

26. STANDARD OF CARE: Contractor represents that all services, deliverables, and/or work product under this Contract shall be completed using that degree of care and skill ordinarily exercised under the same conditions by professionals practicing in the same field, at the same time and in the same or similar locality; shall conform to the specifications set forth in the incorporated attachments; and shall be fit for ordinary use, of good quality, with no material defects.

27. PROPER AUTHORITY. The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract. Contractor acknowledges that as required by statute or regulation this Contract is effective upon signing and only for the period of time specified in this Contract. Any services performed by Contractor before this Contract is effective or after it ceases to be effective are performed at the sole risk of Contractor.

28. GOVERNING LAW; VENUE. This Agreement will be interpreted, and the rights and liabilities of the Parties determined, in accordance with the laws of the State of Nevada, excluding its conflict of laws rules. In any action or proceeding arising under this Agreement, each Party to this Agreement hereby (a) consents to the jurisdiction of Nevada Courts, and of the pertinent appellate courts, and consents to the venue of such action or proceeding in Lyon County, Nevada courts, (b) irrevocably agrees that all actions or proceedings arising out of or relating to this Agreement shall be litigated in such courts, and (c) consents to personal jurisdiction within Lyon County, Nevada. Each Party to this Agreement accepts for itself, generally and unconditionally, the exclusive jurisdiction and venue of the aforesaid courts and waives any defense of lack of personal jurisdiction, improper venue or inconvenient forum or any similar defense, and irrevocably agrees to be bound by any non-appealable judgment rendered thereby in connection with this Agreement.

29. INTEGRATED AGREEMENT. This Agreement contains the entire agreement and understanding among the Parties regarding the matters set forth herein and supersedes all previous negotiations, discussions, and understandings regarding such matters. The Parties acknowledge and represent that they have not relied on any promise, inducement, representation, or other statement made in connection with this Agreement that is not

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expressly contained herein. The terms of this Agreement are contractual and not a mere recital.

30. COUNTERPARTS. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.

31. ADVICE OF COUNSEL. Each Party hereto represents and agrees that it has had the opportunity to seek and has sought from attorneys any such advice as it deems appropriate with respect to signing this Agreement or the meaning of it. Each party has undertaken such independent investigation and evaluation as it deems appropriate and is entering into this Agreement in reliance on that and not in reliance on any advice, disclosure, representation or information provided by or expected from any other Party or Party's attorneys. This is an agreement of settlement and compromise, made in recognition that the Parties may have different, disputed or incorrect understandings, information and contentions, as to facts and law, and with each Party compromising and settling any potential correctness or incorrectness of its understandings, information and contentions as to the facts, law, claims, duties, disclosures and conduct occurring before or during the entry into this Agreement. No conduct, failure, misunderstanding or misinformation and no claim of fraud or fraudulent inducement occurring prior to or in connection with the execution hereof shall be a ground for rescission hereof or for recovery of damages, except as otherwise expressly provided herein.

32. MODIFICATION; NO WAIVER. The provisions of this Agreement, including this paragraph, may be modified or waived only in writing signed by all Parties. No waiver with respect to any portion of this Agreement shall apply to any other portion of the Agreement, and a waiver on one occasion shall not be deemed to be a waiver of the same or any other breach on a future occasion. No course of dealing by any Party, and no failure, omission, delay, or forbearance by any Party in exercising such Party's rights or remedies shall be deemed a waiver of any such rights or remedies or a modification of this Agreement.

33. INTERPRETATION OF AGREEMENT. This Agreement shall be construed without regard to the Party or Parties responsible for its preparation, and shall be deemed to have been prepared collectively by the Parties. Any ambiguity or uncertainty arising herein shall not be interpreted or construed against any Party hereto on the basis that a Party prepared or drafted a particular provision of this Agreement.

34. COOPERATION OF PARTIES. The Parties agree to cooperate to accomplish the purpose of this Agreement and to execute any and all supplementary documents and to take all additional actions not inconsistent with the terms set forth in this Agreement that are necessary and appropriate to give full force and effect to the terms and intent of this Agreement.

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35. NON-DISCRIMINATION. In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, sexual orientation, gender identity or expression, or age, including, without limitation, with regard to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including, without limitation, apprenticeship. The contractor further agrees to insert this provision in all subcontracts hereunder, except subcontracts for standard commercial supplies or raw materials.

36. ACKNOWLEDGMENT AND EXECUTION. In witness whereof, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby:

CITY MANAGER

City of Fernley
Benjamin Marchant
Telephone: 775-784-9900

BENJAMIN MARCHANT, CITY MANAGER
DATED this _____ day of _____, 20_25_.

CITY ATTORNEY

City of Fernley
Aaron Mouritsen, Esq.
Telephone: 775-784-9861
Fax: 775-784-9868
I have reviewed this Contract and approve as to its legal form.

AARON MOURITSEN
DATED this _____ day of _____, 20_25_.

CITY'S ORIGINATING DEPARTMENT:

City of Fernley Department: ENGINEERING

MARIA PAZ FERNANDEZ, Department Director
DATED this _____ day of _____, 20_25_.

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CONTRACT ACCEPTANCE AND EXECUTION:

The City Council of Fernley, Nevada, at their publicly noticed meeting of April 2,
2025, approved the acceptance of this Contract. Further, the City Council authorizes
the Mayor of Fernley, Nevada to set his hand to this document and record his signature
for the execution of this Contract in accordance with the action taken.

FERNLEY:

NEAL E. MCINTYRE, MAYOR
DATED this _____ day of _____, 2025.

ATTEST:

KIM SWANSON, CITY CLERK
DATED this _____ day of _____, 2025.

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_____, being first duly sworn, deposes and says: That _____ is the Contractor; that _____ has read the foregoing Contract; and that _____ understands the terms, conditions, and requirements thereof.

CONTRACTOR

BY: _____

TITLE: _____

FIRM: _____

BUSINESS LICENSE #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ / Fax #: _____

E-mail Address: _____

(Signature of Contractor)

DATED this _____ day of _____, 20__.

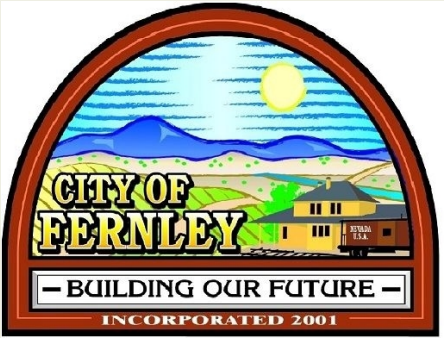


Fernley Waste & Recycling

April 2, 2025

Fernley City Council Meeting





Background



2009 - City of Fernley releases RFP for Residential service and selects lowest bidding applicant, TrashPros.

2013 – TrashPros is no longer able to perform obligations of franchise agreement.

WM is selected to fulfill responsibilities of original contract.

Current Services:

- **96- Gallon Weekly Trash Service**
- **Extra Bags Outside the Cart**
- **(1) Transfer Station Voucher**

The “Ask” of Our Community:

- **Add Recycling**
- **Reduced Monthly Cost**
- **Extended Transfer Station Hours**

	Current Service	Option 1	Option 2	Option 3
96-Gallon Weekly Trash Service	✓	✓	✓	✓
96-Gallon EOW Recycle Service	✗	✓	✓	✓
Extra Bags Outside the Cart	✓	✓	✗	✗
Sticker Program	✗	✗	✗	✓
Number of Transfer Station Vouchers	1	1	2	2
Extended Transfer Station Hours	✓	✓	✓	✓
Approximate Cost Savings	\$0	-\$4/mo	-\$5/mo	-\$4.50/mo

Negotiable Service Term

**Estimated Savings are Based on 10-year Agreement
Beginning 2028**

Changes to Services Can be Implemented Earlier than 2028

Why is this term length needed?

Cost of Additional Equipment

- **Including Recycle Carts**
- **Added Trucks for Recycling Route**
- **Additional drivers**

Questions?

Additional Info:

- **WM Offers Tours At Our Materials Recovery Facility. Come see what happens to your recycling!**
- **Need more information? Please contact us at Fernley@wm.com**



CITY OF FERNLEY

City Council AGENDA REPORT

Meeting Date: April 2, 2025

REPORT TO: Mayor and City Council

REPORT FROM: Charity Birkel, Building Official

FINANCIAL IMPACT:

Yes: No: X

CURRENTLY BUDGETED:

Yes: No: X

FUND/ACCOUNT:

N/A

ACTION REQUESTED:

AGENDA ITEM:

Discussion and possible action to hear an appeal requested by Ms. Skinner, Desert Rose RV Park, to overturn the Building Officials' decision to reject the permit documents.

AGENDA ITEM BRIEF:

In the absence of a Board of Appeals, Ms. Skinner has requested an appeal of the Building Official's decision to reject her application for permit. A written notice of rejection was emailed to Ms. Skinner on March 5th, 2025.

RECOMMENDED MOTION:

N/A

BUSINESS IMPACT (per NRS Chapter 237):

N/A

See attached report for background, analysis, alternatives.

ALTERNATIVES:

BACKGROUND:

The development team met with Ms. Skinner on multiple occasions for pre-application meetings to discuss the use of an out west storage building for a nail salon, located at the Desert Rose RV Park. The dates of these meetings were April 2nd, 2024 and October 8, 2024. During these meetings, several different types of buildings

were discussed.

On February 18th, I was driving out near the golf course and observed a man carrying wood and electrical supplies into an Out West Building, generally located at 3285 Highway 50 East, and many other building materials located on the front porch. Due to the fact that there was work being done with no permit, the building was posted with a "stop work order." on February 19. Debbie Skinner submitted a permit application on March 3rd, 2025 to place an Out West Storage Building in Desert Rose RV Park for use as a nail salon. The permit submittal was severely deficient and lacks the details showing conformance with the City of Fernley's adopted codes. Therefore, the application was denied.

After the denial of the permit submission, there was another meeting on March 6th, 2025 to discuss all the deficiencies and how the applicant could move forward. Aaron Mouritsen, Ben Marchant, Brent Santos, Bailie Scott, Debbie Skinner, Donald Tibbals and Cammie were present at this meeting. During this meeting, I advised Ms. Skinner to contact Mr. McELHANEY who is the Engineer in responsible charge of the building permit plans that Ms. Skinner submitted to the building department for approval.

All code sections have been uploaded to the documents in this staff report.

RELEVANT LAWS, STATUTES, AND REGULATIONS:

Permits required- 2018 International Building Code Section 105.1
Action on application- 2018 International Building Code Section 105.3.1
Application for permit- 2018 International Building Code Section 105.3
Board of Appeals - 2018 International Building Code Section 113
Site Plan- 2018 International Building Code Section 107.2.6

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

1. Staff Submitted - Appeal Letter Request
2. Staff Submitted - Action on application-application for permit
3. Staff Submitted - Required Permit
4. Staff Submitted - Board of Appeals
5. Staff Submitted - Site Plan Code Section
6. Staff Submitted - Rejection Letter BP25-129
7. Staff Submitted - BLUE-BOOK-2020
8. Staff Submitted - Building Plans - Clean
9. Staff Submitted - Posting Notice
10. Appellant Submitted - cosmo checklist
11. Appellant Submission - Email Thread
12. Appellant Submission - March 25 Appeal Letter



DESERT ROSE RV PARK
3285 HIGHWAY 50 A EAST
FERNLEY NV 89408
775.575.9399

11 March 2025

City of Fernley
Mayor and City Council

Subject: Appeal of Red Notice on RV Park Amenity Addition

Dear Members of the City Council,

I am writing to formally appeal the Red Notice placed on the 14x24 shed that is being remodeled as a salon amenity within the Desert Rose RV Park. We have been engaged in ongoing discussions with department heads for over a year regarding this project and have consistently sought to comply with all relevant regulations. However, recent developments have led to confusion and conflicting guidance, which has resulted in an unjust stoppage of our improvements.

Background and Chronology of Events:

1. Over the past year, we have been in discussions with department heads regarding the addition of amenities to our RV park, specifically the inclusion of a salon. Options discussed included utilizing a custom-built wooden shed or a mobile office trailer commonly seen at job sites.
2. Following a meeting in October 2024, we understood that, as a park amenity, the structure would not fall under full department oversight but would require a walk-through by building and fire officials to ensure guest safety.
3. On February 12th, 2025, the 14x24 shed was delivered to the park, and we began improvements, including adding electricity, plumbing, insulation, and sheetrock.
4. On February 18, 2025, building officials visited and informed us that a building permit was required because the structure exceeded 120 square feet. We were advised to stop work and obtain a permit to avoid a red tag.
5. The next day, February 19, 2025, a building inspector and the City Marshal placed a Red Notice on the structure, listing items requiring attention.
6. In response, we acquired engineer-stamped plans from Out West Building, completed the permit application, and provided an addendum addressing all concerns noted in the Red Tag letter. This application was submitted to the Permit Technician on February 28, 2025.

7. On March 5, 2025, Cammie spoke with Charity (building inspector) and was informed that the plans would not be approved due to missing elements. Charity indicated that she would send an email outlining these deficiencies.
8. On March 6, 2025, we requested and attended a meeting with the building department, city manager, and city attorney. This meeting was to discuss the list of items that the building inspector, Charity referred to in her March 5th email. During this meeting:
 - Charity stated that the plans were incomplete and would not be approved.
 - Upon review of the submitted materials, she admitted she had not seen the addendum addressing the concerns.
 - Despite requests, she was unwilling to provide a detailed list of deficiencies and was not open to discussing potential solutions.

Appeal Request:

Given the extensive efforts we have undertaken to ensure compliance and the lack of clear guidance from the building department, we respectfully request the following:

1. A fair review of our permit application and addendum in accordance with city regulations.
2. A detailed list of any outstanding deficiencies preventing approval so we may address them appropriately.
3. A reconsideration of the Red Notice, as we have acted in good faith, followed due process, and have not received a clear path to resolution.
4. An opportunity for a collaborative resolution rather than a punitive approach that impedes business development and community improvement.

We believe this project enhances the amenities available at our RV park, aligns with prior discussions with the City, and is being developed with safety and compliance in mind. We appreciate the council's time and consideration of our appeal and look forward to working together toward a solution that benefits all parties.

Sincerely,

Debbie Skinner
775.575.9399 Main
775.575.0369 Direct Line
775.530.6893 Cell

required for the testing or servicing of electrical equipment or apparatus.

Gas:

1. Portable heating appliance.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

Mechanical:

1. Portable heating appliance.
2. Portable ventilation equipment.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any part that does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (0.75 kW) or less.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste or vent pipe, provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a *permit* shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures and the removal and reinstallation of water closets, provided that such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

[A] 105.2.1 Emergency repairs. Where equipment replacements and repairs must be performed in an emergency situation, the *permit* application shall be submitted within the next working business day to the *building official*.

[A] 105.2.2 Public service agencies. A *permit* shall not be required for the installation, *alteration* or repair of generation, transmission, distribution or metering or other related equipment that is under the ownership and control of public service agencies by established right.

[A] 105.3 Application for permit. To obtain a *permit*, the applicant shall first file an application therefor in writing on a form furnished by the department of building safety for that purpose. Such application shall:

1. Identify and describe the work to be covered by the *permit* for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.

3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by *construction documents* and other information as required in Section 107.
5. State the valuation of the proposed work.
6. Be signed by the applicant, or the applicant's authorized agent.
7. Give such other data and information as required by the *building official*.

[A] 105.3.1 Action on application. The *building official* shall examine or cause to be examined applications for *permits* and amendments thereto within a reasonable time after filing. If the application or the *construction documents* do not conform to the requirements of pertinent laws, the *building official* shall *reject* such application in writing, stating the reasons therefor. If the *building official* is satisfied that the proposed work conforms to the requirements of this code and laws and ordinances applicable thereto, the *building official* shall issue a *permit* therefor as soon as practicable.

[A] 105.3.2 Time limitation of application. An application for a *permit* for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a *permit* has been issued; except that the *building official* is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

[A] 105.4 Validity of permit. The issuance or granting of a *permit* shall not be construed to be a *permit* for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction. *Permits* presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid. The issuance of a *permit* based on *construction documents* and other data shall not prevent the *building official* from requiring the correction of errors in the *construction documents* and other data. The *building official* is authorized to prevent occupancy or use of a structure where in violation of this code or of any other ordinances of this jurisdiction.

[A] 105.5 Expiration. Every *permit* issued shall become invalid unless the work on the site authorized by such *permit* is commenced within 180 days after its issuance, or if the work authorized on the site by such *permit* is suspended or abandoned for a period of 180 days after the time the work is commenced. The *building official* is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

[A] 105.6 Suspension or revocation. The *building official* is authorized to suspend or revoke a *permit* issued under the provisions of this code wherever the *permit* is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code.

official finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, not less than the equivalent of that prescribed in this code in quality, strength, effectiveness, *fire resistance*, durability and safety. Where the alternative material, design or method of construction is not *approved*, the *building official* shall respond in writing, stating the reasons why the alternative was not *approved*.

[A] 104.11.1 Research reports. Supporting data, where necessary to assist in the approval of materials or assemblies not specifically provided for in this code, shall consist of valid research reports from *approved* sources.

[A] 104.11.2 Tests. Whenever there is insufficient evidence of compliance with the provisions of this code, or evidence that a material or method does not conform to the requirements of this code, or in order to substantiate claims for alternative materials or methods, the *building official* shall have the authority to require tests as evidence of compliance to be made without expense to the jurisdiction. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the *building official* shall approve the testing procedures. Tests shall be performed by an *approved agency*. Reports of such tests shall be retained by the *building official* for the period required for retention of public records.

SECTION 105 PERMITS

[A] 105.1 Required. Any *owner* or owner's authorized agent who intends to construct, enlarge, alter, *repair*, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, *repair*, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the *building official* and obtain the required *permit*.

[A] 105.1.1 Annual permit. Instead of an individual *permit* for each *alteration* to an already *approved* electrical, gas, mechanical or plumbing installation, the *building official* is authorized to issue an annual *permit* upon application therefor to any person, firm or corporation regularly employing one or more qualified tradepersons in the building, structure or on the premises owned or operated by the applicant for the *permit*.

[A] 105.1.2 Annual permit records. The person to whom an annual *permit* is issued shall keep a detailed record of *alterations* made under such annual *permit*. The *building official* shall have access to such records at all times or such records shall be filed with the *building official* as designated.

[A] 105.2 Work exempt from permit. Exemptions from *permit* requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordi-

nances of this jurisdiction. *Permits* shall not be required for the following:

Building:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided that the floor area is not greater than 120 square feet (11 m²).
2. Fences not over 7 feet (2134 mm) high.
3. Oil derricks.
4. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.
5. Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons (18 925 L) and the ratio of height to diameter or width is not greater than 2:1.
6. Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade, and not over any basement or *story* below and are not part of an *accessible route*.
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Prefabricated *swimming pools* accessory to a Group R-3 occupancy that are less than 24 inches (610 mm) deep, are not greater than 5,000 gallons (18 925 L) and are installed entirely above ground.
10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
11. Swings and other playground equipment accessory to detached one- and two-family *dwellings*.
12. Window awnings in Group R-3 and U occupancies, supported by an exterior wall that do not project more than 54 inches (1372 mm) from the *exterior wall* and do not require additional support.
13. Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753 mm) in height.

Electrical:

1. **Repairs and maintenance:** Minor repair work, including the replacement of lamps or the connection of *approved* portable electrical equipment to *approved* permanently installed receptacles.
2. **Radio and television transmitting stations:** The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a power supply and the installations of towers and antennas.
3. **Temporary testing systems:** A *permit* shall not be required for the installation of any temporary system

the *owner* and occupant of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnecting, the *owner* or occupant of the building, structure or service system shall be notified in writing, as soon as practical thereafter.

SECTION 113 BOARD OF APPEALS

[A] 113.1 General. In order to hear and decide appeals of orders, decisions or determinations made by the *building official* relative to the application and interpretation of this code, there shall be and is hereby created a board of appeals. The board of appeals shall be appointed by the applicable governing authority and shall hold office at its pleasure. The board shall adopt rules of procedure for conducting its business.

[A] 113.2 Limitations on authority. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply or an equally good or better form of construction is proposed. The board shall not have authority to waive requirements of this code.

[A] 113.3 Qualifications. The board of appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction.

SECTION 114 VIOLATIONS

[A] 114.1 Unlawful acts. It shall be unlawful for any person, firm or corporation to erect, construct, alter, extend, *repair*, move, remove, demolish or occupy any building, structure or equipment regulated by this code, or cause same to be done, in conflict with or in violation of any of the provisions of this code.

[A] 114.2 Notice of violation. The *building official* is authorized to serve a notice of violation or order on the person responsible for the erection, construction, *alteration*, extension, *repair*, moving, removal, demolition or occupancy of a building or structure in violation of the provisions of this code, or in violation of a *permit* or certificate issued under the provisions of this code. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

[A] 114.3 Prosecution of violation. If the notice of violation is not complied with promptly, the *building official* is authorized to request the legal counsel of the jurisdiction to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the building or structure in violation of the provisions of this code or of the order or direction made pursuant thereto.

[A] 114.4 Violation penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the *approved*

construction documents or directive of the *building official*, or of a *permit* or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law.

SECTION 115 STOP WORK ORDER

[A] 115.1 Authority. Where the *building official* finds any work regulated by this code being performed in a manner either contrary to the provisions of this code or dangerous or unsafe, the *building official* is authorized to issue a stop work order.

[A] 115.2 Issuance. The stop work order shall be in writing and shall be given to the *owner* of the property involved, the owner's authorized agent or the person performing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order and the conditions under which the cited work will be permitted to resume.

[A] 115.3 Unlawful continuance. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by law.

SECTION 116 UNSAFE STRUCTURES AND EQUIPMENT

[A] 116.1 Conditions. Structures or existing equipment that are or hereafter become unsafe, insanitary or deficient because of inadequate *means of egress* facilities, inadequate light and ventilation, or that constitute a fire hazard, or are otherwise dangerous to human life or the public welfare, or that involve illegal or improper occupancy or inadequate maintenance, shall be deemed an unsafe condition. Unsafe structures shall be taken down and removed or made safe, as the *building official* deems necessary and as provided for in this section. A vacant structure that is not secured against entry shall be deemed unsafe.

[A] 116.2 Record. The *building official* shall cause a report to be filed on an unsafe condition. The report shall state the occupancy of the structure and the nature of the unsafe condition.

[A] 116.3 Notice. If an unsafe condition is found, the *building official* shall serve on the *owner*, agent or person in control of the structure, a written notice that describes the condition deemed unsafe and specifies the required repairs or improvements to be made to abate the unsafe condition, or that requires the unsafe structure to be demolished within a stipulated time. Such notice shall require the person thus notified to declare immediately to the *building official* acceptance or rejection of the terms of the order.

[A] 116.4 Method of service. Such notice shall be deemed properly served if a copy thereof is: delivered to the *owner* personally; sent by certified or registered mail addressed to the *owner* at the last known address with the return receipt requested; or delivered in any other manner as prescribed by local law. If the certified or registered letter is returned show-

[A] **105.7 Placement of permit.** The building *permit* or copy shall be kept on the site of the work until the completion of the project.

SECTION 106 FLOOR AND ROOF DESIGN LOADS

[A] **106.1 Live loads posted.** In commercial or industrial buildings, for each floor or portion thereof designed for *live loads* exceeding 50 psf (2.40 kN/m²), such design *live loads* shall be conspicuously posted by the owner or the owner's authorized agent in that part of each *story* in which they apply, using durable signs. It shall be unlawful to remove or deface such notices.

[A] **106.2 Issuance of certificate of occupancy.** A certificate of occupancy required by Section 111 shall not be issued until the floor load signs, required by Section 106.1, have been installed.

[A] **106.3 Restrictions on loading.** It shall be unlawful to place, or cause or permit to be placed, on any floor or roof of a building, structure or portion thereof, a load greater than is permitted by this code.

SECTION 107 SUBMITTAL DOCUMENTS

[A] **107.1 General.** Submittal documents consisting of *construction documents*, statement of *special inspections*, geotechnical report and other data shall be submitted in two or more sets with each *permit* application. The *construction documents* shall be prepared by a *registered design professional* where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the *building official* is authorized to require additional *construction documents* to be prepared by a *registered design professional*.

Exception: The *building official* is authorized to waive the submission of *construction documents* and other data not required to be prepared by a *registered design professional* if it is found that the nature of the work applied for is such that review of *construction documents* is not necessary to obtain compliance with this code.

[A] **107.2 Construction documents.** *Construction documents* shall be in accordance with Sections 107.2.1 through 107.2.8.

[A] **107.2.1 Information on construction documents.** *Construction documents* shall be dimensioned and drawn on suitable material. Electronic media documents are permitted to be submitted where *approved* by the *building official*. *Construction documents* shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the *building official*.

[A] **107.2.2 Fire protection system shop drawings.** Shop drawings for the *fire protection system(s)* shall be submitted to indicate conformance to this code and the *construc-*

tion documents and shall be *approved* prior to the start of system installation. Shop drawings shall contain all information as required by the referenced installation standards in Chapter 9.

[A] **107.2.3 Means of egress.** The *construction documents* shall show in sufficient detail the location, construction, size and character of all portions of the *means of egress* including the path of the *exit discharge* to the *public way* in compliance with the provisions of this code. In other than occupancies in Groups R-2, R-3, and I-1, the *construction documents* shall designate the number of occupants to be accommodated on every floor, and in all rooms and spaces.

[A] **107.2.4 Exterior wall envelope.** *Construction documents* for all buildings shall describe the *exterior wall envelope* in sufficient detail to determine compliance with this code. The *construction documents* shall provide details of the *exterior wall envelope* as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane and details around openings.

The *construction documents* shall include manufacturer's installation instructions that provide supporting documentation that the proposed penetration and opening details described in the *construction documents* maintain the weather resistance of the *exterior wall envelope*. The supporting documentation shall fully describe the *exterior wall* system that was tested, where applicable, as well as the test procedure used.

[A] **107.2.5 Exterior balconies and elevated walking surfaces.** Where balconies or other elevated walking surfaces are exposed to water from direct or blowing rain, snow, or irrigation, and the structural framing is protected by an impervious moisture barrier, the *construction documents* shall include details for all elements of the impervious moisture barrier system. The *construction documents* shall include manufacturer's installation instructions.

[A] **107.2.6 Site plan.** The *construction documents* submitted with the application for *permit* shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from *lot lines*, the established street grades and the proposed finished grades and, as applicable, *flood hazard areas*, *floodways*, and *design flood elevations*; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The *building official* is authorized to waive or modify the requirement for a site plan where the application for *permit* is for *alteration* or *repair* or where otherwise warranted.

[A] **107.2.6.1 Design flood elevations.** Where *design flood elevations* are not specified, they shall be established in accordance with Section 1612.3.1.



Building Safety Department

595 Silver Lace Blvd. Fernley, NV. 89408
775-784-9814

Charity K. Birkel, CBO

March 5th, 2025

Desert Rose RV Park
Debra Skinner
3285 Highway 50A
Fernley, NV 89408

Subject: Case # CE25-042, BP25-129 3285 Highway 50A, Fernley, NV 89408
Scope of Work: Remodeling an Out-west building (shed) to be used as a nail salon.

Dear Ms. Skinner,

This letter is to inform you that the plans you have submitted for a nail salon located at the above-mentioned address are incomplete and do not meet the minimum requirements for a submittal.

Please reach out to your Engineer, Contractor, Subcontractors and building manufacturer for plans and supporting documentation that demonstrate compliance with the adopted codes and standards of the City of Fernley.

I have attached an electronic copy of the 2020 Blue Book as a reference guide for the Nevada Design and Construction Industry to assist you in your design. This book is a great reference for the roles of designers and contractors.

Thank you,

Charity K. Birkel
Certified Building Official

THE BLUE BOOK

A REFERENCE GUIDE FOR THE NEVADA DESIGN AND CONSTRUCTION INDUSTRY

FOR:

Building officials, design professionals, contractors and the public

DEVELOPED BY:

Nevada State Board of Architecture, Interior Design and Residential Design

Nevada State Board of Landscape Architecture

Nevada State Contractors Board

Nevada State Board of Professional Engineers and Land Surveyors

Nevada Organization of Building Officials

Nevada State Fire Marshal Division

Nevada State Public Works Division



2020

2020 EDITION

For information concerning requirements of these state boards and state organizations, please contact:

Nevada State Board of Architecture, Interior Design and Residential Design
Monica Harrison, Executive Director
2080 E. Flamingo Road, Suite 120
Las Vegas, Nevada 89119
(702) 486-7300 FAX (702) 486-7304
Email: nsbaidrd@nsbaidrd.nv.gov Website: nsbaidrd.org

Nevada State Board of Landscape Architecture
Ellis Antunez, Executive Director
P.O. Box 34143
Reno, Nevada 89533
(775) 971-4440 FAX (775) 971-4410
Email: landscapeboard@nsbla.nv.gov Website: nsbla.nv.gov

Nevada State Contractors Board
Margi Grein, Executive Officer
Southern Nevada office: 2310 Corporate Circle, Suite 200
Henderson, Nevada 89074
(702) 486-1100 FAX (702) 486-1190
Northern Nevada office: 5390 Kietzke Lane, Suite 102
Reno, Nevada 89511
(775) 688-1141 FAX (775) 688-1271
Email: contactus@nscb.state.nv.us Website: nscb.nv.gov

Nevada State Board of Professional Engineers and Land Surveyors
Patty Mamola, Executive Director
1755 E. Plumb Lane, Suite 258
Reno, Nevada 89502
(775) 688-1231 FAX (775) 688-2991
Email: board@boe.state.nv.us Website: nvbpels.org

Nevada Organization of Building Officials
Samuel D. Palmer, PE, NOBO Chair
4701 West Russell Road
Las Vegas, Nevada 89118
(702) 455-8011 FAX (702) 380-9712
Website: nevadabuildingofficials.org

Nevada State Fire Marshal Division
State Fire Marshal
107 Jacobsen Way
Carson City, Nevada 89711
(775) 684-7525
Email: sfm@dps.state.nv.us Website: fire.state.nv.us

Nevada State Public Works Division
Rick Kabele, Building Official
515 E. Musser Street, Suite 102
Carson City, Nevada 89701
(775) 684-4141 FAX (775) 684-4142
Website: publicworks.nv.gov

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This publication is designed to provide information in a highly summarized manner with regard to the subject matter covered. It is provided with the understanding that the publisher is not engaged in rendering legal, technical or other professional services. If legal or other expert assistance is required, the service of competent professionals should be retained.

Blue Book, 2020 Edition

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INTRODUCTION

This manual has been jointly published by the State Board of Architecture, Interior Design and Residential Design, State Board of Professional Engineers and Land Surveyors, State Board of Landscape Architecture, State Contractors Board, Nevada State Fire Marshal Division, State Public Works Division and the Nevada Organization of Building Officials, to assist building officials, registrants, licensees, and the public in understanding the laws governing building design and construction in the state of Nevada.

This manual is a guideline intended as a source of basic information and does not attempt to address all questions concerning design and construction. Items have been taken from the *Nevada Revised Statutes* (NRS), *Nevada Administrative Codes* (NAC), building codes, city and county ordinances, board policies, and recommended minimum practices and standards.

The last section of this manual addresses the questions most often asked about the subject matter contained in this publication. Since requirements may vary from jurisdiction to jurisdiction, it is recommended that the local building official or appropriate licensing board be contacted with specific questions.

PURPOSE

The purpose of this manual is to provide building officials, design and construction professionals, and the general public with a summary and guide to key elements of the statutes, regulations, and policies governing the construction industry in the state of Nevada.

The regulatory bodies responsible for assembling this manual protect the public by assuring their registrants and licensees are qualified to competently provide professional design or construction services in their respective disciplines. The primary purpose and principal focus of regulatory bodies is the protection and benefit of the public. As mandated by the Nevada State Legislature, the regulatory bodies protect the public by setting and assessing minimum educational, examination, and experience requirements for initial entry into a profession. The regulatory bodies also enforce laws and regulations to rid the professions of incompetent and unethical practitioners.

The regulatory bodies have a further responsibility to halt unlicensed activity. The regulatory bodies possess the authority to investigate alleged violations of their respective statutes and regulations, and to either discipline or prosecute violators accordingly.

Building officials protect the public by enforcing building code requirements. Through the plans examination and inspection process, building officials ensure compliance with building codes, local codes and ordinances. Building officials have the authority to reject documents as submitted and to withhold permits.

Building officials rely on the state regulatory bodies to assure their registrants and licensees are competent to practice. In turn, the regulatory bodies rely on building officials to assure only properly registered professionals and licensed contractors engage in practice, exempt individuals limit work to that specifically allowed by statute, and unregistered or unlicensed individuals or businesses are not engaging in illegal practices or contracting activities.

Registrants and licensees protect the public by having the responsibility to only perform work that they are competent to do and within their area of expertise. The work performed must be done under their responsible charge and within the discipline for which they are properly licensed.

All registrants and licensees are expected to know the laws and rules governing their professions and only perform work that they are qualified and competent to do within the discipline for which they are properly licensed.

DEFINITIONS

The *Nevada Revised Statutes* (NRS) define the practices of architecture, registered interior design, residential design, professional engineering, professional land surveyor, landscape architecture, contractors and building officials as follows:

NRS 623: ARCHITECTURE

623.023 “Practice of architecture” defined.

The “practice of architecture” consists of holding out to the public and rendering or offering to render, services embracing the scientific, esthetic and orderly coordination of processes which enter into the production of a completed structure which has as its principal purpose human habitation or occupancy, or the utilization of space within and surrounding the structure, performed through the medium of plans, specifications, administration of construction, preliminary studies, consultations, evaluations, investigations, contract documents and advice and direction.

NRS 623: REGISTERED INTERIOR DESIGN

623.0225 “Practice as a registered interior designer” defined.

The “practice as a registered interior designer” means the rendering, by a person registered pursuant to subsection 2 of NRS 623.180, of services to enhance the quality and function of an interior area of a structure designed for human habitation or occupancy. The term includes:

1. An analysis of:
 - a. A client’s needs and goals for an interior area of a structure designed for human habitation or occupancy; and
 - b. The requirements for safety relating to that area;
2. The formulation of preliminary designs for an interior area designed for human habitation or occupancy that are appropriate, functional and esthetic;
3. The development and presentation of final designs that are appropriate for the alteration or construction of an interior area of a structure designed for human habitation or occupancy;
4. The preparation of contract documents for the alteration or construction of an interior area of a structure designed for human habitation or occupancy, including specifications for partitions, materials, finishes, furniture, fixtures and equipment;
5. The collaboration in the completion of a project for the alteration or construction of an interior area of a structure designed for human habitation or occupancy with professional engineers or architects registered pursuant to the provisions of Title 54 of NRS;
6. The preparation and administration of bids or contracts as the agent of a client; and

7. The review and evaluation of problems relating to the design of a project for the alteration or construction of an area designed for human habitation or occupancy during the alteration or construction and upon completion of the alteration or construction.

NRS 623: RESIDENTIAL DESIGN

623.025 “Practice of residential design” defined.

The “practice of residential design” consists of rendering services embracing the scientific, esthetic or orderly coordination of processes which enter into the production of a completed single-family dwelling unit; or multifamily dwelling structure that does not exceed two stories in height and is composed of not more than four units in that structure; and the use of space within and surrounding the unit or structure, performed through the medium of plans, specifications, administration of construction, preliminary studies, consultations, evaluations, investigations, contract documents and advice and direction.

NRS 623A: LANDSCAPE ARCHITECTURE

623A.060 “Practice of landscape architecture” defined.

The “practice of landscape architecture” means to provide or hold professional services out to the public, including, without limitation, services for consultation, investigation, reconnaissance, research, planning, design, preparation of drawings and specifications, and supervision, if the dominant purpose of the services is for the:

1. Preservation, enhancement or determination of proper land uses, natural land features, ground cover and planting, naturalistic and esthetic values, natural drainage and the settings and approaches to buildings, structures, facilities and other improvements; and
2. Consideration and determination of issues of the land relating to erosion, wear and tear, lighting characteristics, and design of landscape irrigation, lighting and grading.

The term includes the location and arrangement of such tangible objects, structures and features as are incidental and necessary to that dominant purpose, but does not include the design of structures or facilities with separate and self-contained purpose for habitation or industry whose design is normally included in the practice of architecture or professional engineering.

NRS 624: CONTRACTORS

624.020 “Contractor” synonymous with “builder”; “contractor” defined.

1. “Contractor” is synonymous with “builder.”
2. A contractor is any person, except a registered architect or a licensed professional engineer, acting solely in his professional capacity, who in any capacity other than as the employee of another with wages as the sole compensation, undertakes to, offers to undertake to, purports to have the capacity to undertake to, or submits a bid to, or does himself or by or through others, construct, alter, repair, add to, subtract from, improve, move, wreck or demolish any building, highway, road, railroad, excavation or other structure, project, development or improvement, or to do any part thereof, including the erection of scaffolding or other structures or works in connection therewith. Evidence of the securing of any permit from a governmental agency or the employment of any person on a construction project

must be accepted by the board or any court of this state as prima facie evidence that the person securing that permit or employing any person on a construction project is acting in the capacity of a contractor pursuant to the provisions of this chapter.

3. A contractor includes a subcontractor or specialty contractor, but does not include anyone who merely furnishes materials or supplies without fabricating them into, or consuming them in the performance of, the work of a contractor.
4. A contractor includes a construction manager who performs management and counseling services on a construction project for a professional fee.
5. A contractor does not include an owner of a planned unit development who enters into one or more oral or written agreements with one or more general building contractors or general engineering contractors to construct a work of improvement in the planned unit development if the general building contractors or general engineering contractors are licensed pursuant to NRS 624 and contract with the owner of the planned unit development to construct the entire work of improvement.

NRS 625: PROFESSIONAL ENGINEERING

625.050 “Practice of professional engineering” defined.

1. The “practice of professional engineering” includes, but is not limited to:
 - a. Any professional service which involves the application of engineering principles and data, such as surveying, consultation, investigation, evaluation, planning and design, or responsible supervision of construction or operation in connection with any public or private utility, structure, building, machine, equipment, process, work or project, wherein the public welfare or the safeguarding of life, health or property is concerned or involved.
 - b. Such other services as are necessary to the planning, progress and completion of any engineering project or to the performance of any engineering service.

NRS 625: PROFESSIONAL LAND SURVEYOR

625.040 “Practice of land surveying” defined.

1. A person who, in a private or public capacity, does or offers to do any one or more of the following practices land surveying:
 - a. Locates, relocates, establishes, re-establishes or retraces any property line or boundary of any tract of land or any road, right of way, easement, alignment or elevation of any of the fixed works embraced within the practice of professional engineering as described in NRS 625.050.
 - b. Makes any survey for the subdivision or re-subdivision of any tract of land.
 - c. Determines, by the use of the principles of land surveying, the position for any monument or reference point which marks a property line, boundary or corner, or sets, resets or replaces any such monument or reference point.

- d. Determines the configuration or contour of the earth's surface or the position of fixed objects thereon by measuring lines and angles and applying the principles of trigonometry.
- e. Geodetic or cadastral surveying.
- f. Municipal and topographic surveying.
- g. Determines the information shown or to be shown on any map or document prepared or furnished in connection with any one or more of the functions described in paragraphs (a) to (f), inclusive, in this subsection.

NRS 278: BUILDING OFFICIALS

278.0115 "Building official" defined.

"Building official" means a person employed by a city, county, state or school district who is charged with the administration and enforcement of building codes. The term includes a person appointed to fill the position of building official pursuant to NRS 278.570 and an administrative official of the city, county, state or school district who is authorized by the city, county, state or school district to assume the functions of the position of building official pursuant to NRS 278.570.

NRS 40: DESIGN PROFESSIONAL

40.623 "Design professional" defined.

"Design professional means a person who holds a professional license or certificate issued pursuant to chapter 623, 623A or 625 of NRS.

NAC 623: PUBLIC AUTHORITY

As used in this manual only, "Public Authority" means any agency that is funded in whole or in part by federal, state, county, city or other public money, including, without limitation, a planning department, building department, zoning department or the Tahoe Regional Planning Agency.

PRINCIPAL DESIGN PROFESSIONAL

A principal design professional may be required for any multi-disciplinary project submitted to the building official or any public authority (e.g.: architectural, landscape architectural, civil, structural, mechanical, electrical, etc.). The building official or the public authority may accept an alternate point of contact, depending upon the size and complexity of the project. The principal design professional is charged with the responsibility of coordinating each and every aspect of the design package. The principal design professional must be a Nevada registered architect, licensed engineer, registered landscape architect, registered interior designer or registered residential designer, and must have the authority to coordinate all required design disciplines. In addition, the principal design professional must perform his or her role in strict accordance with the statutory provision governing his or her discipline. The principal design professional's role includes the following:

1. Acts as point of contact for the project team during the design phase to ensure dialogue among all participants, such as owners, contractors, developers, engineers, architects, registered interior designers, residential designers, landscape architects, government bodies and building officials.
2. Ensures that all elements of the submittal to the building official or public authority are compatible, coordinated and provide a logical and comprehensive document. The principal design professional must coordinate all drawings, including those from specialty designers, whether or not they have a direct contract with the consultant.
3. Verifies that all elements of the design submitted are complete, and that all requirements for calculations and specifications are complete and accurately delineated on plans and related documents.
4. Acts as point of contact with the building official during the governmental review process, and may be responsible for filing proper applications for plans and permit approval. Provides for timely response to questions, corrections or requests for additional information on any element of the design package.
5. Acts as point of contact for the design team following permit issuance and responds to any changes, clarifications or additional information that may be required from members of the design team to owners, developers, contractors or building officials.

ROLES OF DESIGN AND CONSTRUCTION PROFESSIONALS

The following descriptions of roles are not exclusive, nor are they intended to unduly restrict the practice of the professional who is properly registered or licensed in the state of Nevada and is practicing within the laws and regulations governing his or her profession or industry.

The Nevada Revised Statutes recognize that certain areas of expertise are common to registrants or licensees of more than one of the boards that participated in the drafting of this manual. That recognition takes the form of the following specific exemptions:

1. Architects registered under the laws of the state of Nevada are exempt from the provisions of NRS 623A (Landscape Architects) and NRS 625 (Professional Engineers and Land Surveyors). Refer to NRS 623A.070(1)(b) and 625.500.
2. Contractors licensed under the laws of the state of Nevada are exempt from certain provisions of NRS 623 (Architects, Registered Interior Designers and Residential Designers) and NRS 623A (Landscape Architects), if they provide their own drawings for their own construction activities and meet the requirements set forth by the building official. Refer to NRS 623.035(1)(d) and 623A.070(1)(c).
3. Professional engineers licensed under the laws of the state of Nevada are exempt from the provisions of NRS 623 (Architects, Registered Interior Designers and Residential Designers) if they are licensed to design buildings under the provisions of NRS 625. Nevada licensed civil engineers are exempt from the provisions of NRS 623A (Landscape Architects). Refer to NRS 623.035(1)(c) and 623A.070(1)(d).

Licensees and registered individuals practicing pursuant to any of the above exemptions must provide professional services at the same level of competence as a professional specifically licensed to practice in that area of expertise. Additionally, drawings and contract documents must meet prescribed standards, as determined by the building official or public authority.

ARCHITECTS

Architects must be concerned with the basic concepts of the full spectrum of design considerations when developing both the building and site associated with a project. Architects provide comprehensive services related to project programming and the preparation of design and contract documents, taking all aspects of the project into account and coordinating various elements prepared by other design team members. Architects:

1. Perform site layout services (e.g.: parking, zoning setbacks, landscaping, building layout, site evaluation, layout and development, curbs, gutters, sidewalks, streets, grading, utilities, access layouts, traffic and parking plans, etc.).
2. Perform entitlement services, including, but not limited to, rezoning, variances, site plan review, special use permits and feasibility studies.
3. Are concerned with esthetics and comprehensive building design. They may prepare drawings for structural, mechanical, electrical, and fire protection systems as long as the plans meet minimum industry standards, are qualified and competent to perform the work, are for habitable spaces, and fall within the scope of the architect's practice pursuant to NRS Chapter 623.
4. Determine building classification (e.g.: code analysis, occupancy, type of construction, etc.).
5. Are concerned with building exiting and life safety considerations (e.g.: stairways, exit width, travel distances, corridors, requirements for sprinklers, fire ratings, fire walls, separations, fire alarms, smoke control, etc.).
6. Perform programming, interior space planning and design.
7. Select finish materials, both interior and exterior (e.g.: durability, colors, fire ratings, esthetics, etc.).
8. Provide overall project design coordination, including, but not limited to, cost estimating, value engineering, construction administration and construction management.
9. Analyze environmental impacts (e.g.: sound attenuation, quality of living, impact on natural surroundings, pedestrian and vehicular circulations, etc.).
10. Perform barrier-free design in compliance with the Americans with Disabilities Act.
11. May perform construction management services on any project if their contract so provides and only when acting within the scope of their professional license. Construction management services determined to be outside the scope of the architect's professional license may require a contractor's license (NRS 623.023; NRS 624.020; AGO 2002-37).

REGISTERED INTERIOR DESIGNERS

The role of the registered interior designer is to evaluate interior space utilization needs, prepare conceptual drawings and construction documents for interior spaces (provided such drawings exclude load bearing partitions and fire rated walls) and specify finishes, furniture, fixtures and

equipment all of which may be regulated by building, fire and other codes. Registered interior designers:

1. Perform programming, interior space planning and design.
2. Select interior finish materials (e.g.: durability, colors, flame spread, esthetics, etc.)
3. Analyze needs and safety requirements, formulate preliminary designs, develop presentations of final designs, and prepare contract documents (including specifications for partitions, materials, finishes, furniture, fixtures and equipment) for alteration or construction of an interior area of a structure.
4. Collaborate in the completion of alterations or construction of an interior area with professional engineers or architects. A registered interior designer shall not collaborate on a project with persons from more than two professional disciplines, unless a registered architect coordinates the project. If there is an architect that is coordinating the project, then the architect is the design professional of record and should hold the contracts with the other disciplines (excluding the registered interior designer).
5. Prepare and administer bids or contracts as the agent of a client.
6. Review and evaluate problems relating to the design for alteration or construction during or upon completion of alteration or construction for interior areas.
7. Provide overall project design coordination, including, but not limited to, construction administration.
8. Perform barrier-free design in compliance with the Americans with Disabilities Act.

RESIDENTIAL DESIGNERS

The role of the residential designer focuses on residential projects, consisting of single-family dwellings, or multifamily dwelling structures that do not exceed two stories in height nor more than four units in each structure, as well as the space within and surrounding the unit or structure. Residential designers must be concerned with the basic concepts of the full spectrum of design considerations when developing both the building and site associated with a project.

Residential designers provide comprehensive services related to residential project programming and the preparation of design and contract documents, taking all aspects of the project into account and coordinating various elements prepared by themselves and/or by other design team members. Residential designers:

1. Perform site layout services (e.g.: parking, zoning setbacks, landscaping, building layout, site evaluation, curbs, gutters, sidewalks, streets, grading, utilities, access layouts, etc.).
2. Are concerned with esthetics, and residential building design, including code analysis, civil, structural, mechanical, and electrical, coordination of fire protection systems, and energy conservation.
3. Are concerned with building exiting and life safety considerations (e.g.: stairways, glazing, fire walls, fire ratings, fire rated doors, smoke alarms).

4. Perform programming, interior space planning and design.
5. Select finish materials, both interior and exterior (e.g.: durability, colors, flame spread, esthetics, etc.).
6. Provide overall project design coordination, including, but not limited to administration of construction.
7. Analyze environmental impacts (e.g.: sound attenuation, quality of living, impact on natural surroundings, pedestrian and vehicular circulations, etc.).
8. Perform barrier-free design in compliance with the Americans with Disabilities Act.

**LANDSCAPE ARCHITECTS – NAC 623A.070 Practice of landscape architecture:
Interpretation of statutory definition. (NRS 623A.060, 623A.130)**

Landscape architects must be concerned with all aspects of site design when planning and developing a project site. Landscape architects:

1. Perform site planning and design (e.g.: pedestrian and automobile circulation, site access, zoning setbacks, parking lot layout, requirements for zoning and landscaping, building placement on a project site, site analysis and evaluation, site layout for the placement of curbs, gutters, sidewalks, streets; prepare site plans, grading plans, landscape plans, irrigation plans, etc.).
2. Review and develop criteria for project esthetics and visual analysis of project sites.
3. Prepare environmental impact analysis and reports (e.g.: EIR, EIS and EIA).
4. Perform soil sampling and analysis (e.g.: soil fertility, soil composition, pH levels, etc.) and provide recommendations for soil amendments.
5. Prepare plans for the historic preservation of gardens, land forms and natural environments.
6. Perform site design and the use of environmental sciences to promote the health, safety and the general welfare of the public.
7. Design civil improvements related to landscaping (e.g.: site evaluation, site layout and development, water detention facilities, sidewalks, curb and gutter, grading plans, parking lot layout, site access, etc.).
8. The term “grading” to mean the manipulation of the surface contours of the land to:
 - a. Control and direct the flow of water.
 - b. Create aesthetic values associated with topographic landforms.
 - c. Establish elevations and degrees of inclination on slopes for:
 - (1) Setting and locating buildings, structures, facilities and other improvements; or
 - (2) Locating corridors for the movement of vehicles and pedestrians.

9. Prepare erosion control, native revegetation and wetland mitigation plans.
10. Prepare construction documents in compliance with local building codes and that are incidental and necessary to the project's dominant purpose (e.g.: lighting plans, landscape and irrigation plans, retaining walls, grading plans, outdoor fountains, site amenities, and outdoor structures such as trellises, gazebos and decks).
11. Perform evaluation for landscape construction work (e.g.: cost estimates, value engineering, contract administration, site inspections, etc.).
12. Perform project coordination work (e.g.: coordination of project consultants, preparation of contract documents, bidding, award, etc.).
13. Evaluate environmental impacts and open space areas (e.g.: quality of living and integration of streets and buildings into project site, etc.).
14. Perform barrier-free site design in compliance with the Americans with Disabilities Act.
15. Perform construction administration when the landscape architect is the lead design professional and uses other registrants as consultants to the overall benefit of the project.

CONTRACTORS

The role of the contractor involves the building or improvement of structures, roads, utilities and other works. Absent a statutory exception, every private and public works construction project requires a contractor's license. Check with your local jurisdiction for information regarding applying for and obtaining building permits.

Nevada law provides certain exceptions concerning contractor license requirements which are set forth in NRS 624.031. These exceptions may not alleviate the requirement to comply with laws concerning building permits, submittals of calculations, or designs prepared by an appropriately licensed or registered engineer, contractor or design professional, pursuant to NRS 623, 624 or 625.

Contractor License Classifications

The three primary categories of licenses issued by the Nevada State Contractors Board are general engineering, general building and specialty contracting.

A **general engineering contractor** is a contractor whose principal contracting business is in connection with fixed works requiring specialized knowledge and skill.

A **general building contractor** is a contractor whose principal contracting business is in connection with a building or structure. A general building contractor shall not perform specialty contracting in plumbing, electrical, refrigeration and air conditioning, or fire protection without a specialty license.

A **specialty contractor** is a contractor whose principal contracting business is the performance of construction work requiring special skill and the use of specialized building trades or crafts.

Contractor Responsibilities

1. A licensed contractor is responsible to ensure that the work they are contracted to perform falls within the scope of their license classification and monetary limit established by the Board.
2. A contractor is responsible for his or her construction operations, including the work performed by his or her subcontractors, and supplies or materials furnished by material suppliers. The work must be performed by appropriately licensed contractors or subcontractors within the specified monetary limits established by the Board.
3. May prepare his or her own drawings for his or her own construction activities, provided the work falls within the classification for which the license is issued, and complies with any applicable building codes or other requirements adopted by the local jurisdiction or state.
4. Obtains building permits for the work to be performed.
5. Is responsible for the proper supervision and inspection of the work performed pursuant to the scope of the permit(s) as required by the building official or public authority.
6. Is responsible for payment, in a timely manner, to subcontractors and material suppliers.
7. Constructs the work within project plans, specifications, building codes and recognized industry standards, and is responsible for the quality of the work.
8. Directs all job-site safety programs, methods of construction and the orderly coordination of subcontractors and suppliers.
9. May perform or supervise those parts of a project within the classification for which the license is issued. A general building contractor may not perform plumbing, electrical, refrigeration and air conditioning, or fire protection without a license for the specialty.

PROFESSIONAL ENGINEERS

The role of the engineer is to develop solutions to complex problems and implement them. Engineers can serve as planners, designers, and operators of the built environment.

Depending on the complexity of the project, the engineer's role can include:

- Planning studies
 - Site work – geotechnical, grading, drainage, curb, gutter, sidewalk, parking, roadways
 - Design of the facilities/structures and appurtenances
 - Design of building systems – structure, mechanical, electrical, and fire protections
 - Construction management including materials testing and construction observation
 - Operators of built systems
1. Perform entitlement services such as rezoning, variances, special use permits and feasibility studies.
 2. Building design and site layout including compliance with the Americans with Disabilities Act.

3. Perform structural systems design (e.g.: framing systems, foundations systems, lateral design, etc.).
4. Perform electrical systems design (e.g.: power distribution servicing, sizing and design, standby power system, audio/visual communication system, facility security/fire alarm system, smoke detection, indoor/ outdoor illumination system, etc.).
5. Perform plumbing and mechanical systems design (e.g.: drain, waste and venting, water distribution systems, HVAC, smoke removal, boilers, process equipment, energy analysis, control systems, fire protection systems, etc.).
6. Design fire protection systems and perform analysis (e.g.: water supply, building systems, building exit analysis, suppression, detection and alarms, municipal protection, fire protection management, hazard and risk analysis, etc.).
7. Perform geotechnical services (e.g.: soils reports, foundation systems recommendations, soil stabilization, etc.).
8. Design civil works improvements (e.g.: site evaluation, layout and development, curbs, gutters, sidewalks, storm drainage, streets, grading plans, utilities, access layouts, traffic and parking plans, etc.).
9. Perform construction administration services (e.g.: cost estimates, value engineering studies, contract administration, construction observation, special inspections, etc.).
10. Prepare studies and reports such as Traffic Studies and Environmental Impact Analysis.

PROFESSIONAL LAND SURVEYORS

The role of a land surveyor includes measuring and mapping land to establish property lines, and horizontal and vertical control. Land surveyors:

1. Perform boundary surveys and prepare subdivision plats, parcel maps and boundary line adjustment maps.
2. Perform topographic surveys of existing ground, structures, drainage ways, etc., used as a basis for engineering design.
3. Perform alignment surveys and prepare right of way maps, such as those for road and drainage facility projects.
4. Establish layout of locations, lines and grades for construction of roadways, utilities, buildings and any of the fixed works embraced within the practice of engineering.
5. Perform final monumentation of streets and property lines.
6. Perform geodetic surveys.
7. Prepare grading and drainage plans for residential subdivisions containing four lots or less (parcel maps).

8. Provide legal descriptions of property boundaries, easements, rights of way, grants, etc.

BUILDING OFFICIALS or PUBLIC AUTHORITY

A building official, which includes staff of the State Public Works Division, School Districts and the State Fire Marshal Division, is authorized and directed to enforce provisions of adopted codes and ordinances by regulating and controlling the design, construction, use, location, energy conservation, and maintenance of all buildings, structures and other improvements within his or her jurisdiction. The state and each city and county adopt various technical construction codes and ordinances to safeguard life, health, property and public welfare. In this role, the building official provides a balance between the necessities of the owner-designer-builder team, as creators of buildings, and the protection of the public, as users of the buildings. A building official:

1. Renders interpretations of the codes and adopts and enforces procedures and supplemental regulations, in order to clarify the application of code provisions.
2. Provides a general review of proposed projects at a conceptual stage and makes recommendations to assist in design development that complies with the current codes and regulations.
3. Reviews plans, specifications, calculations and other related documents for compliance with the provisions of technical codes and relevant laws, ordinances, rules and regulations. Also determines the type and extent of information required to determine compliance.
4. Reviews alternate materials, methods of construction or modifications for approval which comply with the intent of the technical building codes. Maintains an objective perspective to ensure the designs and building meet the intent of codes, while providing safe facilities for the users or occupants of the structures. A building official cannot grant a “variance” to any of the adopted codes or waive any code requirement. However, an alternative that is equivalent to the fire-protection requirements, structural integrity and other provisions of the code may be considered for approval.
5. Ensures those documents which are not exempt from being prepared by a registered professional have the appropriate Nevada seal, signature and date affixed thereto. Submittals under the owner/builder or contractor exemption shall be attested to accordingly on the drawings or in the permit application.
6. In the role of protecting the public, advises the appropriate state board of suspected improper or illegal conduct of a registered or licensed professional, or of a non-registrant or unlicensed professional performing professional services. The building official also reports apparent professional incompetence manifested by excessive errors in submitted documents, and is required to notify the appropriate state board of incomplete plan submittals or plans which have been rejected by the building department or public body at least three times (per NRS Chapters 278, 338, 341 and 477).
7. Issues permits for construction based upon approval of construction documents and/or other data. May confirm the valuation of the work to be performed provided as the basis for fees to be charged. The issuance of a permit shall not prevent the building official from requiring the correction of errors in the construction documents and/or other data. The building official

is also authorized to prevent occupancy or use of a structure where building code violations exist.

8. Performs, or causes to be performed, inspections of construction or work for which a permit is required. For the work to proceed, each portion of such work shall remain accessible and exposed for inspection purposes until approved by the building official.
9. Requires special inspections and/or structural observations for certain elements of a project, in addition to standard construction inspections, and for work which is deemed to involve unusual hazards or conditions.
10. Issues notices of violation which require correction of work being done contrary to the provisions of the codes, or being done without a valid permit. If the circumstances warrant, the building official may order work to be stopped by written notice.
11. Authorizes use and occupancy for buildings or structures which have been inspected and found to have no violations of the codes or other laws that are enforced by the public authority. This includes new or remodeled buildings or structures, additions and existing buildings that have changed occupancy, use or risk category classification.
12. Orders discontinuance of the use of any building or structure that is being used contrary to the provisions of the codes, or which is structurally unsafe or otherwise deemed a hazard. May initiate abatement proceedings to cause unsafe structures to be repaired, rehabilitated, demolished or otherwise removed.

NEVADA STATE FIRE MARSHAL DIVISION

The Nevada State Fire Marshal Division provides non-structural fire and life safety plan review and inspections for a variety of projects throughout the state, including state-owned and occupied buildings, hospitals and other health care facilities, licensed childcare facilities, certain public and private schools, and colleges and universities. The Nevada State Fire Marshal Division's duties and responsibilities are outlined in NRS 477.030.

Except for private dwellings, the Nevada State Fire Marshal Division functions as the fire prevention authority over multi-family, commercial and industrial projects within the fourteen rural Nevada counties. In addition to any plan submittal to the local building department, an application may be required by the Nevada State Fire Marshal Division. Prior to beginning design work, please contact the Nevada State Fire Marshal Division for requirements specific to your project.

The Nevada State Fire Marshal Division, in an effort to provide quality state-wide service, has partnered with various local agencies through an interlocal agreement process, as allowed by NRS 477.030(10) and NAC 477.288. Under an interlocal agreement, the Nevada State Fire Marshal retains its statutory authority established by NRS 477; however, with oversight from the Nevada State Fire Marshal Division, authority is transferred to the local agency. Through the interlocal agreement process, the local agency enforces the regulations of the Nevada State Fire Marshal Division, which includes those codes and standards adopted through NAC 477.281. The interlocal agreement allows the local agency to charge additional fees to cover their expenses for services provided on behalf of the Nevada State Fire Marshal Division.

Prior to beginning any design work for a project on State of Nevada owned property, please contact the Nevada State Fire Marshal Division for requirements specific to your project.

The State Fire Marshal is responsible for establishing the minimum fire code for the state. Local jurisdictions may amend codes to be more stringent, but they shall never be less stringent than the state minimum code. State fire code consists of the International Building and Fire Code with specific amendments contained in NAC 477. The State Fire Marshal also provides interpretations of adopted codes and regulations for local and state agencies.

The State Fire Marshal Division also issues permits for the storage and use of hazardous materials at businesses and facilities in accordance with NRS 459 and 477. Other duties and responsibilities include, but are not limited to, the following:

1. The testing, certifying and licensing of individuals and businesses who perform fire protection industry work and services for fire sprinklers, standpipe, hydrants, fire detection and alarm, other extinguishing systems, and fire extinguishers.
2. Conducts fire origin and cause investigations, arson and fraud investigation, investigation and enforcement of regulatory violations.
3. Performs fire and life safety inspections of state-owned and occupied buildings and certain other occupancies.
4. Provides public information and education related to fire prevention.
5. Coordinates and/or conducts fire and hazardous materials training to firefighters and other public safety personnel.
6. Reviews applications and issues licenses and certificates of registration for interior design which allow non-registrants to specify FF&E (not including finishes or space planning) in a regulated setting and expire annually on April 30.

NEVADA STATE PUBLIC WORKS DIVISION

The Deputy Administrator for Compliance and Code Enforcement serves as the building official for all buildings and structures on state property or held in trust for any division of the state government (NRS 341.100.9).

The Legislature has mandated that the State Public Works Division must supervise all construction of public buildings on state property (NRS 341.141-148). The Board of Regents of the Nevada System of Higher Education and all other departments, boards or commissions must also use these services, unless delegation of authority (NRS 341.119) has been requested from, and granted by, the State Public Works Division. The plan examination and inspection process cannot be delegated.

A building permit issued by the State Public Works Division is required for all new construction, additions, alterations, remodels, tenant improvements, repairs, and/or the change of use and/or occupancy of any state-owned building, structure or facility.

Local codes do not apply on state land with this exception: Design criteria for wind, snow, frost line and seismic loads shall be in accordance with the ordinances adopted by the local jurisdiction.

STAMPING AND SIGNING OF PLANS

Documents submitted to building officials or any public authority for review are required to be stamped or sealed and signed, pursuant to the legal requirements for that design professional, in order to certify that the registrant or licensee has satisfied his or her responsibility. It is the design professional's responsibility to prepare complete construction documents that comply with all applicable laws governing the construction of the intended improvement. Registrants and licensees shall not submit incomplete plans to a building department or other public authority in order to hold a place in line. Architects, registered interior designers, residential designers, engineers, landscape architects and contractors are responsible for limiting their design services to their specific area of registration or licensure.

Interim documents submitted to building officials or public authorities must delineate the limited purpose for which they are submitted and must be stamped or sealed, and signed. Interim documents are all surveying maps and records, and all plans, specifications, reports or other documents, which are not for the specific purpose of obtaining permits for construction, or issued as a formal or final document to clients, public authorities or third parties. An interim document must be clearly marked in substantially the following manner to show the intended purpose of the document:

- a. "For review only"
- b. "Not for construction" or
- c. "Preliminary"

Architects, registered interior designers and residential designers are prohibited by law from stamping any work that has not been prepared under their responsible control. Landscape architects are prohibited by law from signing or sealing instruments of service that were not prepared under their direct supervision. It is unlawful for a professional engineer to sign or stamp any plans, specifications or reports that were not prepared by him or her or for which he or she did not have responsible charge of the work.

All surveying maps and records, and all engineering plans, specifications, reports or other documents that are submitted to obtain permits, are released for construction, or are issued as a formal or final document to clients, public authorities or third parties must bear:

- a. The signature of the licensee
- b. The stamp or seal of the licensee
- c. The date of signing
- d. The expiration date of the license of the licensee

The following policy is presented as the minimum acceptable standard for the sealing, signing and submittal of plans and other technical documents.

1. Plans:

- a. **Architects, registered interior designers and residential designers:** Each sheet of every set of plans submitted to a building official or public authority must contain an original stamp or electronic seal and an original or electronic date and signature of the registrant who provided the responsible control under which the work indicated on the sheet was performed.
- b. **Engineers and land surveyors:** Each sheet of every set of plans submitted to a building official or public authority must contain an ink stamp or electronic seal with an ink signature or an electronic seal with a digitally encrypted signature. The expiration date of the license of the licensee and the date signed must appear with the stamp/seal/signature. The sheets associated with each engineering discipline must be stamped/sealed/signed by the licensee in responsible control of the work indicated on that sheet.
- c. **Landscape architects:** The front sheet of each separate element or professional disciplines (e.g.: landscape architectural in accordance with NAC 623A.440; the registrant must add a notation which clearly denotes the sheets that he or she prepared, structural, mechanical, electrical, etc.) of every set of plans submitted must contain an original impression seal, wet stamp or electronic seal, with an original or electronic signature across the face of the seal or stamp. The expiration date of the license of the licensee and the date signed must appear below the seal or stamp.

2. Specifications:

- a. **Architects, registered interior designers and residential designers:** When required and submitted, the cover sheet of each document must contain an original stamp or electronic seal, the date signed and an original or electronic signature across the face of the seal or stamp.
- b. **Engineers and land surveyors:** When required and submitted, each document must contain an original impression seal, wet stamp or electronic seal, with an original or digitally encrypted signature and date across the face of the seal or stamp. The expiration date of the license of the licensee must appear below the seal or stamp.
- c. **Landscape architects:** When required and submitted, each document must contain an original impression seal, wet stamp or electronic seal, with an original or electronic signature and date across the face of the seal or stamp. The expiration date of the license of the licensee must appear below the seal or stamp; NRS 623A.195.2.

3. Calculations: Only the front page of each set of calculations submitted must contain the following:

- a. **Architects, registered interior designers and residential designers:** An original stamp or electronic seal, the date signed and an original or electronic signature across the face of the stamp or seal.
- b. **Engineers and land surveyors:** An original impression seal, wet ink stamp or electronic seal with an ink signature or an electronic seal with a digitally encrypted signature. The expiration date of the license of the licensee and the date signed must appear with the stamp/seal/signature.

- c. **Landscape architects:** An original impression seal, wet stamp, or electronic seal, with an original or electronic signature and date across the face of the stamp or seal. The expiration date of the license of the licensee and the date signed must appear below the seal or stamp.
- 4. Other required reports or analyses:
 - a. **Architects and residential designers:** An original stamp or electronic seal, with an original or electronic signature and date, must be placed on the front page or within the body of the report.
 - b. **Engineers and land surveyors:** An original impression seal, ink stamp or electronic seal with an ink signature or an electronic seal with a digitally encrypted signature. The expiration date of the license of the licensee must appear with the stamp/seal/signature.
 - c. **Landscape architects:** An original impression seal, wet stamp or electronic seal with an original or electronic signature and date, must be placed on the front page or within the body of the report. The expiration date of the license of the licensee must appear below the seal or stamp.
- 5. Professional documents that contain the product of more than one professional: Each design professional must seal, sign and date the document, pursuant to the legal requirements for that design professional, and add a notation clearly specifying what his or her seal denotes. For engineers, land surveyors and landscape architects, the expiration date of the license of the licensee must appear below the seal or stamp.
- 6. Technical reports: Technical reports shall be sealed, signed, digitally encrypted and dated pursuant to the legal requirements for that design professional, by a registrant or licensee.
- 7. Drawings or plans provided by a properly licensed contractor for his or her own construction activities: In a prominent location on the front sheet of each set of plans, the contractor's name, license number, license classification, license limit and name of the person who prepared the drawings or plans must be listed. The original signature of the responsible contractor shall accompany this information. In the case of electrical, plumbing, refrigeration and air conditioning or fire protection work, the signature must be of the Master or Qualified Employee.
- 8. For plans prepared by a homeowner: The name of the owner who prepared the plans must be listed in a prominent location on the front sheet of each set of plans. The original signature of the owner/builder and the form required under NRS 278 and NRS 624 must accompany this information.
- 9. Electronic media:
 - a. Details, shop drawings, product descriptions and other product information prepared by manufacturers, suppliers or installers of a specific product or system may be integrated into documents prepared and sealed by registered design professionals. Architects may do so provided they are incidental in relationship to the overall scope of the project and do not, in themselves, describe spaces, elements or systems directly affecting public health, safety and welfare. Engineers are not limited to an incidental relationship or by spaces, elements, etc. However, in all cases, the design professional must accept full responsibility for all information contained which becomes a part of the design documents.

- b. **Architects, registered interior designers, and residential designers** may use computer-generated stamps, signatures and dates. Computer generated signatures and dates may be permitted if all conditions of NAC 623.766 have been met. Drawings that are transmitted electronically for official use to a regulatory agency should have a computer-generated stamp included in the document. It is the responsibility of each registrant to secure their electronic seal to ensure it is not affixed to documents not prepared by him or her or under his or her responsible control. It is suggested that a different or contrasting color be used for the stamp and signature to prevent duplication efforts by unauthorized individuals. It is also recommended before submitting plans with an electronic seal and signature that you check with the jurisdictional building department to see what their requirements are for accepting plans.
- c. **Engineers and land surveyors** may use computer-generated stamps, signatures, and dates. Computer-generated signatures may be accepted if application conforms with NAC 625.610. Documents that are transmitted electronically for official use to a regulatory agency should have a computer-generated stamp and signature, and include an encrypted digital signature. It is the responsibility of each registrant to secure their electronic seal to ensure it is not affixed to documents not prepared by him or her or under his or her responsible control.
- d. **Landscape architects** may use computer-generated stamps on final original drawings provided a handwritten or electronic signature is placed across the stamp. The expiration date of the license of the licensee and the date signed must be written below the stamp. Please refer to "Item 1" of this section for requirements concerning submittal sets. Drawings that are transmitted electronically to a client or regulatory agency should have the computer-generated stamp removed from the original file. It is recommended that a different or contrasting color be used for the stamp and handwritten signature to prevent duplication efforts by unauthorized individuals.

STANDARDS FOR BUILDING PLANS

Each construction project approved by a building official must be represented by complete construction documents and other data that show all components necessary to comply with code requirements and/or protect the public health and safety. The “approved” permit set of construction documents serves as official evidence that the state, county, city, or school district responsible for protecting public safety has reviewed for code compliance the construction documents prior to initiation of construction activities.

Construction documents submitted to the building official shall be drawn upon suitable material, including electronic media, and must be of sufficient clarity to indicate the location, nature and extent of the work performed, and show in detail that it will conform to the provisions of the applicable building codes and relevant laws, ordinances, rules and regulations as determined by the building official. These documents need to show the project in its entirety with emphasis on the following: must be of sufficient nature to show the project in its entirety with emphasis on the following:

- Structural integrity
- Life safety assurance
- Architectural barriers
- Building codes compliance
- Definition of scope of work
- Zoning compliance

Details provided in this section of *The Blue Book* are the minimum recommended standards required before the building official shall begin the plans examination. Not all of the requirements listed below will apply to every project. Additionally, requirements may vary by jurisdiction.

Additions and applicable projects submitted by registered interior designers may not require all of the components listed in this section for plan submittal and review for permit.

DRAWINGS

The minimum required drawings will depend greatly upon the size, nature and complexity of the project. Each sheet shall have a title block with the firm name, address and phone number listed (with a space for the design professional seal, contractor data or exemption statement).

COVER SHEET

The cover sheet for each profession shall contain as appropriate:

1. Project identification, address and location map.
2. Identification of all design professionals, including the principal design professional (that is the professional who is responsible for project coordination). All communications shall be directed through this individual.

3. Deferred submittals, if accepted by the jurisdiction, should be noted on the cover sheet of the affected discipline.
4. Design criteria list:
 - a. Occupancy group
 - b. Type construction
 - c. Risk Category
 - d. Location of property
 - e. Seismic design category
 - f. Square footage/allowable area
 - g. Fire sprinklers (if required)
 - h. Fire alarm systems (if required)
 - i. Height and number of stories
 - j. Occupant load
 - k. Land use zone
 - l. Code editions used
 - m. Wind loads
 - n. Snow loads
 - o. Special inspection program

SITE PLAN

The site plan shall:

1. Show proposed new structures, any existing buildings or structures, all property lines with dimensions, all streets, easements and setbacks.
2. Show all water, sewer and electrical points of connection, proposed service routes and existing utilities on the site.
3. Show all required parking, drainage and grading information (with reference to finish floor and adjacent streets).
4. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes.
5. Show north arrow.

FOUNDATION PLAN

The foundation plan shall:

1. Show all foundations and footings.
2. Indicate size, locations, thicknesses, materials, strengths and reinforcing.
3. Show all imbedded anchoring such as anchor bolts, hold-downs, post bases, etc.
4. Reference soils report for the proposed structure at that site as required.

FLOOR PLAN

The floor plan shall show:

1. All floors, including basements.
2. All rooms, with their use, overall dimensions and locations of all structural elements and openings.
3. All doors and windows and provide door and window schedules, or other required information.
4. All fire assemblies, draft stops and area and occupancy separations.

FRAMING AND ROOFING PLANS

Framing and roofing plans shall show:

1. All structural members.
2. The size of the structural members.
3. The methods of attachment.
4. The location and materials for floors and roofs.

EXTERIOR ELEVATIONS

The exterior elevations shall show:

1. All views.
2. All openings.
3. All vertical dimensions and heights and identify all materials.

BUILDING AND WALL SECTIONS

Building and wall sections shall show:

1. All dimensions.
2. Materials of construction.
3. Non-rated and fire-rated assemblies and fire-rated penetrations.

MECHANICAL SYSTEM

The entire mechanical system must be shown. It shall:

1. Include all units, their sizes, mounting details, all ductwork and duct sizes.

2. Indicate all fire dampers where required.
3. Provide equipment schedules.
4. Include energy conservation calculations per state of Nevada requirements.

PLUMBING SYSTEM

The plumbing system shall show:

1. Points of connection to utilities.
2. Septic tanks.
3. Pretreatment sewer systems and water wells.
4. All fixtures.
5. Piping.
6. Slopes.
7. Materials and sizes.

ELECTRICAL SYSTEM

The electrical system shall show:

1. Points of connection to utilities.
2. All electrical fixtures (interior, exterior and site).
3. Wiring sizes and circuiting.
4. Grounding.
5. Panel schedules.
6. Single line diagrams.
7. Load calculations.
8. Fixture schedules.

LANDSCAPING PLAN

Landscaping plans shall show locations and quantities of all landscape material required for construction of the project (e.g.: plant species, mulch types, boulders, turf and planter areas, earth contouring, detention facilities, fencing, hardscape, edging, etc.). For commercial and industrial projects, local governmental entities require a maintenance plan to be submitted. Before a Certificate of Occupancy is awarded or a final inspection conducted, local entities require a letter

of compliance that the landscape and irrigation was installed per the approved plans. This letter is to be stamped and signed by the landscape architect.

IRRIGATION PLAN

Irrigation plans shall show:

1. Locations and provide product type of backflow prevention device, pumps and associated components, controllers, cluster control units, control and communication wiring, gate/isolation valves, control valves, quick coupler valves, sleeving, main line, lateral lines, drip lateral lines and irrigation head layout for overhead and drip irrigation zones.
2. The point of connection, pipe sizes, size of valves and g.p.m./g.p.h. for each valve for overhead and drip irrigation zones required for construction of the project.

FIRE ALARM/SPRINKLER SYSTEM PLAN

Per NAC 477.300(10), the Nevada State Fire Marshal Division has specific requirements for those preparing plans for fire alarm or sprinkler systems. The designer, at a minimum, must be employed by a Nevada licensed contractor and possess Level II certification or higher from the National Institute for Certification in Engineering Technologies (NICET); or have an equivalent certification; or be licensed as a professional fire protection engineer pursuant to NRS 625.

The plan submittal shall comply with the applicable National Fire Protection Association (NFPA) design standard, which outlines the requirements for system design plans, and the Nevada State Fire Marshal Division application process.

NON-STRUCTURAL FIRE AND LIFE SAFETY SUBMITTAL

The Nevada State Fire Marshal Division only performs a Non-Structural Fire and Life Safety review based on the adopted model codes and standards. This review basically covers architectural and fire code prescriptive requirements. Structural plans and details are not required for this submittal. However, plans may include those portions of the electrical system that relate directly to egress or those portions of the mechanical system, which act to protect the occupants from the spread of smoke.

For requirements specific to your project, it is advisable to consult directly with the Nevada State Fire Marshal Division while in the design stage.

OTHER SUBMITTALS

Structural Calculations

Structural calculations for the entire structural system of the project shall be submitted in conformance with local jurisdiction requirements.

IECC Energy Ratings

An Energy Rater that produces a report by inputting data obtained from a design professional's plans into software does not constitute the practice of engineering and therefore does not need to be stamped by a design professional for submittal to the building official. An Energy Rater must be properly licensed or certified by an appropriate State agency or recognized certification body and provide their license number on testing and energy reports.

Specifications

Either on the drawings or in booklet form, construction components covering materials and methods of construction, wall finishes, and all pertinent equipment, must be further defined. Schedules may be incorporated in the project manual in lieu of drawings.

Addenda and Changes

It shall be the responsibility of the individual identified on the cover sheet as the principal design professional to notify the building official of any and all changes throughout the project and provide revised plans, calculations or other appropriate documents prior to actual construction.

Revisions

For clarity, all revisions shall be identified with a Delta symbol, date of change and the name or initials of the person making the change. Revisions of the same date shall have the same Delta symbol, letter or number. The revised areas shall be clouded on the drawings and tagged with the corresponding Delta symbol. Otherwise, revisions shall be resubmitted as a new project.

Deferred Submittals

A deferred submittal is any portion of the design of a building or structure that is not submitted at the time of the permit application and will be submitted to the building official at a later time. Acceptance of a deferred submittal is at the sole discretion of the building official. The deferred submittal items shall not be installed until the building official has approved the design and submittal documents. Requirements for deferred submittals may vary in each jurisdiction.

DEFICIENT SUBMITTAL

It is the responsibility of the principal design professional to verify the work is complete, consistent and competent. If the plans do not meet these criteria, the building official may take any of the following actions:

1. Provide a list of deficiencies.
2. Increase the plan check fee for additional plan review time required due to deficiencies.
3. Return plans unchecked.
4. Refer the principal design professional to the appropriate state board for possible disciplinary action.

It is the responsibility of the owner/builder to verify the work is complete, consistent and competent. If the plans do not meet these criteria, the building official may take any of the following actions:

1. Provide a list of deficiencies.
2. Increase the plan check fee for additional plan review time required due to deficiencies.
3. Return plans unchecked.
4. Request that the owner/builder engage the services of a design professional.

FREQUENTLY ASKED QUESTIONS

ARCHITECTS

Architect, as used in these questions and answers, is a Nevada registered architect, per NRS 623, unless noted otherwise.

A-1. *Does a set of plans stamped and signed by an architect registered in a state other than Nevada meet the requirements for submittal in Nevada?*

No. Only design professionals currently registered or licensed in Nevada may submit plans to a building department or public authority.

A-2. *May an architect overstamp documents prepared and stamped by an out-of-state architect for submittal in Nevada?*

No. An architect may only stamp design documents prepared by him or her or under his or her responsible control.

A-3. *May an owner or contractor make changes to plans prepared by an architect?*

No. Changes or modifications to technical documents prepared by a registered architect may only be made by that professional.

A-4. *May an architect make changes to plans prepared by another Nevada registered or licensed professional?*

No. An architect may only make changes or modifications to plans prepared by another Nevada registrant or licensee under the following conditions:

- a. The architect obtains the written permission from the original design professional to make changes or modifications to the plans.
- b. The work must be within the scope of the architect's practice.
- c. The architect initiating changes to the plans assumes full responsibility for those changes and their effects upon the remainder of the project.
- d. The changes to the plans must be a separate submittal on the architect's own title block, with his own stamp and signature.
- e. Changes to the plans must comply with applicable state and local laws.

If the architect does not obtain permission to make changes or modifications to the plans, he or she must redesign the project. The architect should be aware of possible copyright issues and may want to contact an attorney for legal advice.

A-5. *May a building official or public authority make changes to plans prepared by an architect?*

A building official or public authority may only make minor changes or modifications to technical documents prepared by an architect if that architect consents and authorizes the changes.

A-6. *Do shop drawings have to be stamped by an architect and submitted to the building official for approval?*

No. However, there are some instances where shop drawings could be used as a part of the construction documents, therefore requiring a design_professional's stamp. For example, a truss or space frame dimensionally shown on the construction document, specified by performance, must be submitted to the building department bearing the stamp of a Nevada registrant or licensee.

A-7. *May an architect stamp site grading and drainage plans as part of a submittal for a permit?*

Yes, if acceptable to the authority having jurisdiction, such plans may be prepared or stamped by architects, landscape architects, residential designers or civil engineers. Land surveyors may prepare or stamp site grading and drainage plans as long as they are for residential subdivisions containing four lots or less.

A-8. *May an architect serve as the principal design professional on a multi-disciplined project?*

Yes. Architects, registered interior designers, landscape architects, residential designers and engineers may serve as the principal design professional as long as they are providing services in conformance with their practice as defined in NRS. This role is described in the "Principal Design Professional" section of this manual.

A-9. *May an architect stamp landscaping plans and irrigation plans in the state of Nevada?*

Yes. Landscape architects, architects, residential designers and civil engineers may stamp landscaping and irrigation plans in Nevada.

A-10. *May architects stamp and sign documents prepared by his or her unlicensed consultants?*

Yes, architects can stamp drawings prepared by his or her unlicensed consultants provided that the documents were prepared under the architect's responsible control.

A-11. *May a drafting firm or other unregistered person prepare plans to be submitted for a building permit?*

No, unless they are preparing the plans under the responsible control of a licensed or registered design professional, per NRS 623 or 625, and the licensed professional seals/stamps/signs the plans.

A-12. *Is it legal for the owner or tenant of a commercial building, or his or her representative, to perform the services of an architect for work on that building without being registered under NRS 623?*

No.

A-13. *Is an architect, who is an employee of a licensed general contractor, required to stamp plans he or she has prepared for his or her employer when the plans are being submitted to the building department under the contractors' exemption?*

No, as long as the architect receives a W-2, and not a 1099, from his or her employer.

A-14. *Is an architect, who contracts on a 1099 basis with a licensed general contractor, required to stamp plans he or she has prepared when the plans are being submitted to the building department under the contractors' exemption?*

Yes.

A-15. *Is an architect, who is hired directly by the owner to design a single-family residence, required to stamp the plans if the owner is pulling the permit?*

Yes.

A-16. *Must each sheet of an architect's set of plans have an original or electronic seal and signature?*

Yes.

A-17. *May architects seal his or her drawings with an electronic stamp, signature and date?*

Yes. Architects may seal their documents either electronically or manually. They may also sign and date by hand, electronically or any combination thereof. The date must be the day the drawings were issued for printing.

A-18. *Are architects required to seal bid documents?*

No. Per NAC 623.763, only plans, specifications, reports and other documents issued by a registrant for official use must be signed, sealed and dated. Bid documents are not considered to be for official use.

A-19. *Is it acceptable for original plans to be in microfiche or electronic format?*

Yes.

A-20. *May an architect withdraw as the architect of record?*

The architect may withdraw as the architect of record if he or she becomes aware of a decision made by his or her employer or client, against the architect's advice, which violates applicable federal, state or municipal building laws and regulations and which will, in the architect's judgment, materially or adversely affect the safety of the public, or may withdraw upon Board approval.

A-21. *Do drawings prepared by a design professional (architect, registered interior designer or residential designer) belong to the design professional?*

Yes. Drawings prepared by a design professional have copyright protection under federal law and belong to the design professional or firm, unless the design professional or firm releases the copyright/ intellectual property to the client.

A-22. *May architects release modifiable CADD drawings to a client?*

Yes.

A-23. *May architects provide construction management services on a project for which he or she is not the architect of record?*

A registered architect may perform construction management services only when acting within the scope of his or her professional license. Construction management services determined to be outside the scope of the architect's professional license may require a contractor's license (NRS 623.023; NRS 624.020; AGO 2002-37).

A-24. *May unlicensed individuals call themselves architects or provide services that fall under the definition of the practice of architecture?*

No. Only individuals who hold a certificate of registration are authorized to use the title "architect" and provide the services that fall under the definition pursuant to NRS 623.

FREQUENTLY ASKED QUESTIONS

REGISTERED INTERIOR DESIGNERS

Registered interior designer, as used in these questions and answers, is a Nevada registered interior designer, per NRS 623, unless noted otherwise.

ID-1. *May an unregistered or unlicensed individual (interior designer, space planner, kitchen equipment designer, etc.) prepare plans for a building permit?*

No. Unregistered or unlicensed individuals are prohibited by law from engaging in professional practice, unless specifically exempt by law pursuant to NRS 623.035.

ID-2. *When can an unregistered individual provide design services for the selection of interior furnishings, fixtures and equipment?*

A non-registrant can provide design services when the furnishings, fixtures and equipment selected are not regulated by any building codes or other law, ordinance, rule or regulation governing the alteration or construction of a building. Additionally, an individual or firm who has a certificate issued by the Nevada State Fire Marshal may specify furnishings, fixtures and equipment (not including finishes) that are regulated typically in a commercial setting.

ID-3. *Can someone who has been issued a certificate by the Nevada State Fire Marshal (a certified interior designer) provide space planning?*

No. Only a registered interior designer pursuant to NRS 623 may provide space planning. Space planning is regulated because it involves access into (ingress) and from (egress) the space; access and use of the space for people with disabilities; and occupancy loads.

ID-4. *Can an unregistered individual or someone who has a fire marshal certificate specify systems (modular) furniture?*

If they are simply replacing existing systems furniture without making any layout changes, then they are allowed to do that as that is simply an existing furniture or equipment layout. However, if they are starting with an open space or redesigning an existing layout, and it affects the egress and ingress or if it's over 69", then that constitutes space planning and they must be registered pursuant to NRS 623 in order to provide those services.

ID-5. *Does a set of plans stamped and signed by an interior designer registered in a state other than Nevada meet the requirements for submittal in Nevada?*

No. Only design professionals currently registered or licensed in Nevada may submit plans to a building department or public authority.

ID-6. *May registered interior designers overstamp documents prepared and stamped by an out-of-state interior designer for submittal in Nevada?*

No. Registered interior designers may only stamp design documents prepared by him or her or under his or her responsible control.

ID-7. *May an owner or contractor make changes to plans prepared by a registered interior designer?*

No. Changes or modifications to documents prepared by a registered interior designer may only be made by that professional.

ID-8. *May registered interior designers make changes to plans prepared by another Nevada registrant?*

A registered interior designer may only make changes or modifications to plans prepared by another Nevada registrant under the following conditions:

- a. The registered interior designer obtains the written permission from the original design professional to make changes or modifications to the plans.
- b. The work must be within the scope of the registered interior designer's practice.
- c. The registered interior designer initiating changes to the plans assumes full responsibility for those changes and their effects upon the remainder of the project.
- d. The changes to the plans must be a separate submittal on the registered interior designer's own title block, with his own stamp and signature.
- e. Changes to the plans must comply with applicable state and local laws.

If the registered interior designer does not obtain permission to make changes or modifications to the plans, they must redesign the project. The registered interior designer should be aware of possible copyright issues and may want to contact an attorney for legal advice.

ID-9. *May a building official make changes to plans prepared by a registered interior designer?*

A building official may only make minor changes or modifications to documents prepared by a registered interior designer if that registered interior designer consents and authorizes the changes.

ID-10. *May a registered interior designer serve as the principal design professional on a multi-disciplined project?*

Yes. Architects, registered interior designers, landscape architects, residential designers and engineers may serve as the principal design professional, as long as they are providing services in conformance with their practice as defined in NRS. This role is described in the "Principal Design Professional" section of this manual.

ID-11. *If a registered interior designer and an architect are both employed on a project, must the architect have control of the entire project?*

No. The provisions of NRS 623 allow for a registered interior designer to contract directly with a client as long as the contemplated work does not require the services of more than two additional professional disciplines (structural engineer, mechanical engineer, electrical engineer, architectural, etc.).

ID-12. *May a registered interior designer undertake a project that requires more than two additional professional disciplines? (i.e., architect, structural engineer, mechanical engineer, electrical engineer, etc.)?*

No. An architect who is qualified to offer all design services to the public must be hired by the owner to provide and coordinate all disciplines other than the registered interior design.

ID-13. *When a registered interior designer contracts with an owner to perform interior design services and no more than two other professional disciplines of architecture and engineering are involved in the design of the work, with whom do these additional professional disciplines contract?*

The professional disciplines may contract directly with the owner or with the registered interior designer.

ID-14. *Is it legal for the owner or tenant of a commercial building, or his or her representative, to perform the services of a registered interior designer for work on that building without being registered under NRS 623?*

No.

ID-15. *Is a registered interior designer, who is an employee of a licensed general contractor, required to stamp plans he or she has prepared for his or her employer when the plans are being submitted to the building department under the contractors' exemption?*

No, as long as the registered interior designer receives a W-2, and not a 1099, from his or her employer.

ID-16. *Is a registered interior designer, who contracts on a 1099 basis with a licensed contractor, required to stamp plans he or she has prepared when the plans are being submitted to the building department under the contractors' exemption?*

Yes.

ID-17. *Must each sheet of a registered interior designer's set of plans have an original or electronic seal, signature and date?*

Yes.

ID-18. *May registered interior designers seal his or her drawings with an electronic stamp, signature and date?*

Yes. Registered interior designers may seal their documents either electronically or manually. They may also sign and date by hand, electronically or any combination thereof. The date must be the day the drawings were issued for printing.

ID-19. *Are registered interior designers required to seal bid documents?*

No. Per NAC 623.763, only plans, specifications, reports and other documents issued by a registrant for official use must be signed, sealed and dated. Bid documents are not considered to be for official use.

ID-20. *Is it acceptable for original plans to be in a microfiche or electronic format?*

Yes.

ID-21. *May registered interior designers undertake a project that requires two or more contractors?*

Yes. There is no limitation to the number of contractors a registered interior designer may work with on a project; however, registered interior designers must contract directly with the owner and the contractors must contract directly with the owner.

ID-22. *May registered interior designers withdraw as the design professional of record?*

Registered interior designers may withdraw as the design professional of record if he or she become aware of a decision made by his or her employer or client, against the registered interior designer's advice, which violates applicable federal, state or municipal building laws and regulations and which will, in the registered interior designer's judgment, materially or adversely affect the safety of the public, or may withdraw upon Board approval.

ID-23. *May a registered interior designer design and/or specify fire rated assemblies, including, but not limited to smoke barriers, partitions and walls?*

No.

ID-24. *May a registered interior designer specify rated doors and door frames?*

Registered interior designers are limited to doors and door frames for which the required fire-protection rating does not exceed 20 minutes.

ID-25. *May registered interior designers design and/or specify elevators and/or stairs on their drawings?*

No. Registered interior designers may only show the location of an elevator and/or stairs on their drawings for "reference" purposes.

ID-26. *May registered interior designers determine the location of electrical outlets and light fixtures?*

Yes.

ID-27. *May a registered interior designer prepare permit drawings for an outdoor kitchen/BBQ area?*

No. Only architects, landscape architects, residential designers, engineers and contractors may prepare permit drawings for outdoor kitchen/BBQ areas.

ID-28. *Do drawings prepared by a design professional (architect, registered interior designer or residential designer) belong to the design professional?*

Yes. Drawings prepared by a design professional have copyright protection under federal law and belong to the design professional or firm, unless the design professional or firm releases the copyright/ intellectual property to the client.

ID-29. *May a registered interior designer release modifiable CADD drawings to a client?*

Yes.

ID-30. *May unlicensed individuals call themselves registered interior designers or provide services that fall under the definition of the practice of registered interior design?*

No. Only individuals who hold a certificate of registration are authorized to use the title of registered interior designer and provide the services that fall under the definition of the practice of registered interior design pursuant to NRS 623.

FREQUENTLY ASKED QUESTIONS

RESIDENTIAL DESIGNERS

Residential designer, as used in these questions and answers, is a Nevada registered residential designer, per NRS 623, unless noted otherwise.

RD-1. *May residential designers overstamp documents prepared and stamped by an out-of-state architect, interior designer or landscape architect for submittal in Nevada?*

No. Residential designers may only stamp design documents prepared by him or her or under his or her responsible control.

RD-2. *May an owner or contractor make changes to plans prepared by a residential designer?*

No. Changes or modifications to documents prepared by a registered residential designer may only be made by that professional, a professional meeting the criteria set forth in question RD-3, or a building official under criteria set forth in question RD-4.

RD-3. *May residential designers make changes to plans prepared by another Nevada registered or licensed professional?*

No. Residential designers may only make changes or modifications to plans prepared by another Nevada registrant or licensee under the following conditions:

- a. The residential designer obtains written permission from the original design professional to make changes or modifications to the plans.
- b. The work must be within the scope of the residential designer's practice.
- c. The residential designer initiating changes to the plans assumes full responsibility for those changes and their effects upon the remainder of the project.
- d. The changes to the plans must be a separate submittal on the residential designers' own title block, with his or her own stamp and signature.
- e. Changes to the plans must comply with applicable state and local laws.

If the residential designers do not obtain permission to make changes or modifications to the plans, he or she must redesign the project. The residential designer should be aware of possible copyright issues and may want to contact an attorney for legal advice.

RD-4 May a building official make changes to plans prepared by a residential designer?

A building official may only make minor changes or modifications to documents prepared by a residential designer if that residential designer consents and authorizes the changes.

RD-5. May a residential designer prepare and stamp site grading and drainage plans that are incidental to their residential design project as part of the submittal for a permit?

Yes, if acceptable to the authority having jurisdiction and such plans fall within the scope of the registration.

RD-6. May a residential designer serve as the principal design professional on a multi-disciplined project?

Yes. Architects, registered interior designers, landscape architects, residential designers and engineers may serve as the principal design professional, as long as they are providing services in conformance with their practice as defined in NRS. This role is described in the “Principal Design Professional” section of this manual.

RD-7. May residential designers stamp landscaping plans and irrigation plans in the state of Nevada?

Yes. Landscape architects, architects, residential designers and civil engineers may stamp landscaping plans and irrigation plans in Nevada.

RD-8. May a drafting firm or other unregistered person prepare plans to be submitted to a building official or public authority?

No. A drafting firm or other unregistered person may only prepare plans to be submitted to a building official or public authority if they are working under the responsible control of a licensed or registered design professional, per NRS 623 or 625, and that licensee or registered design professional stamps/signs the plans to be submitted for a building permit.

RD-9. May a residential designer design a single-family residence that is more than two stories in height?

Typically, structures that are over three stories in height require a structural engineer to design. A residential designer may design if they are qualified and competent to do within the discipline for which they are properly licensed.

RD-10. May a residential designer perform work on a residence that is being converted into solely a commercial property?

No.

RD-11. *Is a residential designer, who is an employee of a licensed general contractor, required to stamp plans he or she has prepared for his or her employer when the plans are being submitted to the building department under the contractors' exemption?*

No, as long as the residential designer receives a W-2, and not a 1099, from his or her employer.

RD-12. *Is a residential designer, who contracts on a 1099 basis with a licensed contractor, required to stamp plans he has prepared when the plans are being submitted to the building department under the contractors' exemption?*

Yes.

RD-13. *Is a residential designer, who is hired directly by the owner to design a set of plans for a single-family residence, required to stamp the plans if the owner is pulling the permit?*

Yes.

RD-14. *Must each sheet of a residential designer's set of plans have an original or electronic seal, signature and date?*

Yes.

RD-15. *May a residential designer seal his or her drawings with an electronic stamp, signature and date?*

Yes. Residential designers may seal their documents either electronically or manually. They may also sign and date by hand, electronically or any combination thereof. The date must be the day the drawings were issued.

RD-16. *Are residential designers required to seal bid documents?*

No. Per NAC 623.763, only plans, specifications, reports and other documents issued by a registrant for official use must be signed, sealed and dated. Bid documents are not considered to be for official use.

RD-17. *Is it acceptable for original plans to be in microfiche or electronic format?*

Yes.

RD-18. *May residential designers withdraw as the design professional of record?*

Residential designers may withdraw as the design professional of record if he or she become aware of a decision made by his or her employer or client, against the residential designer's advice, which violates applicable federal, state or municipal building laws and regulations and which will, in the residential designer's judgment, materially or adversely affect the safety of the public.

RD-19. *Do drawings prepared by a design professional (architect, registered interior designer or residential designer) belong to the design professional?*

Yes. Drawings prepared by a design professional have copyright protection under federal law and belong to the design professional or firm, unless the design professional or firm releases the copyright/intellectual property to the client.

RD-20. *May a residential designer release modifiable CADD drawings to a client?*

Yes.

RD-21. *May unlicensed individuals call themselves residential designers or provide services that fall under the definition of the practice of residential design?*

No. Only individuals who hold a certificate of registration are authorized to use the title of residential designer and provide services that fall under the definition of the practice of residential design pursuant to NRS 623.

FREQUENTLY ASKED QUESTIONS

LANDSCAPE ARCHITECTS

Landscape architect, as used in these questions and answers, is a Nevada registered landscape architect, per NRS 623A, unless noted otherwise.

LA-1. *Does a set of plans stamped and signed by a landscape architect registered in a state other than Nevada meet the requirements for submittal in Nevada?*

No. Only design professionals currently registered or licensed in Nevada may submit plans to a building department.

LA-2. *May a landscape architect overstamp documents prepared and stamped by an out-of-state architect or landscape architect for submittal in Nevada?*

No. A landscape architect may only stamp design documents prepared by him or under his direct supervision.

LA-3. *May an owner, contractor or building official make changes to plans prepared by a landscape architect?*

No. Changes or modifications to technical documents prepared by a registered landscape architect may only be made by that professional or a professional meeting the criteria set forth in question LA-4.

LA-4. *May a landscape architect make changes to plans prepared by another Nevada registered or licensed professional?*

Yes, in certain instances. A landscape architect may revise or change plans prepared by another Nevada registrant or licensee under the following conditions:

- a. Every reasonable effort must be taken to notify and obtain concurrence from the original design professional with respect to changes to the original plans.
- b. The work must be within the scope of the landscape architect's practice.
- c. The landscape architect initiating changes to the plans assumes full responsibility for those changes and their effects upon the remainder of the project.
- d. Changes to the plans must comply with applicable state and local laws.

LA-5. *May individuals calling themselves landscape architect interns or landscape designers prepare and sell landscape and irrigation plans?*

No. It is illegal to prepare and sell landscape documents if one is not registered or licensed to practice landscape architecture, architecture or engineering in Nevada.

LA-6. *May a landscape architect prepare and stamp site grading and drainage plans as part of a submittal for a permit?*

Yes, such plans may be prepared or stamped by architects, landscape architects, residential designers or civil engineers. Land surveyors may prepare or stamp site grading and drainage plans as long as they are for residential subdivisions containing four lots or less.

LA-7. *May a landscape architect perform planning services?*

Yes, a landscape architect may prepare site design and master plan documents, along with zoning applications, special use permit applications and other land use approval documents.

LA-8. *May a landscape architect prepare and stamp site plans that incorporate a variety of site amenities and features?*

Yes, a landscape architect may prepare and stamp plans or details that include: garden pools, outdoor fountains, waterfalls, retaining walls, decorative walls, raised planters, fences, handicapped ramps, outdoor stairs/steps, play structures, pedestrian bridges, decks, gazebos, picnic shelters, trellises, patio covers and other similar non-dwelling structures that are incidental and necessary to a project's dominant purpose.

LA-9. *May a landscape architect serve as the principal design professional on a multi-disciplined project?*

Yes. Architects, registered interior designers, landscape architects, residential designers and engineers may serve as the principal design professional, as long as they are providing services in conformance with their practice as defined in NRS. This role is described in the "Principal Design Professional" section of this manual.

LA-10. *May a landscape architect design 12-volt (low voltage) outdoor lighting systems and small-scale outdoor 120-volt electrical systems?*

Yes. A landscape architect may prepare and stamp outdoor electrical lighting system plans, as long as the plans are incidental and necessary to a project's dominant purpose.

LA-11. *May a landscape architect plan for and develop a conceptual site plan which locates the buildings on a project site?*

Yes. A landscape architect can plan for and establish the relationship between the site and its structures, including proposing elevations, grading and positioning, for an overall site and landscape theme.

LA-12. *Who can stamp landscaping plans and irrigation plans in the state of Nevada?*

Landscape architects, architects, residential designers and civil engineers may stamp landscaping plans and irrigation plans in Nevada.

LA-13. *Is it legal for the owner or tenant of a commercial building, or his representative, to perform the services of a landscape architect for work on that building without being registered under NRS 623A?*

No.

LA-14. *May a landscape architect prepare and stamp erosion control/native revegetation plans and wetland mitigation plans?*

Yes.

LA-15. *Is a person who designs, manufactures or sells irrigation equipment and provides instructions pertaining to the mechanical erection and installation of the equipment but does not install the equipment required to hold a Landscape Architect license?*

No, as per NRS623A.070.1(3)

FREQUENTLY ASKED QUESTIONS

CONTRACTORS

Contractor, as used in these questions and answers, is a Nevada licensed contractor, per NRS 624, unless noted otherwise.

C-1. *May a contractor prepare and submit his or her own plans to a building department without engaging a design professional?*

A contractor may prepare and submit plans to a building department for work that falls within their license classification, and is for work on their own construction projects.

C-2. *May a contractor or homeowner submit mail order plans or plans prepared by others and comply with Nevada law?*

No.

C-3. *If a contractor's license is suspended for any reason, may he or she finish a job that is in progress or a contract that was signed previous to the suspension?*

No. A contractor whose license is suspended may not finish any work in progress. Nor can they submit bids or proposals, sign a new contract, or enter into a contractual agreement during the suspension.

C-4. *May a general building contractor perform all parts of a project?*

A general building contractor shall not perform specialty contracting in plumbing, electrical, refrigeration and air conditioning, or fire protection without a license for the specialty classification.

C-5. *If a contractor wants to bid a multi-phase project that exceeds his or her license limit, may he or she bid each phase individually?*

No. The limit is the maximum contract a licensed contractor may undertake on one or more construction contracts on a single construction site or subdivision site for a single client. A contractor is prohibited from bidding or contracting in excess of the monetary license limit established by the State Contractors Board.

C-6. *If a homeowner obtains a building permit under the owner/builder exemption, can he or she then hire a contractor to perform the construction activity?*

Yes, if the contractor is properly licensed in Nevada to perform the work specified in the contract.

C-7. *May a contractor prepare plans and then have the owner obtain the building permit under the owner/builder exemption?*

No. The contractor must apply for the permit, thereby attesting that he or she is properly licensed and responsible for the plans and construction activity. Per NRS 623.035, a contractor can only prepare plans for his or her own construction activities.

C-8. *If a licensed contractor prepares plans under the NRS 623.035 and 623A.070(1)(c) exemptions, can they then sell those plans to another client for whom he or she is not the contractor?*

No, the contractor may only prepare plans, with certain limitations, for his or her own construction activities that he or she is properly licensed to perform.

C-9. *Is it legal for the owner or tenant of a commercial building, or his or her representative, to perform the services of a contractor for work on that building without being licensed under NRS 624?*

No.

C-10. *Does a “spec building” require a contractor’s license?*

Yes.

C-11. *Is a contractor allowed to perform any work if his or her license is in an inactive status?*

No, the contractor shall not engage in any work or activities, bid to contract or contract if his or her license is inactive. The licensee must first return his or her license to active status.

C-12. *Are local jurisdictions required to verify a contractor’s license prior to issuance of a permit?*

Yes. A building official shall not issue a building permit to a person acting for another unless the applicant proves to the satisfaction of the building official that they are licensed as a contractor for that work pursuant to the provisions of chapter 624 of NRS, prior to the issuance of the permit.

C-13. *Are contractors required to include their license number in advertisements?*

Yes. A licensed contractor is required to include their license number on any type of advertising including, but not limited to, letterhead, business cards, directory listings, contracts, bids, proposals, applications for permits, other documents, and any form of advertising.

C-14. *Are contractors or subcontractors who work for a homeowner on a repair, restoration, improvement, construction or design of residential pools or spas required to pull permits under their own license number?*

Yes. When engaging in the repair, restoration, improvement or construction of residential pools and spas, contractors and subcontractors must apply for, and obtain, all applicable permits for the project under their license number (per NRS 624).

C-15. *May an unlicensed consultant or advisor assist a homeowner in the building of his or her pool or spa?*

No. A person shall not, directly or indirectly, perform or offer to perform, for a fee, any act as a consultant, advisor, assistant or aide to the builder or owner, unless the person holds a contractor license.

C-16. *May a contractor use money received for one specific construction project for another construction project?*

No. It is a cause for disciplinary action for a contractor to knowingly divert money for a use other than that for which it was received. Additionally, the contractor may also be subject to criminal prosecution.

C-17. *Is there any exemption for small jobs or repair or maintenance work?*

An exemption is allowed for work to repair or maintain property if the value is less than \$1,000, including labor and materials, is not part of a larger project, and does not require a building permit. The exemption does not include plumbing, electrical, refrigeration, heating or air conditioning work of any kind.

C-18. *May a contractor enter into a design only agreement with a client to prepare the drawings for a project?*

No. A contractor may only prepare drawings for his or her own construction activities.

C-19. *May a licensed contractor have a separate contract for design services?*

No. Under the exemption in NRS 623, a contractor licensed pursuant to the provisions of 624 of NRS may only prepare drawings for their own construction activities.

FREQUENTLY ASKED QUESTIONS

ENGINEERS AND LAND SURVEYORS

Engineer or land surveyor, as used in these questions and answers, is a Nevada licensed engineer or land surveyor, per NRS 625, unless noted otherwise.

E-1. *Does a set of plans stamped and signed by an engineer licensed in a state other than Nevada meet the requirements for submittal in Nevada?*

No. Only design professionals currently registered or licensed in Nevada may submit plans to a building department.

E-2. *May an owner, contractor or building official make changes to plans prepared by an engineer?*

No. Changes or modifications to documents prepared by a licensed engineer may only be made by that professional or a professional meeting the criteria set forth in question E-3.

E-3. *May an engineer make changes to plans prepared by another Nevada registered or licensed professional?*

An engineer may modify original plans after obtaining the written consent of the engineer who prepared the original plans. When written consent cannot be obtained and the modification (1) does not adversely affect the integrity of the original plans, and (2) can be clearly shown to be the work of the modifying engineer and not the work of the engineer who did the original plans, then the plans may be modified if:

- a. The engineer requesting to make the revisions to the original plan documents is employed by the firm responsible for the preparation of the original plan documents.
- b. Reasonable effort has been made to notify the original design engineer in writing of the nature and extent of the proposed revisions to the plan documents.
- c. Reasonable attempt has been made to obtain the original design engineer's consent to the proposed revision.
- d. The work is within the scope of the modifying engineer's practice.
- e. The modifying engineer assumes full responsibility for the revisions and their effects upon the remainder of the project.
- f. The revisions to the plans must comply with applicable state and local laws.
- g. The modified plans must include a written statement adjacent to the signature stamp of the modifying engineer clearly identifying the portion of the plans that were modified and that the modifying engineer has accepted responsibility for the modification.

E-4. *May a residential owner-builder submit engineering documents, without a Nevada professional engineer stamp, for a building permit?*

No. Only owner-builder designs can be submitted without an engineer stamp. Portions of the owner-builder design that are engineered, must be stamped by a Nevada professional engineer who is taking responsibility for those portions of the design. Also, for complex residential designs, a building official can require an owner-builder to retain an engineer to design and submit engineered drawings for that portion of the owner-builder design.

E-5. *May a mechanical or electrical engineer prepare and stamp documents customarily prepared by an architect or engineer licensed in a discipline other than their own?*

No.

E-6. *May a civil engineer structurally design a building more than three stories in height?*

No. Only engineers licensed as structural engineers may structurally design a building more than three stories in height, or more than 45 feet in height from the bottom of the lowest footing, or a sign or radio tower over 100 feet.

E-7. *May a civil engineer structurally design an essential facility as defined by the International Building Code, i.e. a school or a fire station?*

No. Only engineers licensed as structural engineers may design facilities that would be used for emergency responses, i.e. Risk Category IV facilities, that are designated as emergency shelters, buildings having critical national defense functions, police stations, emergency vehicle garages, etc.

E-8. *May an engineer's calculations be used as plans for construction work?*

- a. Yes, but only when the document provides a clear description of work acceptable to the building official for the work intended.
- b. No, when the document presents only engineering analysis and does not provide a satisfactory description of the work for construction purposes.
- c. No, when amended submittals conflict with the original approved description of work.

E-9. *Do shop drawings have to be stamped by an engineer and submitted to the building official for approval?*

No. However, there are some instances where shop drawings could be used as a part of the construction documents, therefore requiring a professional's stamp. For example, a truss or space frame dimensionally shown on the construction document, specified by performance, must be submitted to the building department bearing the stamp of a Nevada registered engineer.

E-10. *May a licensed land surveyor prepare and submit plot plans?*

Yes, with conditions. Land surveyors may only prepare plot plans which provide topographical and related measurement data. Plans which include design features for construction must be prepared and stamped by a registered professional.

E-11. *May a civil engineer or land surveyor prepare and stamp site grading and drainage plans as part of a submittal for a permit?*

Yes. Site grading and drainage plans are typically prepared and stamped by civil engineers. Land surveyors may prepare or stamp site grading and drainage plans for residential subdivisions containing four lots or less.

E-12. *May an engineer serve as the principal design professional on a multi-disciplined project?*

Yes. Architects, registered interior designers, landscape architects, residential designers and engineers may serve as the principal design professional, as long as they are providing services in conformance with their practice as defined in NRS. This role is described in the "Principal Design Professional" section of this manual.

E-13. *May a civil engineer stamp landscaping plans and irrigation plans in the state of Nevada?*

Yes. Landscape architects, architects, residential designers and civil engineers may stamp landscaping plans and irrigation plans in Nevada.

E-14. *May a drafting firm or other unregistered person prepare plans to be submitted for a building permit?*

No, unless they are working under the responsible charge of a licensed or registered design professional, per NRS 623 or 625, and the professional seals/stamps/signs the plans.

E-15. *Is it legal for the owner or tenant of a commercial building, or his or her representative, to perform the services of an engineer, for work on that building without being licensed under NRS 625?*

No.

E-16. *Is it required by regulation that an engineer or land surveyor have a contract with each client?*

Yes. The contract must include the scope of work, the cost for completion of the work and the anticipated date for completion of the work.

E-17. *Does an engineering or land surveying firm have to register with the state board to offer or perform services in Nevada?*

Yes.

E-18. *Can original submittals be submitted electronically?*

Yes. Original engineering or land surveying documents may be submitted electronically provided the documents have a digitally encrypted signature. A digitally encrypted signature is an electronic signature that includes embedded meta data that identifies the signer and encrypts and protects the documents. A digitally encrypted signature is not just an electronic signature. Receiving agencies determine whether paper or electronic submittals will be accepted. Check with your building department or public authority to see if they are capable of accepting file size/type.

E-19. *Can original submittals be prepared electronically, digitally signed, and submitted in paper format?*

No. Paper documents, that are submitted as originals, must be hand-signed in ink.

E-20. *Is an engineer or land surveyor allowed to perform any work if their license is in an inactive status?*

No. The professional shall not offer or perform professional services with an inactive license. The licensee must first return their license to active status.

E-21. *Can an engineer overstamp documents prepared and stamped by an out-of-state engineer for submittal in Nevada?*

No. An engineer may only stamp design documents prepared by them or prepared under their direct supervision.

FREQUENTLY ASKED QUESTIONS

HOMEOWNER

Homeowner, as used in these questions and answers, is an owner of property who prepares his or her own plans, drawings or specifications for a building for his own private residential use, and who is building or improving a residential structure on the property for his own occupancy that is not intended for sale or lease. Architect, registered interior designer or residential designer, as used in these questions and answers, is a Nevada registrant, per NRS 623, unless noted otherwise. Engineer or land surveyor, as used in these questions and answers, is a Nevada licensee, per NRS 625, unless noted otherwise. Contractor, as used in these questions and answers, is a Nevada licensed contractor, per NRS 624, unless noted otherwise. Landscape architect, as used in these questions and answers, is a Nevada registered landscape architect, per NRS 623A, unless noted otherwise.

H-1. *Is it legal for the owner or tenant of a commercial building, or his or her representative, to perform the services of an architect, registered interior designer, landscape architect, contractor or engineer for work on that building without being licensed under NRS 623, 623A, 624 or 625?*

No.

H-2. *If a homeowner obtains a building permit under the owner/builder exemption, can he then hire a contractor to perform the construction activity?*

Yes, if the contractor is properly licensed in Nevada to perform the work. This exemption only applies to the construction or remodeling of a single-family residential structure occupied, or to be occupied, by the homeowner.

H-3. *May a contractor prepare plans and then have the owner obtain the building permit under the owner/builder exemption?*

No. The contractor must apply for the permit, thereby attesting that he is properly licensed and responsible for the plans and construction activity. Per NRS 623.035(1)(d), a contractor can only prepare plans for his or her own construction activities.

H-4. *Who is considered an “owner/builder?”*

A homeowner who prepares his or her own plans, drawings or specifications for a building for his or her own private residential use and who is building or improving a residential structure on the property for his or her own occupancy and not intended for sale or lease may apply for an exemption from the provisions of NRS 623 and NRS 624.

H-5. *May a homeowner prepare plans under the NRS 623.035(1)(e) and 623A.070(1)(a) exemptions for a duplex residential occupancy structure?*

No. Homeowners may only prepare plans for a single-family dwelling that they themselves plan to own and occupy for at least one year. A duplex clearly implies that at least one unit will be a rental or sales property.

H-6. *May a contractor or homeowner submit mail order plans or plans prepared by others and comply with Nevada law?*

No.

H-7. *May a homeowner hire a draftsman to draw plans for his or her home?*

No. Only architects, residential designers and some professional engineers may design and draw plans for homes. Licensed general contractors may also design and draw plans for homes if they will be building the home as well. A homeowner who does not wish to hire a properly registered or licensed individual must draw the plans for his or her home themselves.

H-8. *May a homeowner design their own home and then hire a draftsperson to put plans into CADD or another electronic format?*

No. A draftsperson may not prepare plans that fall under the practice of architecture or engineering.

H-9. *May a homeowner as an "owner/builder" perform work in the public right-of-way?*

No.

FREQUENTLY ASKED QUESTIONS

MISCELLANEOUS

Architect, registered interior designer or residential designer, as used in these questions and answers, is a Nevada registrant, per NRS 623, unless noted otherwise. Engineer or land surveyor, as used in these questions and answers, is a Nevada licensee, per NRS 625, unless noted otherwise. Contractor, as used in these questions and answers, is a Nevada licensed contractor, per NRS 624, unless noted otherwise. Landscape architect, as used in these questions and answers, is a Nevada registered landscape architect, per NRS 623A, unless noted otherwise.

M-1. *Do shop drawings have to be stamped by the design professional and submitted to the building official or public authority for approval?*

Typically, no. However, if shop drawings are submitted to the building official or public authority for design consideration or clarification, then they must be properly stamped/signed/dated by the Nevada professional having competency and appropriate registration/license pursuant to the legal requirements for that design professional.

M-2. *What component or supplemental designs are required to be stamped or sealed by a design professional when submitted to the building official for approval?*

Components or supplemental designs such as prefabricated metal building drawings, roof truss systems (complete systems) drawings, post tension or prestress designs, alternates to the original submittal, component or system substitutions which substantially change the scope of work or code application and precast concrete building components must be submitted to the building official for approval.

M-3. *May a land surveyor prepare and submit plot plans?*

Yes. Land surveyors may prepare plot plans which provide topographical and related measurement data. Plans which include design features for construction must be prepared by a registered professional competent to perform the specific design.

M-4. *Who can prepare or stamp site grading and drainage plans as part of a submittal for a permit?*

If acceptable by the authority having jurisdiction, such plans may be prepared or stamped by architects, landscape architects, residential designers or civil engineers. Land surveyors may prepare or stamp site grading and drainage plans as long as they are for residential subdivisions containing four lots or less.

M-5. *May an unregistered or unlicensed individual (interior designer, space planner, kitchen equipment designer, etc.) prepare plans for a building permit?*

No. Unregistered or unlicensed individuals are prohibited by law from engaging in professional practice, unless a design professional assumes responsibility.

M-6. *May a drafting firm prepare plans to be submitted for a building permit?*

A drafting firm may only prepare plans to be submitted for a building permit if that firm is working under the responsible control of a licensed or registered design professional, per NRS 623 or 625.

M-7. *When can an unregistered individual provide design services for the selection of interior furnishings, fixtures and equipment?*

A non-registrant can provide design services when the furnishings, fixtures and equipment selected are not regulated by any building code or other law, ordinance rule or regulation governing the alteration or construction of a structure.

M-8. *When can an unregistered individual specify the selection of interior furnishing, fixtures and equipment which may be regulated?*

If the individual or firm has a certificate issued by the Nevada State Fire Marshal, they may specify furnishing, fixtures and equipment (not including finishes or space planning) that are regulated typically in a commercial setting.

M-9. *May individuals calling themselves landscape architect interns or landscape designers prepare and sell landscape and irrigation plans?*

No. It is illegal to prepare and sell landscape documents if one is not registered or licensed to practice landscape architecture, architecture or engineering in Nevada.

M-10. *Is it legal for the owner or tenant of a commercial building, or his or her representative, to perform the services of an architect, registered interior designer, engineer, landscape architect or contractor for work on that building without being registered or licensed under NRS 623, 623A, 624 or 625?*

No.

M-11. *May a contractor prepare plans and then have the owner obtain the building permit under the owner/builder exemption?*

No. The contractor must apply for the permit, thereby attesting that he or she is properly licensed and responsible for the plans and construction activity. Per NRS 623.035.1(d), a contractor can only prepare plans for his or her own construction activities.

M-12. *May a homeowner prepare plans under the NRS 623.035(1)(e) and 623A.070(1)(a) exemptions for a duplex residential occupancy structure?*

No. Homeowners may only prepare plans for a single-family dwelling that they themselves plan to own and occupy for at least one year. A duplex clearly implies that at least one unit will be a rental or sales property.

M-13. *May a contractor or homeowner submit mail order plans or plans prepared by others and comply with Nevada law?*

No.

M-14. *Other than the building, zoning and public works departments, do any other agencies need to review plans before a building permit or approval to proceed can be issued?*

It varies on the type of project and the requirements of the jurisdiction where the project is located. Check with the approving public authority. As an example, the State Fire Marshal's Division and State Health Department must review health care facilities. The local health district may review plans for any food service facility or public swimming pool, and may need to approve demolition permits due to dust pollution, asbestos abatement, fuel tanks, etc. Fire protection elements and alarm systems may be reviewed separately by the Fire Department. Sanitation, sewage and water supply are other factors that may require review or separate permits.

M-15. *Is a building permit for construction activities on state property required?*

A building permit from the State Public Works Division is required. For specifics, contact the State Public Works Division.

M-16. *Do local building authorities have jurisdiction on state lands?*

No. The State Public Works Division is the building authority.

M-17. *Does the State Public Works Division inspect school construction?*

No. The State Public Works Division only deals with those schools located on State of Nevada owned property, however they may do plan review when requested by a school district. Typically, the local school districts will permit thru the local authority having jurisdiction (AHJ) unless they are large enough to have their own building department (NRS 393.110).

M-18. *Who reviews and inspects construction activities of privately-owned buildings and facilities on state land?*

The State Public Works Division is the building authority.

M-19. *What is the definition of a “design-build” contract?*

Design-build contract means a contract between an owner or public body and a design-build team in which the design-build team agrees to design and construct a project. The Legislature enacted laws to permit public bodies to contract with a design-build team or specialty contractor for the design and construction of a public work or other project.

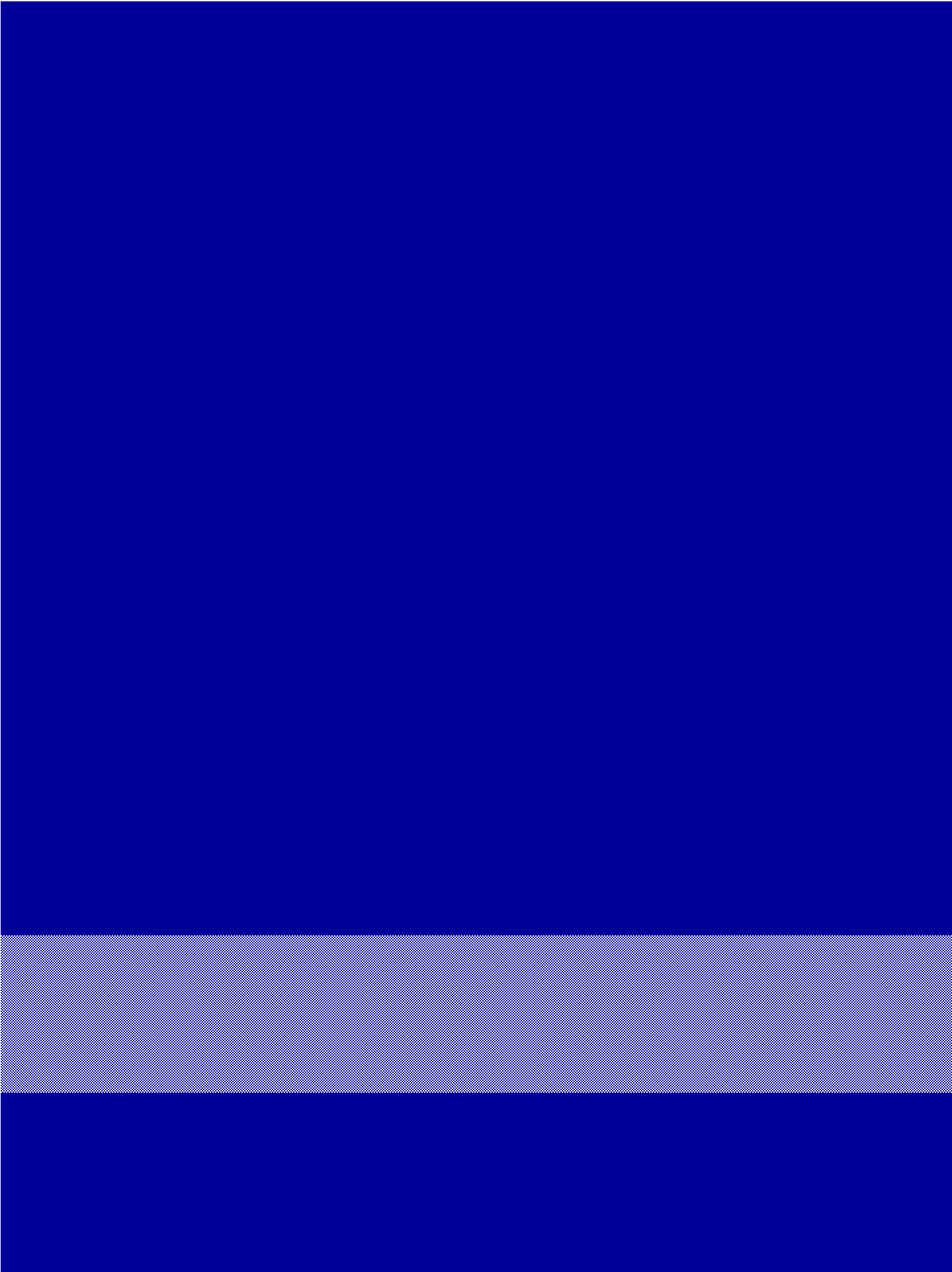
M-20. *When is a design-build contract used for a public works project?*

The use of the design-build approach for public works is regulated pursuant to NRS 338. In general, design-build may be used only in situations where its use will render significant cost or time savings, or if the project is highly specialized and technical in nature. In addition, certain construction cost thresholds for differing types of work are set forth in the statute. Due to the variety of the specific conditions contained in the law, it is advised that the language be reviewed in its entirety prior to initiating any public project utilizing the design-build method of delivery.

M-21. *Does a business license or Nevada Secretary of State filing qualify an individual or firm to provide services that fall under NRS 623, NRS 623A, NRS 624 or NRS 625?*

No. It is recommended that the appropriate regulatory board be contacted to verify if the individual or firm is properly registered/licensed and if they've been disciplined before hiring them.

-NOTES-



GENERAL NOTES

DIVISION 01- SECTION 01 00 00
GENERAL REQUIREMENTS

- 1. BUILDING OWNER IS TO ADHERE TO ALL MANUFACTURER'S SPECIFICATIONS AND RECOMMENDATIONS
- 2. STRUCTURE IS DESIGNED AS A MINOR STORAGE FACILITY AND IS NOT DESIGNED FOR HABITATION.
- 3. THESE DRAWINGS ARE NON SITE SPECIFIC. IF SITE SPECIFIC DRAWINGS ARE REQ'd CONTACT MCELHANEY STRUCTURAL.
- 4. THE INSTALLER SHALL VERIFY ALL DIMENSIONS AND CONDITIONS PRIOR TO STARTING CONSTRUCTION.
- 5. DO NOT SCALE THE DRAWINGS FOR WORKING DIMENSIONS.
- 6. NOTES AND DETAILS ON DRAWINGS SHALL TAKE PRECEDENCE OVER GENERAL NOTES AND TYPICAL DETAILS. TYPICAL DETAILS SHALL APPLY TO THE PROJECT DRAWINGS EXCEPT WHEN SPECIFIC DETAILS ARE SHOWN WHICH SHALL TAKE PRECEDENCE.
- 7. ALL WORK SHALL CONFORM TO THE MINIMUM STANDARDS OF THE FOLLOWING CODE:
THE 2018 INTERNATIONAL BUILDING CODE (IBC), AND ANY OTHER REGULATING AGENCIES WHICH HAVE AUTHORITY OVER ANY PORTION OF THE WORK, AND THOSE CODES AND STANDARDS LISTED IN THESE NOTES AND SPECIFICATIONS.
- 8. INSTALLER SHALL INVESTIGATE SITE DURING CLEARING AND EARTH WORK OPERATIONS FOR FILLED EXCAVATIONS OR BURIED STRUCTURES SUCH AS CESSPOOLS, CISTERNS, FOUNDATIONS, ETC.
- 9. ADHESIVE ANCHORS SHALL BE SIMPSON SET-XP EPOXY PER ICC ESR-2508 WITH ASTM A-36 THREADED ROD OR APPROVED EQUAL U.N.O.. EXPANSION ANCHORS SHALL BE SIMPSON STRONG-BOLT CARBON STEEL PER ICC ESR-1771 U.N.O.. ADHESIVE OR EXPANSION ANCHORS SHALL NOT BE INSTALLED UNTIL MASONRY GROUT OR CONCRETE HAS CURED TO DESIGN STRENGTH.
- 10. DESIGN LOADS:
 - ROOF DEAD LOAD: 12 psf
 - ROOF LIVE LOAD: 20 psf
 - FLOOR DEAD LOAD: 8 psf
 - FLOOR LIVE LOAD: 40 psf
 - GROUND SNOW LOAD: 90 psf
 - ROOF SNOW LOAD DATA:
 - 1. ROOF SNOW LOAD: 65 psf
 - 2. $C_e = 0.9$
 - 3. $I_s = 0.80$
 - 4. $C_t = 1.2$
 - WIND DESIGN DATA:
 - 1. ULTIMATE DESIGN WIND SPEED = 130 MPH (3-SECOND GUST)
 - 2. RISK CATEGORY I
 - 3. WIND EXPOSURE C
 - 4. INTERNAL PRESSURE COEFFICIENT = 0.18
 - EARTHQUAKE DESIGN DATA:
 - 1. RISK CATEGORY I
 - 2. $I_E = 1.00$
 - 3. $S_s = 1.5g$, $S_1 = 0.6g$
 - 4. SITE CLASS: D
 - 5. $S_{ps} = 1g$, $S_{p1} = 0.6g$
 - 6. SEISMIC DESIGN CATEGORY: D
 - 7. BASIC SEISMIC-FORCE-RESISTING SYSTEM(S):
= LIGHT-FRAMED WALL SHEATHED WITH STRUCTURAL PANELS RATED FOR SHEAR RESISTANCE
 - 8. RESPONSE MODIFICATION COEFFICIENT(S), $R = 6.5$

DIVISION 01
FOUNDATION PERFORMANCE REQUIREMENTS

- 1. FOUNDATION DESIGN BASED ON 2018 IBC TABLE 1806.2, SOIL CLASS 5. FOOTINGS ARE DESIGNED BASED ON AN ALLOWABLE SOIL BEARING PRESSURE OF 1500 psf DEAD PLUS LIVE LOADS AND 1995 psf. TOTAL LOADS (INCLUDING WIND OR SEISMIC).
- 2. THE CONTRACTOR SHALL PROVIDE FOR PROPER DE-WATERING OF EXCAVATIONS FROM SURFACE WATER, GROUND WATER, SEEPAGE, ETC.
- 3. THE CONTRACTOR SHALL PROVIDE FOR DESIGN AND INSTALLATION OF ALL CRIBBING, SHEATHING AND SHORING REQUIRED TO SAFELY AND ADEQUATELY RETAIN THE EARTH BANKS.
- 4. EXCAVATIONS FOR FOOTINGS SHALL BE APPROVED BY THE SOILS ENGINEER PRIOR TO PLACING THE CONCRETE AND REINFORCING. THE CONTRACTOR SHALL NOTIFY SOILS ENGINEER WHEN INSPECTION OF EXCAVATION IS READY. THE SOILS ENGINEER SHALL SUBMIT LETTER OF COMPLIANCE TO THE OWNER.
- 5. ALL EXCAVATIONS SHALL BE PROPERLY BACKFILLED. DO NOT PLACE BACKFILL BEHIND RETAINING WALLS BEFORE CONCRETE HAS ATTAINED FULL DESIGN STRENGTH. THE CONTRACTOR SHALL BRACE OR PROTECT ALL BUILDING AND PIT WALLS BELOW GRADE FROM LATERAL LOADS UNTIL ATTACHING FLOORS ARE COMPLETELY IN PLACE AND HAVE ATTAINED FULL STRENGTH. THE CONTRACTOR SHALL PROVIDE FOR DESIGN, PERMITS AND INSTALLATION OF SUCH BRACING.
- 6. FOOTINGS SHALL BE PLACED AND ESTIMATED ACCORDING TO DEPTHS SHOWN ON DRAWINGS. SHOULD SOIL ENCOUNTERED AT THESE DEPTHS NOT BE APPROVED BY THE SOILS ENGINEER, FOOTING ELEVATIONS OR FOOTING DESIGN WILL BE ALTERED BY CHANGE ORDER.
- 7. FOOTING BACKFILL AND UTILITY TRENCH BACKFILL WITHIN BUILDING AREA SHALL BE MECHANICALLY COMPACTED IN LAYERS, TO THE APPROVAL OF THE SOILS ENGINEER. FLOODING WILL NOT BE PERMITTED.
- 8. ALL ABANDONED FOOTINGS, UTILITIES, ETC., THAT INTERFERE WITH NEW CONSTRUCTION SHALL BE REMOVED.

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MCELHANEY STRUCTURAL
ENGINEERS, LLC
802 W 2ND ST.
RENO, NEVADA 89503
www.mcelhaneystructural.com

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GENERAL NOTES

DIVISION 03
CONCRETE - PART 1

1. ALL PHASES OF WORK PERTAINING TO THE CONCRETE CONSTRUCTION SHALL CONFORM TO THE 'BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE' AMERICAN CONCRETE INSTITUTE 318 (ACI 318) AND THE 'SPECIFICATIONS FOR STRUCTURAL CONCRETE FOR BUILDINGS' (ACI 301) LATEST APPROVED EDITIONS, WITH MODIFICATIONS AS NOTED IN THE DRAWINGS OR SPECIFICATIONS.
2. REINFORCED CONCRETE DESIGN IS BY THE 'ULTIMATE STRENGTH DESIGN METHOD'.
3. CONCRETE MIXES SHALL BE DESIGNED BY A QUALIFIED TESTING LABORATORY AND APPROVED BY THE STRUCTURAL ENGINEER. CALCIUM CHLORIDE SHALL NOT BE USED.
- A. PROPOSED MIX DESIGNS SHALL BE NO MORE THAN 1 (ONE) YEAR OLD, AND HAVE AFFIXED ON EACH SUBMITTED COPY THE ORIGINAL SEAL OF THE REVIEWING ENGINEER. THE REVIEWING ENGINEER SHALL BE REGISTERED IN THE STATE OF NEVADA.
- B. EACH MIX DESIGN SHALL INDICATE THE PROJECT NAME AND ADDRESS. CONTRACTOR SHALL DESIGNATE LOCATION OF USE FOR EACH PROPOSED MIX DESIGN.
- C. EACH MIX DESIGN SHALL INCLUDE THE SLUMP, BEFORE AND AFTER ADDING PLASTIZER, AIR ENTRAINMENT, TYPE OF AGGREGATE, TYPE OF CEMENT, AND ADMIXTURES TO BE USED.
4. SCHEDULE OF STRUCTURAL CONCRETE 28-DAY STRENGTHS:
- | LOCATION IN STRUCTURE | STRENGTH (psi) | TYPE |
|---------------------------------------|----------------|---------------------|
| 1) FOOTINGS
(DESIGN BASED ON 2500) | 3000* | NORM WT. 145 ±5 pcf |
| 2) SLABS | 4000* | NORM WT. 145 ±5 PCF |
| 3) GRADE BEAM | 3000* | NORM WT. 145 ±5 PCF |
| 4) OTHER | 3000* | NORM WT. 145 ±5 PCF |
- PROVIDE 6% ±1% AIR ENTRAINMENT IN EXTERIOR CONCRETE AND ANY CONCRETE EXPOSED TO FREEZING U.N.O.
* SEE NOTE 5. BELOW FOR CONCRETE IN CONTACT W/ SOIL.
5. PORTLAND CEMENT SHALL CONFORM TO ASTM C-150, TYPE II. VERIFY W/ SOILS ENGINEER; USE TYPE V CEMENT W/ MAX. WATER-CEMENT RATIO 0.45 AND F'C = 4500 psi FOR CONC. IN CONTACT W/SOIL IF DIRECTED BY SOILS ENGINEER.
- A. PANELS: MIN. 5.5 SACK CEMENT CONTENT, PLACED AT 3" MAX. SLUMP.
- B. SLAB ON GRADE: MIN. 5.5 SACK CEMENT CONTENT PLACED AT 3" MAX. SLUMP.
- C. FOOTING: MIN. 5.25 SACK PER CUBIC YARD CEMENT CONTENT, 4" MAX. SLUMP
6. MAXIMUM WATER-CEMENT RATIO SHALL BE AS FOLLOWS U.N.O.:
- A. EXTERIOR SLABS AND ALL EXTERIOR CONCRETE: 0.45.
- B. INTERIOR SLABS: 0.54.
7. AGGREGATE FOR NORMAL WEIGHT CONCRETE SHALL CONFORM TO ALL REQUIREMENTS AND TESTS OF ASTM C-33 AND PROJECT SPECIFICATIONS. EXCEPTIONS MAY BE USED ONLY WITH PERMISSION OF THE STRUCTURAL ENGINEER. MAXIMUM AGGREGATE SIZE SHALL CONFORM WITH THE FOLLOWING: 1/5 DISTANCE BETWEEN FORMS, 3/4 DISTANCE BETWEEN REINFORCING BARS, 1/3 THICKNESS OF SLAB.
8. CONCRETE MIXING OPERATIONS, ETC., SHALL CONFORM TO ASTM C-94.
9. PLACEMENT OF CONCRETE SHALL CONFORM TO ACI-318 REQUIREMENTS AND PROJECT SPECIFICATIONS. SANDBLAST ALL CONCRETE SURFACES AGAINST WHICH CONCRETE IS TO BE PLACED.
10. IF COLUMNS AND WALLS ARE PLACED WITH FLOOR, TWO HOURS MUST ELAPSE BETWEEN END OF COLUMN OR WALL POUR AND BEGINNING OF FLOOR POUR.
11. CONCRETE PROTECTION FOR REINFORCEMENT SHALL BE AS FOLLOWS:
- | | |
|--|-----|
| (A) CONCRETE CAST AGAINST AND PERMANENTLY EXPOSED TO EARTH | 3" |
| (B) CONCRETE EXPOSED TO WEATHER: | |
| No. 6 THROUGH No. 18 BARS | 2" |
| No. 5 BAR, W31 OD D31 WIRE, AND SMALLER | 1½" |
| (C) CONCRETE NOT EXPOSED TO WEATHER OR IN CONTACT WITH GROUND: | |
| No. 14 AND No. 18 BARS | 1½" |
| No. 11 BARS AND SMALLER | ¾" |

DIVISION 03
CONCRETE - PART 2

12. ALL REINFORCING BARS, ANCHOR BOLTS AND OTHER CONCRETE INSERTS SHALL BE SECURED IN POSITION PRIOR TO PLACING CONCRETE.
13. PROVIDE SLEEVES FOR PLUMBING AND ELECTRICAL OPENINGS IN CONCRETE BEFORE PLACING. DO NOT CUT ANY REINFORCING WHICH MAY CONFLICT. CORING IN CONCRETE IS NOT PERMITTED EXCEPT AS SHOWN. NOTIFY THE STRUCTURAL ENGINEER IN ADVANCE OF CONDITIONS NOT SHOWN ON THE DRAWINGS.
14. CONDUIT SHALL NOT BE RUN IN SLABS, PLACE IN BASE MATERIAL CONCENTRATIONS OF CONDUITS OR PIPES SHALL BE AVOIDED EXCEPT WHERE DETAILED OPENINGS ARE PROVIDED.
15. PROJECTING CORNERS OF BEAMS, WALLS, COLUMNS, ETC., SHALL BE FORMED WITH A 1/2 INCH CHAMFER, UNLESS OTHERWISE NOTED ON ARCHITECTURAL DRAWINGS.
16. CURING COMPOUNDS USED ON CONCRETE THAT IS TO RECEIVE A RESILIENT TILE FINISH SHALL BE APPROVED BY THE TILE MANUFACTURER BEFORE USE.
17. SHRINKAGE OF CONCRETE, WHEN TESTED IN ACCORDANCE WITH ASTM C-157, SHALL NOT EXCEED 0.00065 INCHES/INCH FOR HARD ROCK CONCRETE AND .00055 INCHES/INCH FOR LIGHT WEIGHT CONCRETE.
18. PLACE AND PROTECT CONCRETE IN COMPLIANCE WITH ACI 305 AND 306, RESPECTIVELY, DURING HOT AND COLD EXPOSURE CONDITIONS.

DIVISION 03
REINFORCING STEEL

1. ALL REINFORCING STEEL SHALL BE DETAILED AND PLACED IN CONFORMANCE WITH THE 'BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE' (ACI 318 LATEST APPROVED EDITION), AND THE 'MANUAL OF STANDARD PRACTICE FOR REINFORCED CONCRETE CONSTRUCTION' (LATEST EDITION) BY THE C.R.S.I. AND THE W.C.R.S.I., AS MODIFIED BY THE PROJECT DRAWINGS AND SPECIFICATIONS.
2. DEFORMED REINFORCING BARS SHALL BE ASTM A-615 GRADE 60 EXCEPT TIES, STIRRUPS, SLAB DOWELS AND REINFORCING BARS IN NON STRUCTURAL CONCRETE SUCH AS SLABS ON GRADE, WHICH MAY BE GRADE 40, UNLESS NOTED OTHERWISE. USE A706 REINFORCING BARS THAT ARE REQUIRED FOR WELDING.
3. DEFORMED REINFORCING BARS FOR MOMENT FRAMES SHALL CONFORM TO THE 2018 INTERNATIONAL BUILDING CODE (IBC) CHAPTER 19.
4. WELDING OF REINFORCING SHALL BE WITH LOW HYDROGEN ELECTRODES IN CONFORMANCE WITH 'RECOMMENDED PRACTICES FOR WELDING REINFORCING STEEL, ETC.', AMERICAN WELDING SOCIETY, AWS-D1.4. SEE SPECIFICATIONS.
5. ALL REINFORCING BAR BENDS SHALL BE MADE COLD.
6. WELDED WIRE FABRIC SHALL CONFORM TO ASTM A-185.
7. MINIMUM LAP OF WELDED WIRE FABRIC SHALL BE 6 INCHES OR ONE FULL MESH AND ONE HALF, WHICH EVER IS GREATER.
8. REINFORCING SPLICES SHALL BE MADE ONLY WHERE INDICATED ON THE DRAWINGS.
9. DOWELS BETWEEN FOOTINGS AND WALLS OR COLUMNS SHALL BE THE SAME GRADE, SIZE AND SPACING OR NUMBER AS THE VERTICAL REINFORCING, RESPECTIVELY.
10. ALL BARS SHALL BE MARKED SO THEIR IDENTIFICATION CAN BE MADE WHEN THE FINAL IN-PLACE INSPECTION IS MADE.
11. THE CONTRACTOR SHALL PROVIDE FOR AN ALLOWANCE OF 2 TONS OF REINFORCING BARS TO BE FURNISHED, FABRICATED AND PLACED DURING PROGRESS OF WORK AS MAY BE DIRECTED BY THE STRUCTURAL ENGINEER, IN ADDITION TO ALL STEEL INDICATED ON THE DRAWINGS.
12. SEE TYPICAL DETAILS FOR REINFORCEMENT SPLICES IN CONCRETE. SPLICE ALL REINFORCING BARS 2'-6" MINIMUM UNO.
13. ALL REINFORCING BARS TO BE TIED IN PLACE BEFORE POURING CONCRETE OR GROUT.
14. DO NOT SPLICE REINFORCING STEEL IN MIDDLE THIRD OF WALLS.

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GENERAL NOTES

DIVISION 06 - SECTION 06 16 36
WOOD PANEL PRODUCT SHEATHING

- HORIZONTAL PLYWOOD SHEATHING
SEE PLAN FOR PLYWOOD AND NAILING DATA. UNLESS OTHERWISE NOTED ON THE PLAN, USE THE FOLLOWING:
- 1. PLYWOOD:
 - A. ROOFS: 1/2" APA RATED C-D EXTERIOR, PANEL INDEX 24/0.
 - B. FLOORS: 3/8" T&G APA RATED C-D, PANEL INDEX 32/16.
 - C. STAGGER SHEETS.
 - D. RUN FACE GRAIN OF PLYWOOD PERPENDICULAR TO SUPPORTS.
 - E. MINIMUM SHEET SIZE SHALL BE 2'-0" x 4'-0".
 - 2. NAILING:
 - A. USE COMMON NAILS. EQUIVALENT SPECIAL PLYWOOD NAILS MAY BE USED WITH THE PRIOR APPROVAL OF THE STRUCTURAL ENGINEER.
 - B. MINIMUM EDGE DISTANCE SHALL BE 3/8", AND NAILS SHALL NOT BE OVERDRIVEN THRU OUTER PLY. STAGGER NAILS AT ADJACENT PLYWOOD SHEETS.
 - C. ROOFS:

BOUNDARIES	8d @ 6" O.C.
EDGES	8d @ 6" O.C.
FIELD	8d @ 12" O.C.
 - D. FLOORS:

BOUNDARIES	10d @ 6" O.C. (ALTERNATE #10x2 1/2" SCREWS OK)
EDGES	10d @ 6" O.C.
FIELD	10d @ 10" O.C.
- PLYWOOD WALL SHEATHING
SEE PLAN FOR PLYWOOD AND NAILING DATA. UNLESS OTHERWISE NOTED ON PLAN, USE THE FOLLOWING:
- 1. PLYWOOD:
 - A. 1/2" APA RATED C-D EXTERIOR, PANEL INDEX 24/0.
 - B. STAGGER SHEETS.
 - C. FACE GRAIN MAY RUN EITHER DIRECTION.
 - D. SHEATHING PANELS ARE TO BE AS LARGE AS POSSIBLE.
 - E. APPLY SHEATHING DIRECTLY TO FRAMING.
 - F. WHERE SHEATHING OCCURS BOTH SIDES OF WALL, PANEL JOINTS SHALL BE OFFSET TO FALL ON DIFFERENT FRAMING MEMBERS.
 - 2. NAILING:
 - A. USE COMMON NAILS. EQUIVALENT SPECIAL PLYWOOD NAILS MAY BE USED WITH THE PRIOR APPROVAL OF THE STRUCTURAL ENGINEER.
 - B. MINIMUM EDGE DISTANCE SHALL BE 3/8", AND NAILS SHALL NOT BE OVERDRIVEN THRU OUTER PLY. STAGGER NAILS AT ADJACENT PLYWOOD SHEETS.
 - C. BLOCKING IS REQUIRED AT ALL PANEL EDGES.
 - D. SEE SHEAR WALL SCHEDULE FOR NAIL SPACING.

DIVISION 06 - SECTION 06 00 00
WOOD

- 1. FRAMING LUMBER SHALL BE DOUGLAS FIR NO. 2 GRADE OR BETTER, WITH MOISTURE CONTENT < 19% UNLESS OTHERWISE NOTED. LOAD BEARING STUDS SHALL BE DOUGLAS FIR NO. 2 GRADE OR BETTER, UNLESS OTHERWISE NOTED. POSTS AND BEAMS 6x AND LARGER SHALL BE DOUGLAS FIR NO. 1 GRADE, UNLESS OTHERWISE NOTED.
- 2. ALL PLYWOOD SHALL BE CC OR CD CONFORMING TO PRODUCT STANDARD PS 1-95. USE COMMON WIRE NAILS.
- 3. ALL BOLTS SHALL CONFORM TO ASTM A307 Gr. A, UNLESS NOTED OTHERWISE ON PLANS. BOLT HOLES SHALL BE 1/8" MAXIMUM LARGER THAN THE BOLT SIZE. RETIGHTEN ALL NUTS PRIOR TO CLOSING IN. ALL BOLTS SHALL HAVE A MINIMUM OF (3) THREADS PROJECTING BEYOND THE NUT, ROLLED THREADS (UPSET) ARE NOT PERMITTED. USE ASTM A563 NUTS AND ASTM F436 WASHERS U.N.O.
- 4. ALL SILLS OR SKIDS RESTING ON CONCRETE, MASONRY, OR SOIL SHALL BE PRESSURE TREATED DOUGLAS FIR.
- 5. DO NOT NOTCH JOISTS, RAFTERS OR BEAMS, EXCEPT WHERE SHOWN IN DETAILS. OBTAIN ENGINEERS' APPROVAL FOR ANY HOLES OR NOTCHES NOT DETAILED. HOLES THROUGH SILLS, PLATES, STUDS AND DOUBLE PLATES IN INTERIOR, BEARING AND SHEAR WALLS SHALL NOT EXCEED 1/3 THE PLATE WIDTH. USE BORED HOLES LOCATED IN THE CENTER OF THE STUD OR PLATE.
- 6. NAILED CONNECTIONS SHALL CONFORM TO THE MINIMUM NAILING SCHEDULE OF TABLE 2304.9.1 OF THE INTERNATIONAL BUILDING CODE, EXCEPT AS OTHERWISE NOTED. ALL NAILS SHALL BE COMMON WIRE NAILS. WHERE DRIVING OF NAILS CAUSES SPLITTING, HOLES FOR THE NAILS SHALL BE PRE-DRILLED.
- 7. UNLESS NOTED OTHERWISE, PRE-MANUFACTURED FRAMING CONNECTORS CALLED FOR ON THE DRAWINGS SHALL BE SIMPSON STRONG-TIE CONNECTORS, OR APPROVED EQUAL.
- 8. ALL LAMINATED VENEER LUMBER (LVL), PARALLEL STRAND LUMBER (PSL), AND LAMINATED STRAND LUMBER (LSL) SPECIFIED SHALL HAVE THE FOLLOWING MINIMUM DESIGN STRENGTHS:

LVL:	F _b =2600 psi,	F _v =285 psi,	E=1.9x10 ⁶ psi
PSL:	F _b =2600 psi,	F _v =285 psi,	E=2.0x10 ⁶ psi (2.0E BEAMS)
LSL:	F _b =1700 psi,	F _v =425 psi,	E=1.3x10 ⁶ psi (1 1/4" THICKNESS)
- 12. ALL FLOOR OPENINGS SHALL BE BETWEEN JOISTS, (U.N.O.)
- 13. DO NOT NOTCH BEAMS, JOISTS, AND STUDS, (U.N.O.)
- 14. NAIL ALL MULTIPLE PLY FRAMING w/ (2) 16d @ 12" O.C. EACH PLY U.N.O.

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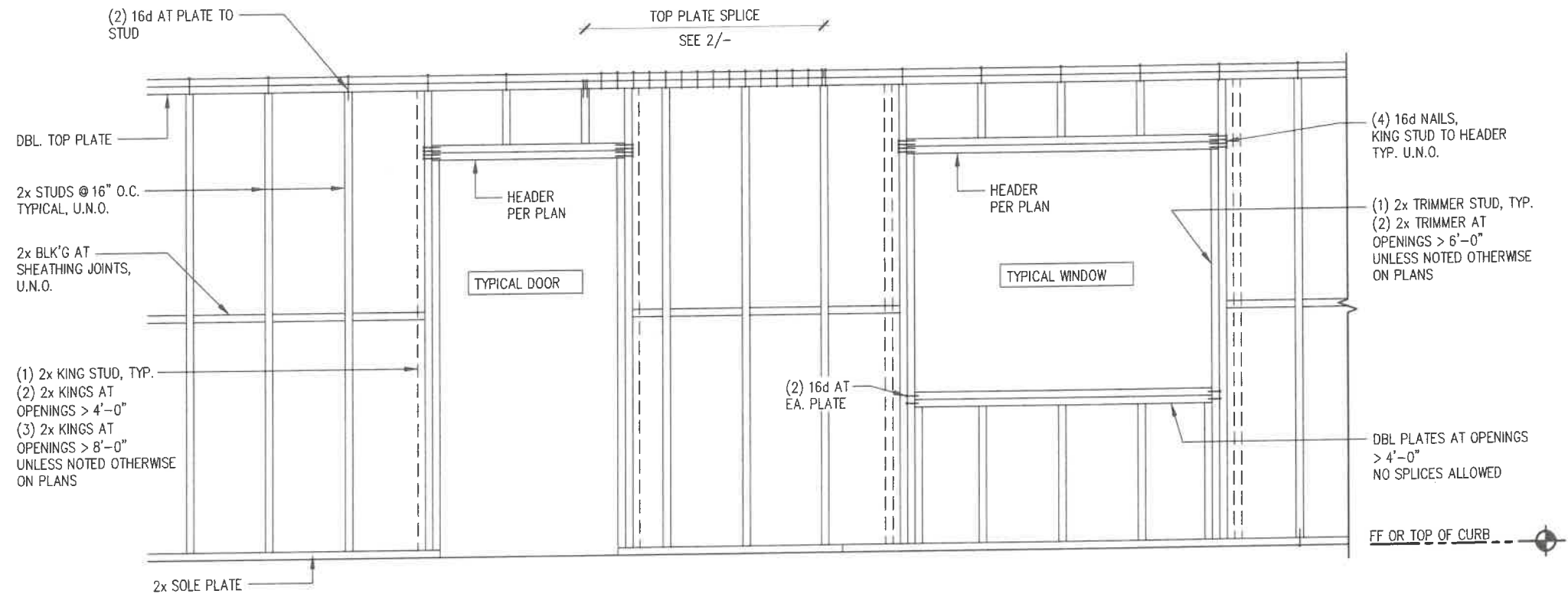
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1 TYPICAL STUD WALL FRAMING
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MCELHANEY STRUCTURAL
 ENGINEERS, LLC
 802 W 2ND ST.
 RENO, NEVADA 89503
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DRAWING
 DESCRIPTION

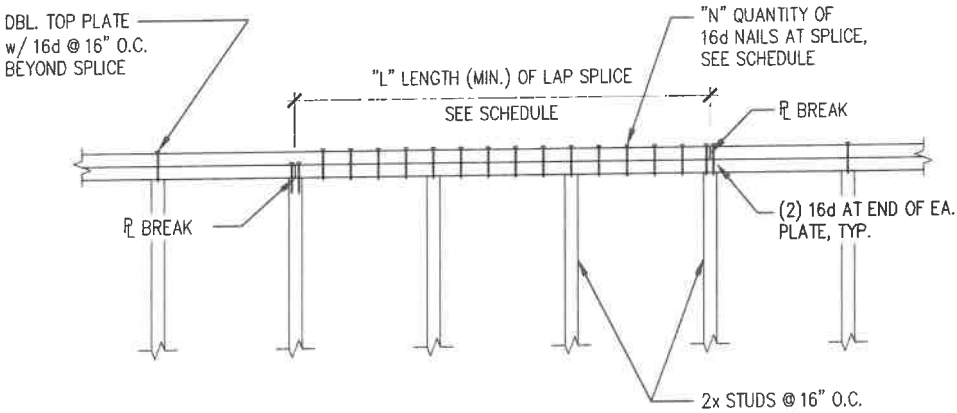
TYPICAL WALL
 FRAMING DETAIL

DRAWN
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 CHECKED
 BAM
 DATE
 8/8/24
 SCALE
 AS NOTED
 JOB NO.
 20200-24

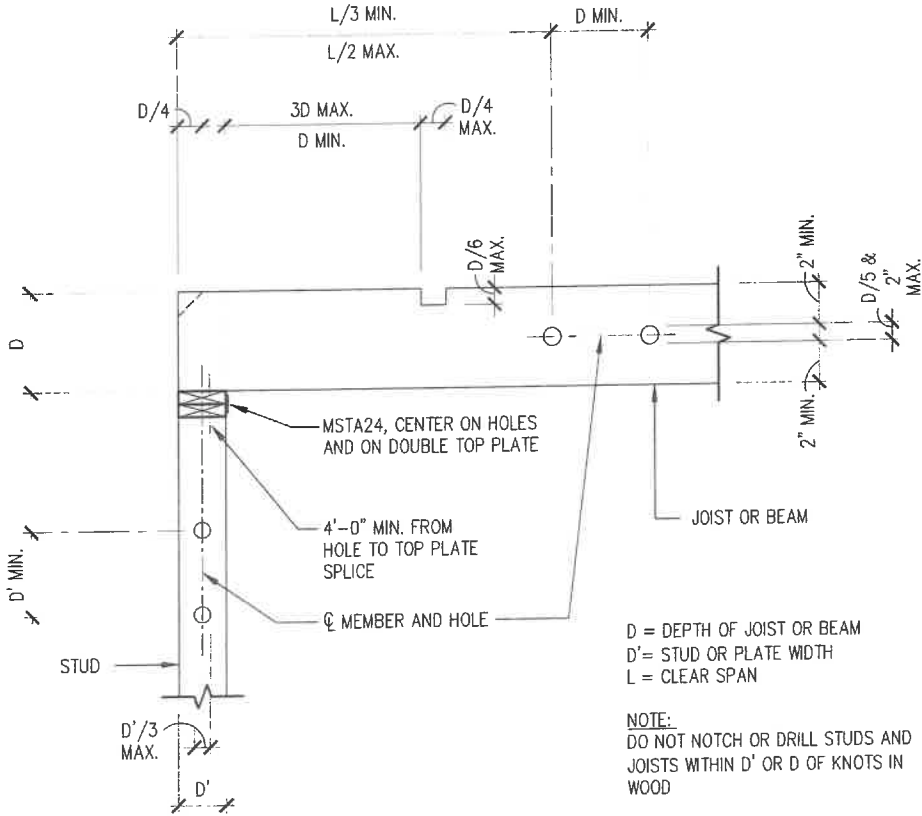
SHEET

S004

"L" LENGTH OF SPLICE (FT.)	"N" NUMBER OF NAILS AT SPLICE	REMARKS
4'-0"	14	-----



2 TOP PLATE SPLICE
SCALE: 3/4" = 1'-0"



3 HOLES AND NOTCHES IN WOOD STUDS, JOISTS, BEAMS AND PLATES
SCALE: 3/4" = 1'-0"

OUT WEST BUILDINGS
NON-HABITABLE STRUCTURES
2018 INTERNATIONAL BUILDING CODE
65 psf ROOF SNOW LOAD
7450 RENO HWY
FALLON, NV 89406



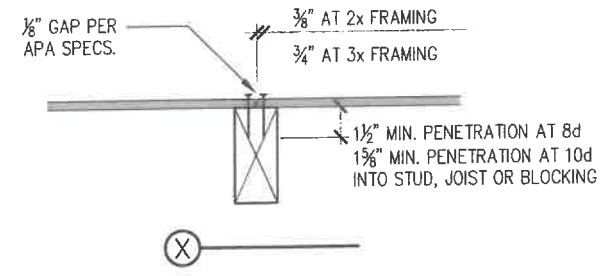
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TYPICAL WALL FRAMING DETAIL

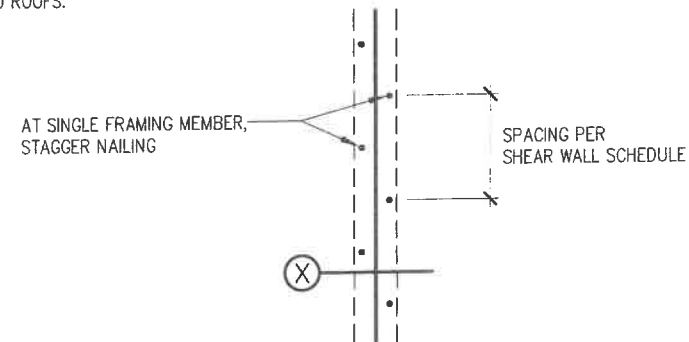
DRAWN MZ
CHECKED BAM
DATE 8/8/24
SCALE AS NOTED
JOB NO. 20200-24

SHEET

S005



- NOTES:
1. SHEATHING PANELS ARE TO BE AS LARGE AS POSSIBLE.
 2. STAGGER PANEL EDGES.
 3. JOINTS SHALL BE CENTERED OVER SUPPORTS/BEARING.
 4. EDGE NAIL PER PLAN.
 5. FIELD NAIL @ 12" O.C. TYP, U.N.O.
 6. NAIL HEADS SHALL BE DRIVEN FLUSH WITH SHEATHING.
 7. MIN. PANEL SIZE IS 2'-0"x4'-0" AT WALLS, 2'-0"x4'-0" AT FLOORS AND ROOFS.



4 SHEATHING NAILING
SCALE: 1-1/2" = 1'-0"

OUT WEST BUILDINGS
NON-HABITABLE STRUCTURES
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DRAWING
DESCRIPTION

 TYPICAL WALL
FRAMING DETAIL

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BAM
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8/8/24
 SCALE
AS NOTED
 JOB NO.
20200-24

SHEET

S006

FASTENING SCHEDULE (REF: IBC TABLE 2304.9.1)					
CONNECTION	FASTENING	LOCATION	CONNECTION	FASTENING	LOCATION
JOIST TO SILL OR GIRDER	(3) 8d	TOENAIL	RAFTER TO PLATE	(3) 8d	TOENAIL
BRIDGING TO JOIST	(2) 8d	TOENAIL EA. END	1" DIAGONAL BRACE TO EA. STUD & PLATE	(2) 8d	FACE NAIL
1"x6" SUBFLOOR OR LESS TO EA. JOIST	(2) 8d	FACE NAIL	1"x8" SHEATHING TO EACH BEARING	(3) 8d	FACE NAIL
WIDER THAN 1"x6" SUBFLOOR TO EA. JOIST	(3) 8d	FACE NAIL	WIDER THAN 1"x8" SHEATHING TO EACH BEARING	(3) 8d	FACE NAIL
2" SUBFLOOR TO JOIST OR GIRDER	(2) 16d	BLIND AND FACE NAIL	BUILT-UP CORNER STUDS	16d	@ 24" O.C.
SOLE PLATE TO JOIST OR BLOCKING	16d @ 16" O.C.	FACE NAIL	BUILT-UP GIRDER AND BEAMS	20d @ 32" O.C. (2) 20d	FACE NAIL TOP & BOTTOM STAGGERED ON OPPOSITE SIDE FACE NAIL AT ENDS AND AT EACH SPLICE
SOLE PLATE TO JOIST OR BLOCKING AT BRACED WALL PANEL	(3) 16d @ 16" O.C.	BRACED WALL PANELS	2" PLANKS	16d	AT EACH BEARING
TOP PLATE TO STUD	(2) 16d	END NAIL	COLLAR TIE TO RAFTER	(3) 10d	FACE NAIL
STUD TO SOLE PLATE	(2) 16d OR (4) 8d	END NAIL TOENAIL	JACK RAFTER TO HIP	(3) 10d	TOENAIL
DOUBLE STUDS	16d @ 24" O.C.	FACE NAIL	ROOF RAFTER TO 2x RIDGE BEAM	(2) 16d	TOENAIL
DOUBLE TOP PLATES	16d @ 16" O.C.	FACE NAIL	JOIST TO BAND JOIST	(3) 16d	FACE NAIL
BLOCKING BETWEEN JOISTS OR RAFTERS TO TOP PLATE	(3) 8d	TOENAIL	LEDGER STRIP	(3) 16d	FACE NAIL AT EACH JOIST
RIM JOIST TO TOP PLATE	8d @ 6" O.C.	TOENAIL			
TOP PLATES, LAPS AND INTERSECTIONS	(2) 16d	FACE NAIL			
CONTINUOUS HEADER, TWO PIECES	16d	16" O.C. - ALONG EDGE			
CEILING JOIST TO PLATE	(3) 8d	TOENAIL			
CONTINUOUS HEADER TO STUD	(4) 8d	TOENAIL			
CEILING JOISTS, LAPS OVER PARTITIONS	(3) 16d	FACE NAIL			
CEILING JOISTS TO PARALLEL RAFTERS	(3) 16d	FACE NAIL			

5

FASTENING SCHEDULE

SCALE: N.T.S.

OUT WEST BUILDINGS
NON-HABITABLE STRUCTURES
2018 INTERNATIONAL BUILDING CODE
65 psf ROOF SNOW LOAD
7450 RENO HWY
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DRAWING
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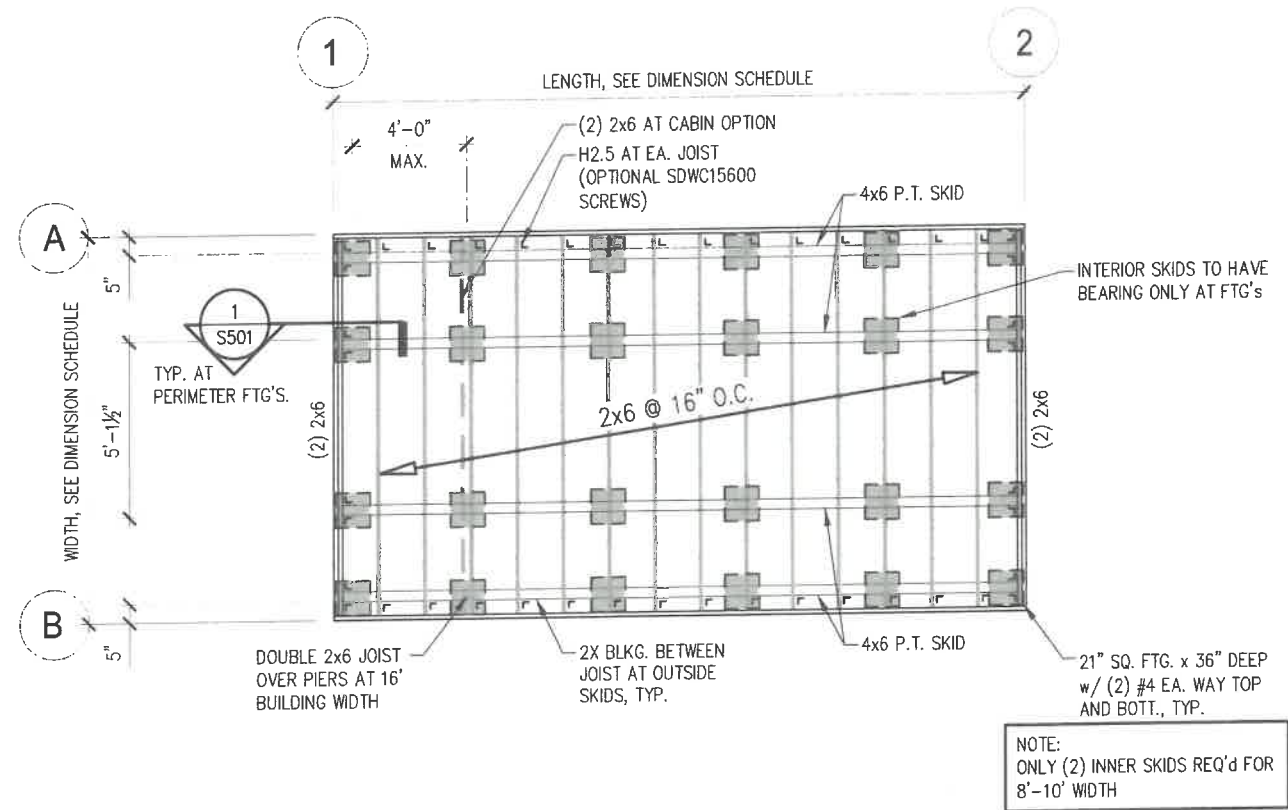
FASTENING
SCHEDULE

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BAM
DATE
8/8/24
SCALE
AS NOTED
JOB NO.
20200-24

SHEET

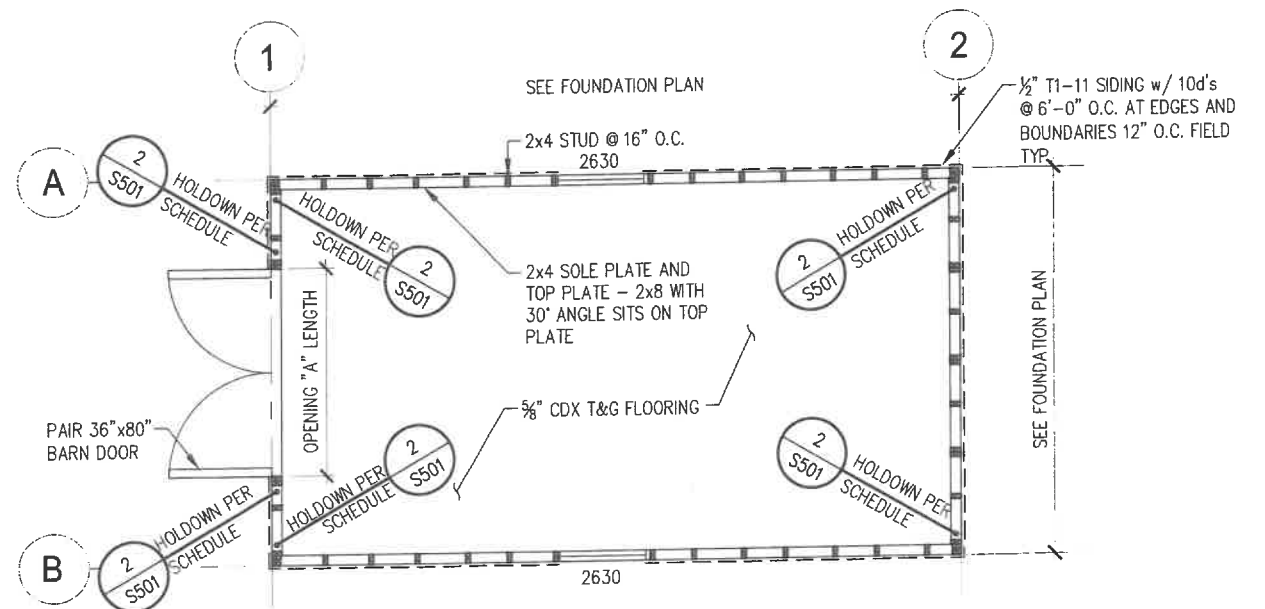
S007

DIMENSION SCHEDULE	
BUILDING WIDTH	MAX. BUILDING LENGTH
8'-8" 6"	24'
10'-10' 6"	30'
11' 2"-12' 6"	36'
13' 2"-14' 6"	52'
15' 2"-16' 6"	52'



1 FOUNDATION / FLOOR FRAMING PLAN

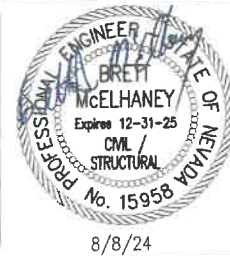
SCALE: 1/4" = 1'-0"



2 FLOOR PLAN

SCALE: 1/4" = 1'-0"

OUT WEST BUILDINGS
 NON-HABITABLE STRUCTURES
 2018 INTERNATIONAL BUILDING CODE
 65 psf ROOF SNOW LOAD
 7450 RENO HWY
 FALLON, NV 89406



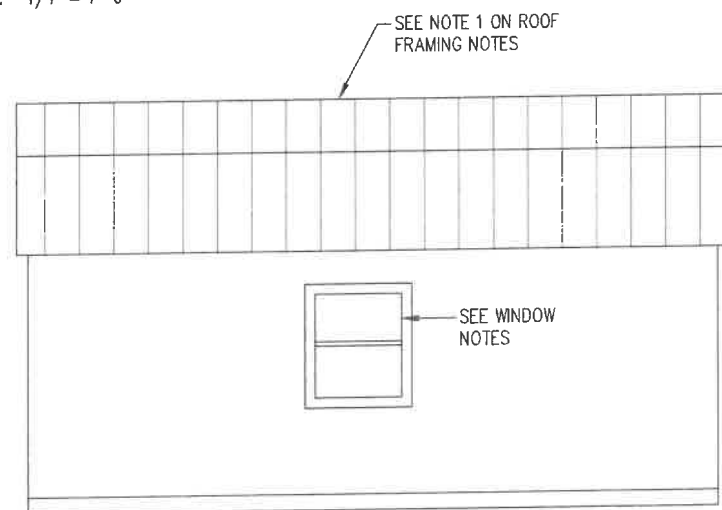
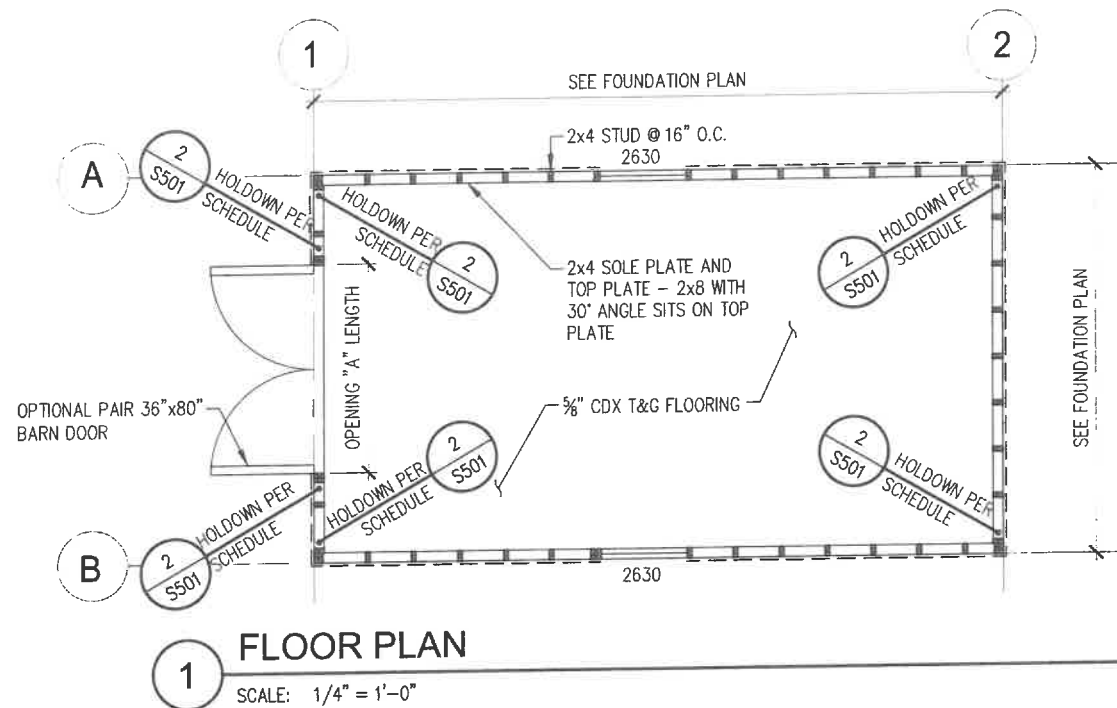
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FOUNDATION / FLOOR FRAMING PLAN

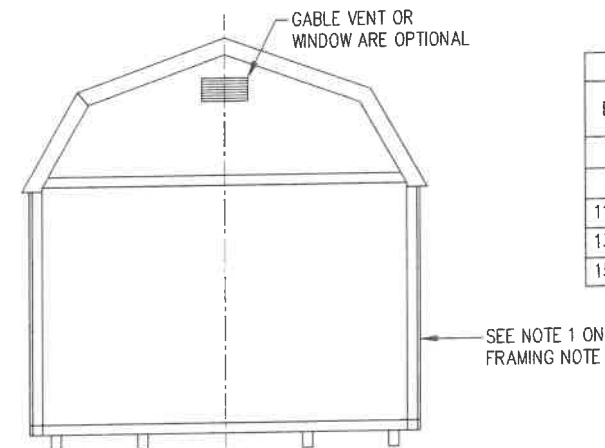
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DATE	8/8/24
SCALE	AS NOTED
JOB NO.	20200-24

SHEET

S101



2 FRONT ELEVATION / LOFTED BARN
SCALE: 1/4" = 1'-0"



- FRAMING NOTE:**
1. WALL SHEATHING SHALL BE T1-11 w/ CEDAR TRIM OR SMART SIDE w/ SMART TRIM, OR LP FLAME BLOCK OSB SHEATHING PER CUSTOMERS REQUEST.
 2. WALL SHEATHING SHALL BE 1/2" T1-11 SIDING w/ 10d OR 3/8" SMART SIDE w/ 8d OR 1/2" LP FLAME BLOCK OSB w/ 10d @ 6" O.C. AT EDGES AND BOUNDARIES, 12" O.C. FIELD TYP.
 3. TYPICAL HEADER SHALL BE 4x6. D.F. #2
 4. USE SINGLE TRIMMER STUDS AT ALL OPENINGS, U.N.O. ALSO SEE DETAIL 1/S003
 5. USE SIMPSON STRONG-TIE BRAND OR APPROVED EQUAL
 6. USE 2x BLOCKING BELOW STRAPS AND B.N. SHEATHING.

- WINDOW NOTE:**
1. WINDOWS MAY BE PLACED PER CUSTOMERS REQUEST.
 2. PLACE MIN. 24" FROM CORNER ON SIDES OF SHED

- ROOF FRAMING NOTE:**
1. ROOF TYPE SHALL BE 29 GA. 20 YEAR METAL ROOF (OPTIONAL 40 YEAR) OR 20 YEAR COMPOSITION ASPHALT SHINGLES
 2. 1/2" CDX PLYWOOD OR OSB EQUIV. WITH (32/16) SPAN RATING w/ 8d's @ 6" O.C. AT BOUNDARIES WITH 12" O.C. FIELD NAILING

LOFTED BARN SCHEDULE			
BLDG WIDTH	MAX OPENING "A" LENGTH	HOLDOWN ANCHOR (GRID LINE)	
		1	2
8' - 8'-6"	4' - 0"	(4) SDWC15600	(2) SDWC15600
10' - 10'-6"	6' - 0"	(4) SDWC15600	(2) SDWC15600
11'-2" - 12'-2"	6' - 0"	(4) SDWC15600	(1) SDWC15600
13'-2" - 14'-6"	6' - 0"	(3) SDWC15600	(1) SDWC15600
15'-2" - 16'-6"	6' - 0"	(3) SDWC15600	(1) SDWC15600

4 REAR ELEVATION / LOFTED BARN
SCALE: 1/4" = 1'-0"

OUT WEST BUILDINGS
NON-HABITABLE STRUCTURES
2018 INTERNATIONAL BUILDING CODE
65 psf ROOF SNOW LOAD
7450 RENO HWY
FALLON, NV 89406



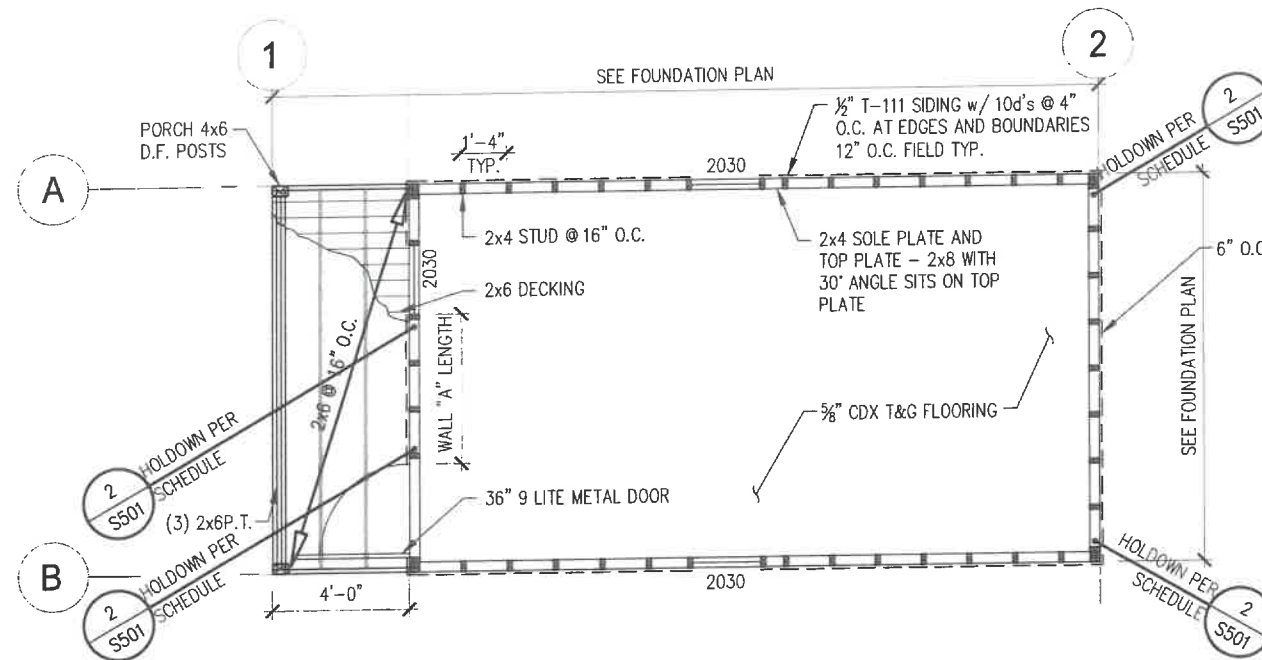
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DRAWING
DESCRIPTION
**FLOOR PLAN &
EXTERIOR
ELEVATIONS**

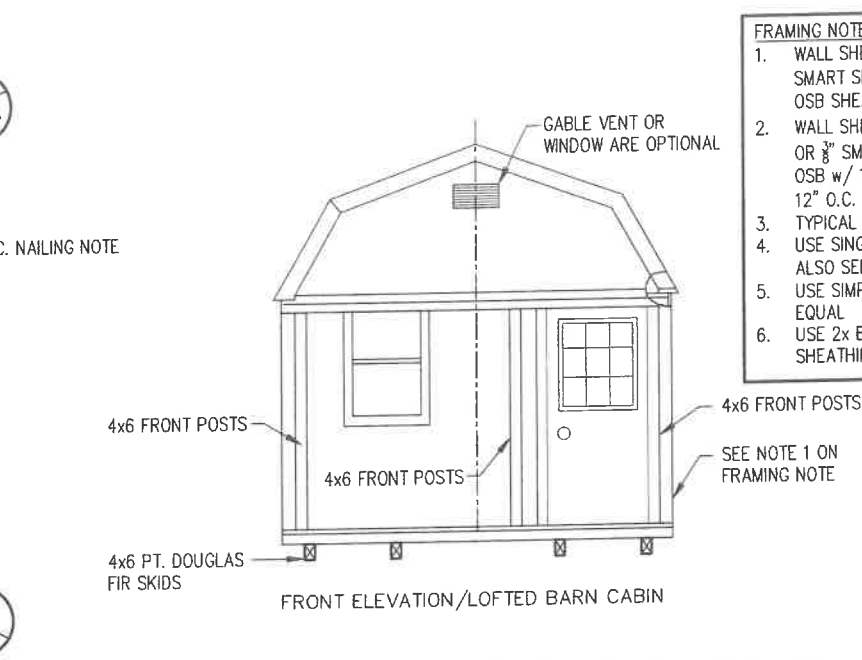
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BAM
DATE
8/8/24
SCALE
AS NOTED
JOB NO.
20200-24

SHEET

S104



1 LOFTED BARN CABIN FLOOR PLAN
SCALE: 1/4" = 1'-0"

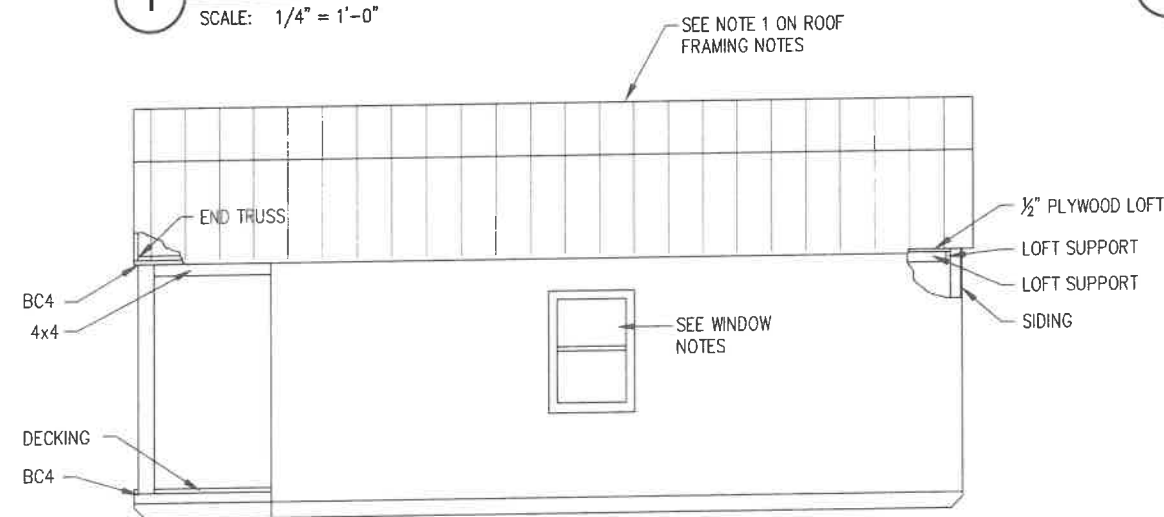


2 FRONT ELEVATION/LOFTED BARN CABIN
SCALE: 1/4" = 1'-0"

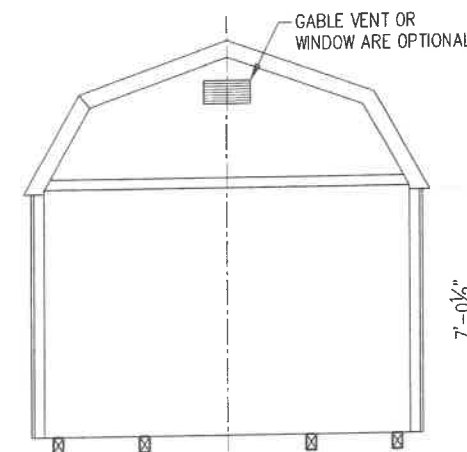
- FRAMING NOTE:**
1. WALL SHEATHING SHALL BE T1-11 w/ CEDAR TRIM OR SMART SIDE w/ SMART TRIM, OR LP FLAME BLOCK OSB SHEATHING PER CUSTOMERS REQUEST.
 2. WALL SHEATHING SHALL BE 1/2" T1-11 SIDING w/ 10d OR 3/8" SMART SIDE w/ 8d OR 1/2" LP FLAME BLOCK OSB w/ 10d @ 6" O.C. AT EDGES AND BOUNDARIES, 12" O.C. FIELD TYP.
 3. TYPICAL HEADER SHALL BE 4x6. D.F. #2.
 4. USE SINGLE TRIMMER STUDS AT ALL OPENINGS, U.N.O. ALSO SEE DETAIL 1/S003
 5. USE SIMPSON STRONG-TIE BRAND OR APPROVED EQUAL
 6. USE 2x BLOCKING BELOW STRAPS AND B.N. SHEATHING.

- WINDOW NOTE:**
1. WINDOWS MAY BE PLACED PER CUSTOMERS REQUEST.
 2. PLACE MIN. 24" FROM CORNER ON SIDES OF SHED

- ROOF FRAMING NOTE:**
1. ROOF TYPE SHALL BE 29 GA. 20 YEAR METAL ROOF (OPTIONAL 40 YEAR) OR 20 YEAR COMPOSITION ASPHALT SHINGLES
 2. 1/2" CDX PLYWOOD OR OSB EQUIV. WITH (32/16) SPAN RATING w/ 8d's @ 6" O.C. AT BOUNDARIES WITH 12" O.C. FIELD NAILING



2 SIDE ELEVATION/LOFTED BARN CABIN
SCALE: 1/4" = 1'-0"



4 REAR ELEVATION/LOFTED BARN CABIN
SCALE: 1/4" = 1'-0"

LOFTED BARN CABIN SCHEDULE			
BLDG WIDTH	MIN WALL "A" LENGTH	HOLDOWN ANCHOR (GRID LINE)	
		1	2
8' - 8'-6"	3' - 0"	(4) SDWC15600	(2) SDWC15600
10' - 10'-6"	4' - 0"	(4) SDWC15600	(2) SDWC15600
11'-2" - 12'-2"	4' - 0"	(4) SDWC15600	(1) SDWC15600
13'-2" - 14'-6"	5' - 0"	(4) SDWC15600	(1) SDWC15600
15'-2" - 16'-6"	5' - 0"	(4) SDWC15600	(1) SDWC15600

OUT WEST BUILDINGS
NON-HABITABLE STRUCTURES
2018 INTERNATIONAL BUILDING CODE
65 psf ROOF SNOW LOAD
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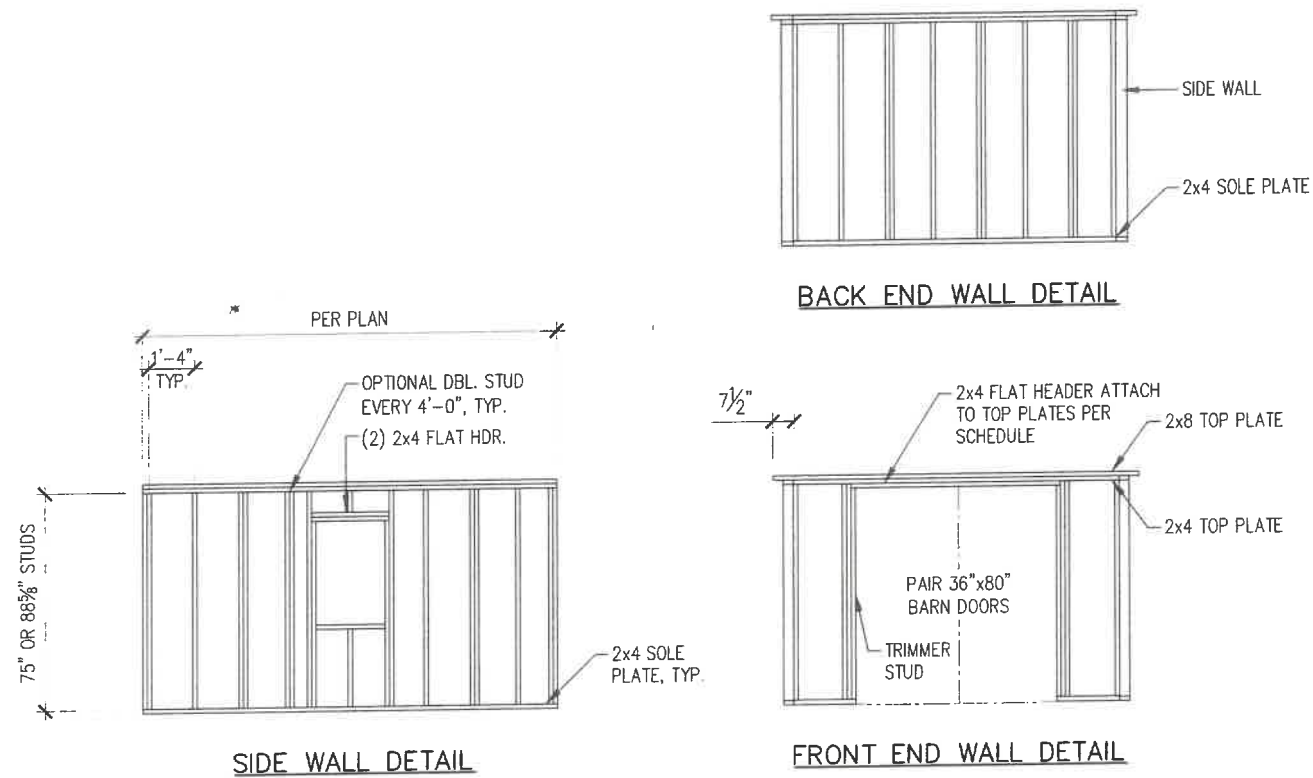
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FLOOR PLAN &
EXTERIOR
ELEVATIONS

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JOB NO.
20200-24

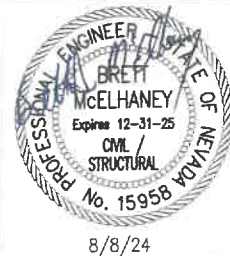
SHEET

S105



1 FRAMING ELEVATION
SCALE: 1/4" = 1'-0"

OUT WEST BUILDINGS
NON-HABITABLE STRUCTURES
2018 INTERNATIONAL BUILDING CODE
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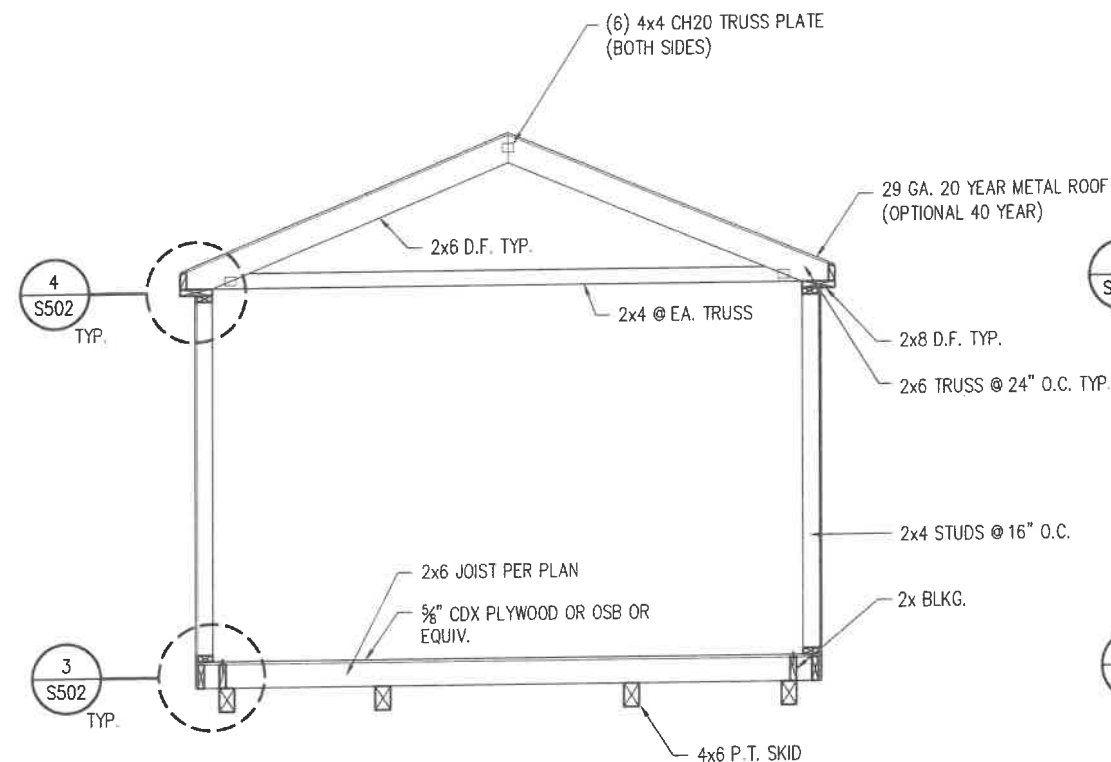
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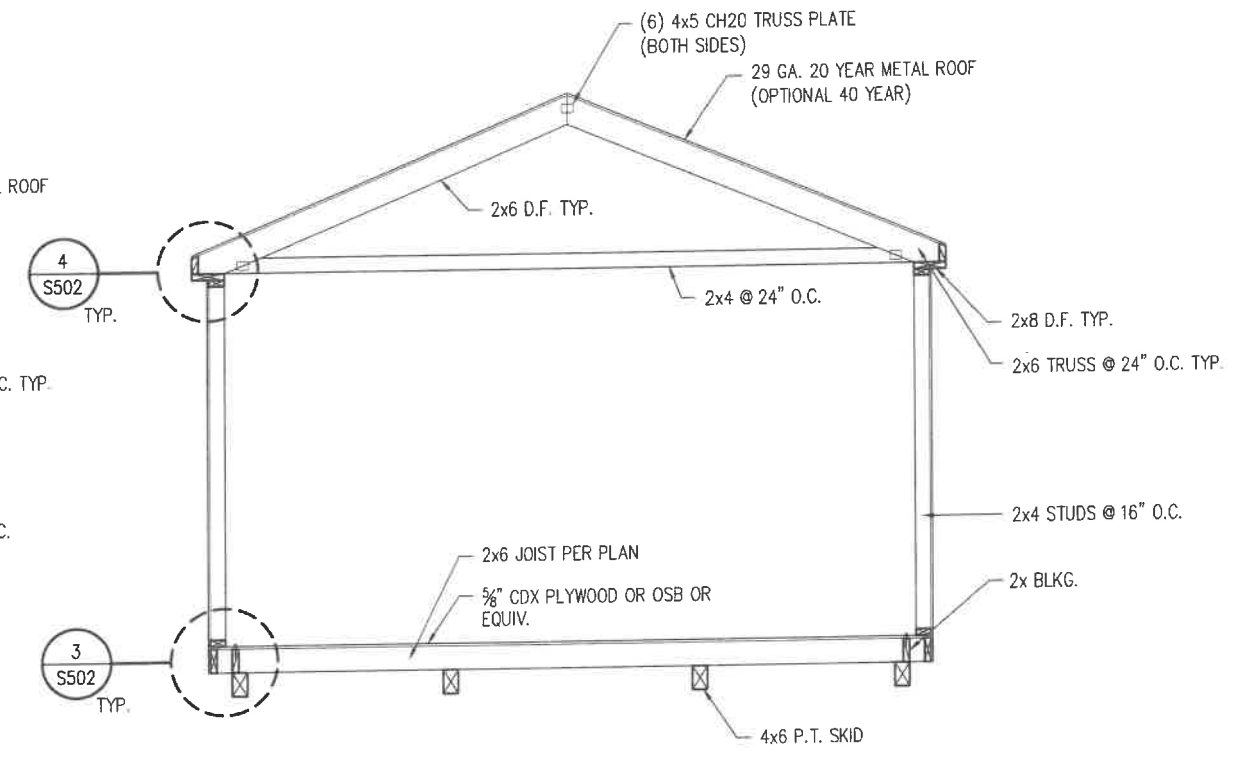
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20200-24

SHEET

S106

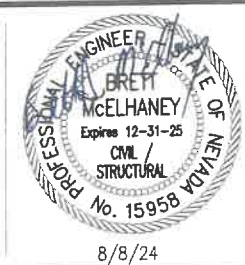


1 12'-0" WIDTH SHED BUILDING SECTION
SCALE: 3/8" = 1'-0" 65 psf ROOF SNOW LOADS



2 14'-0" WIDTH SHED BUILDING SECTION
SCALE: 3/8" = 1'-0" 65 psf ROOF SNOW LOADS

OUT WEST BUILDINGS
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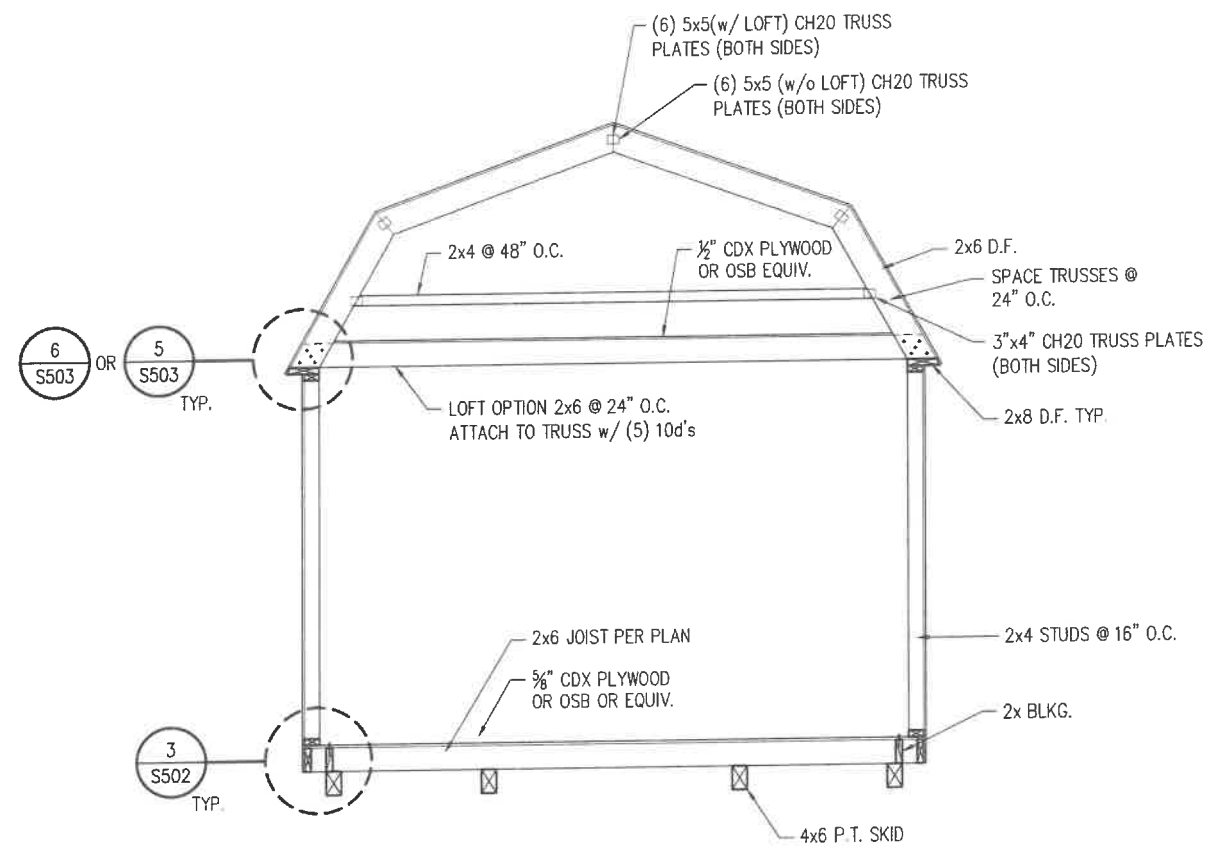
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 SHED BUILDING
 SECTIONS

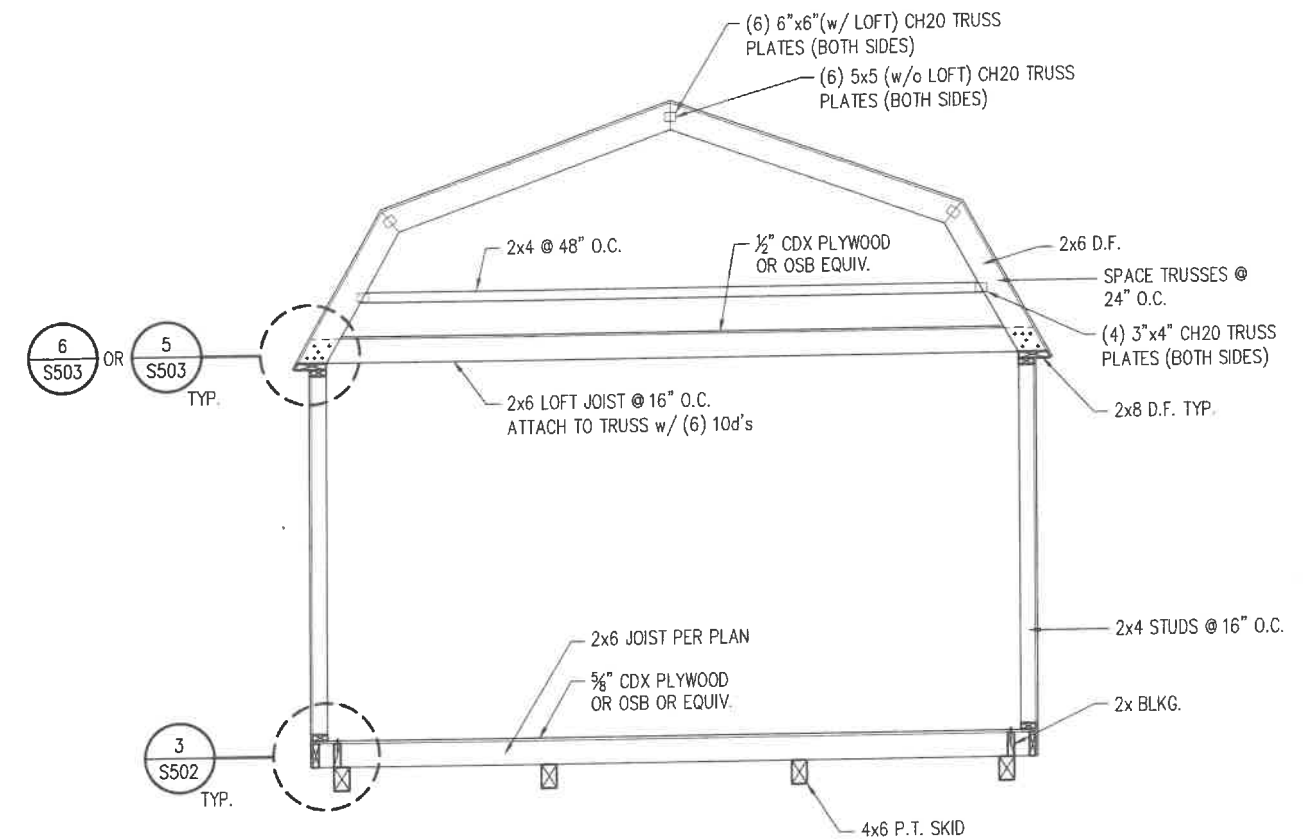
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DATE	8/8/24
SCALE	AS NOTED
JOB NO.	20200-24

SHEET

S202



1 12'-0" WIDTH GAMBREL BUILDING SECTION
SCALE: 3/8" = 1'-0" 60 psf ROOF SNOW LOADS



2 14'-0" WIDTH GAMBREL BUILDING SECTION
SCALE: 3/8" = 1'-0" 60 psf ROOF SNOW LOADS

OUT WEST BUILDINGS
NON-HABITABLE STRUCTURES
2018 INTERNATIONAL BUILDING CODE
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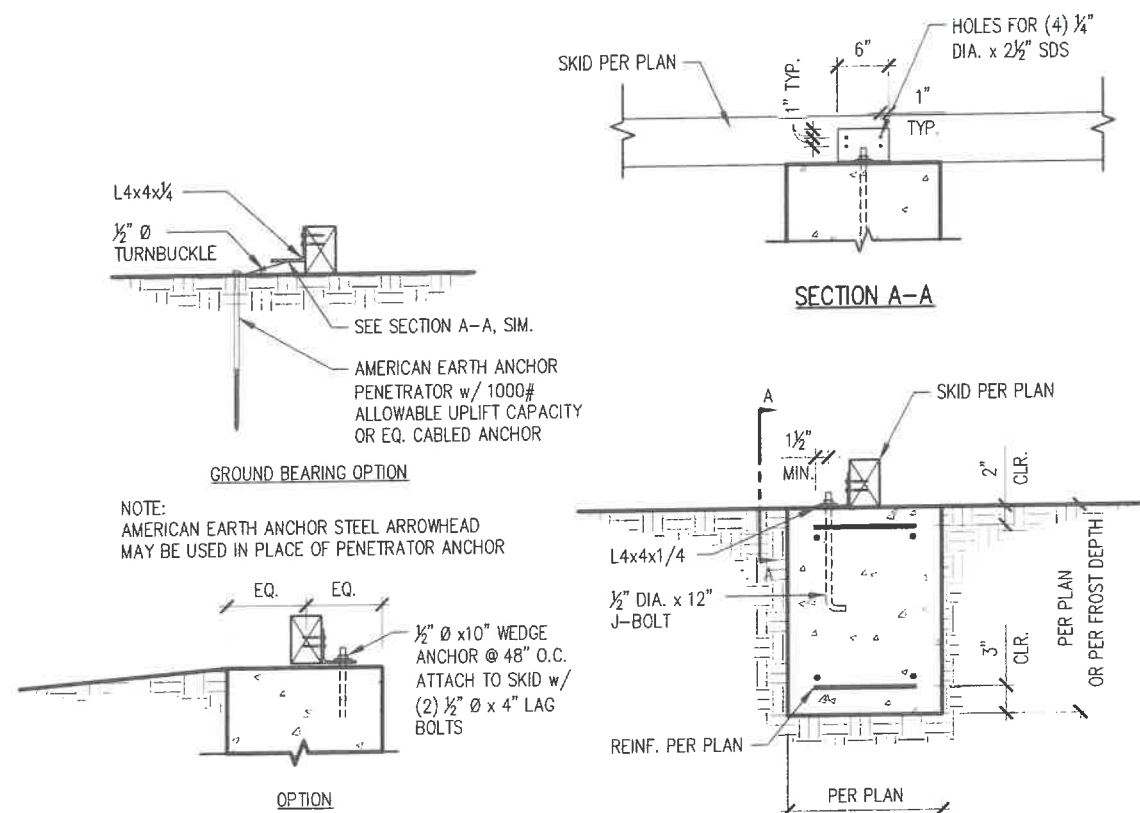
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GAMBREL
BUILDING
SECTIONS

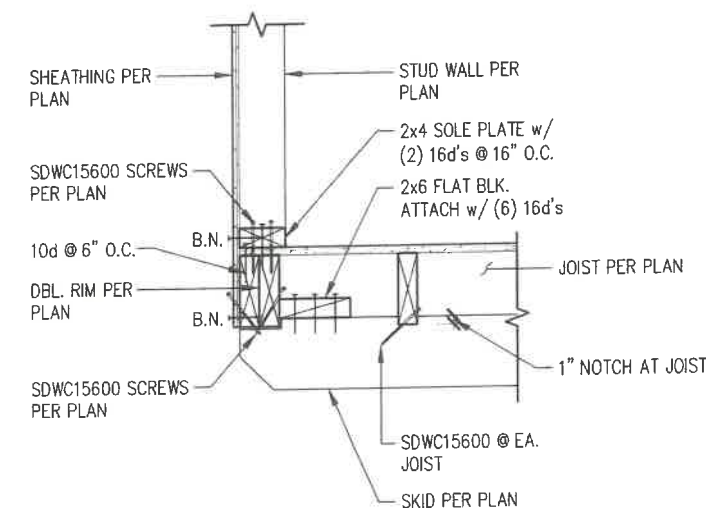
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DATE
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SCALE
AS NOTED
JOB NO.
20200-24

SHEET

S205



1 FOOTING CONNECTION
SCALE: 3/4" = 1'-0"



2 HOLDOWN FRAMING
SCALE: 3/4" = 1'-0"

FTG. NOT SHOWN
FOR CLARITY

OUT WEST BUILDINGS
NON-HABITABLE STRUCTURES
2018 INTERNATIONAL BUILDING CODE
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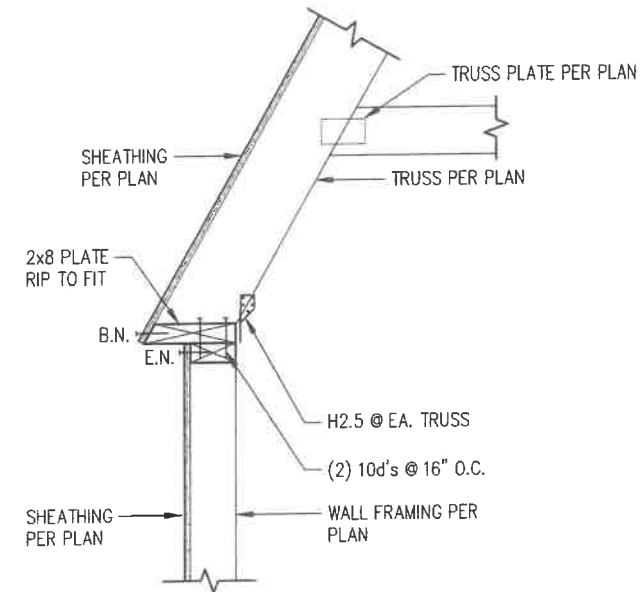
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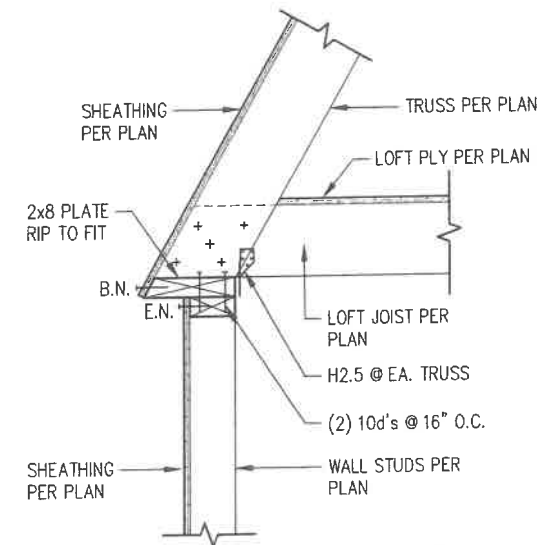
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BAM
DATE
8/8/24
SCALE
AS NOTED
JOB NO.
20200-24

SHEET

S501



5 TRUSS CONNECTION
SCALE: 3/4" = 1'-0"



6 TYP. GAMBREL LOFT
SCALE: 3/4" = 1'-0"

OUT WEST BUILDINGS
NON-HABITABLE STRUCTURES
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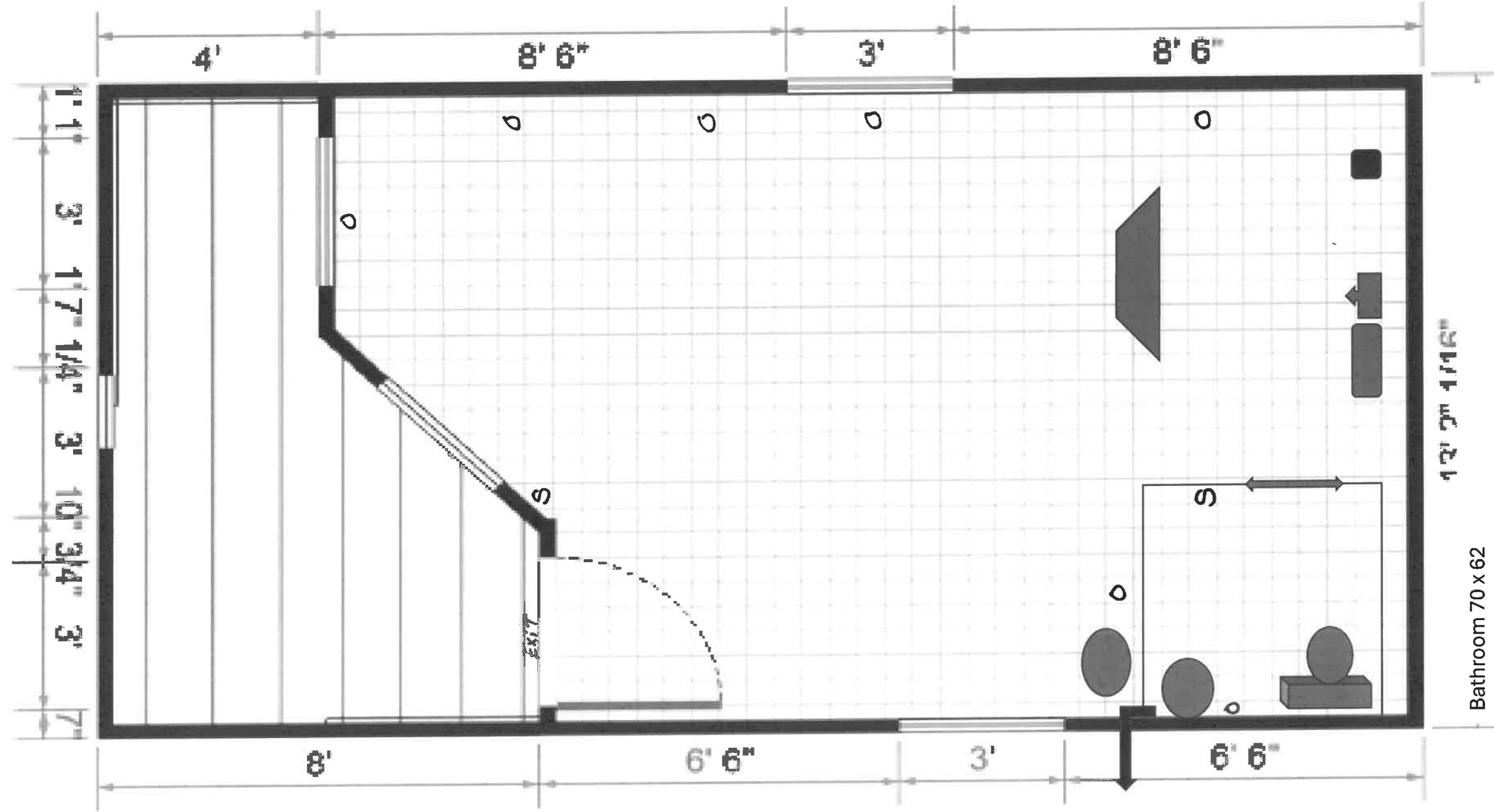
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 DETAILS

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 20200-24

SHEET

S503



Bathroom 70 x 62

Pocket Door

Insulation R13

Hand sink

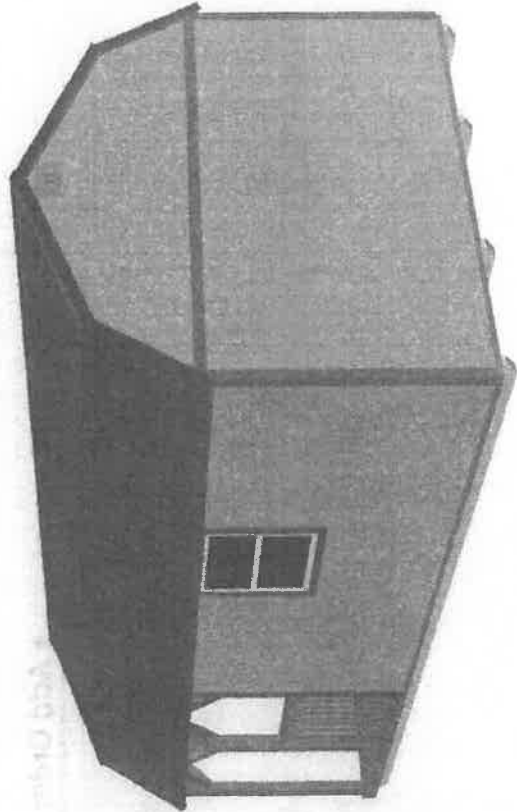
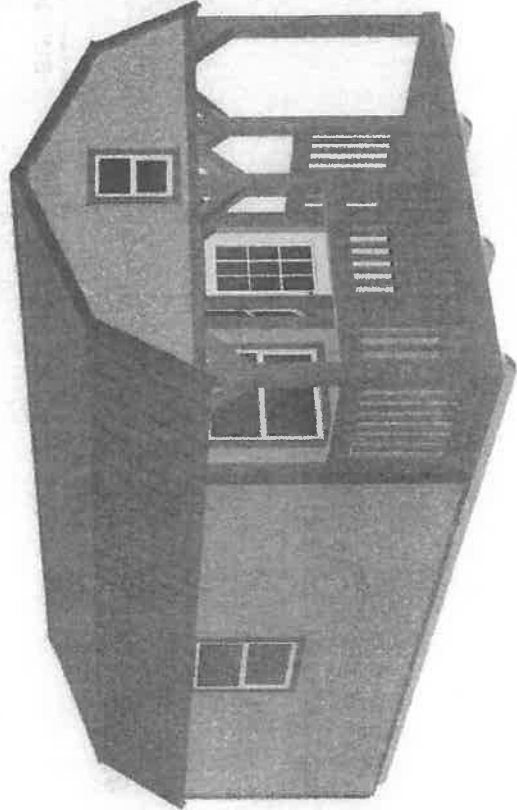
Disposal sink

Heating/Cooling a split system

Electrical to be 50amp Service

This is for a plug and play unit, temporary.

Order Details



Building

14x24 Deluxe Lofted Barn Cabin

Total Building Price

Hide Details

Model and Options	Quantity	Price	Total
14x24 Deluxe Lofted Barn Cabin (SN: DLBC-5522-1424-SS-0224-G)	1		
14x24x7 Loft Barn	1	Included	
Premium Paint Package	1	Included	
Sheffield Gray	1	Included	
Custom Color Trim	1	Included	
Knights Armor	1	Included	
Metal Roof	1	Included	
Green Metal Roof	1	Included	
9-lite Door (SHORT) 36"x75" RH	1	Included	
3'x3' DP Window	4	Included	
18"x24" DP Window	1	Included	
14 ft wide Deluxe Porch Package	1	Included	
Floor Insulation-Foam 2 Inch thick	1	Included	

Total:

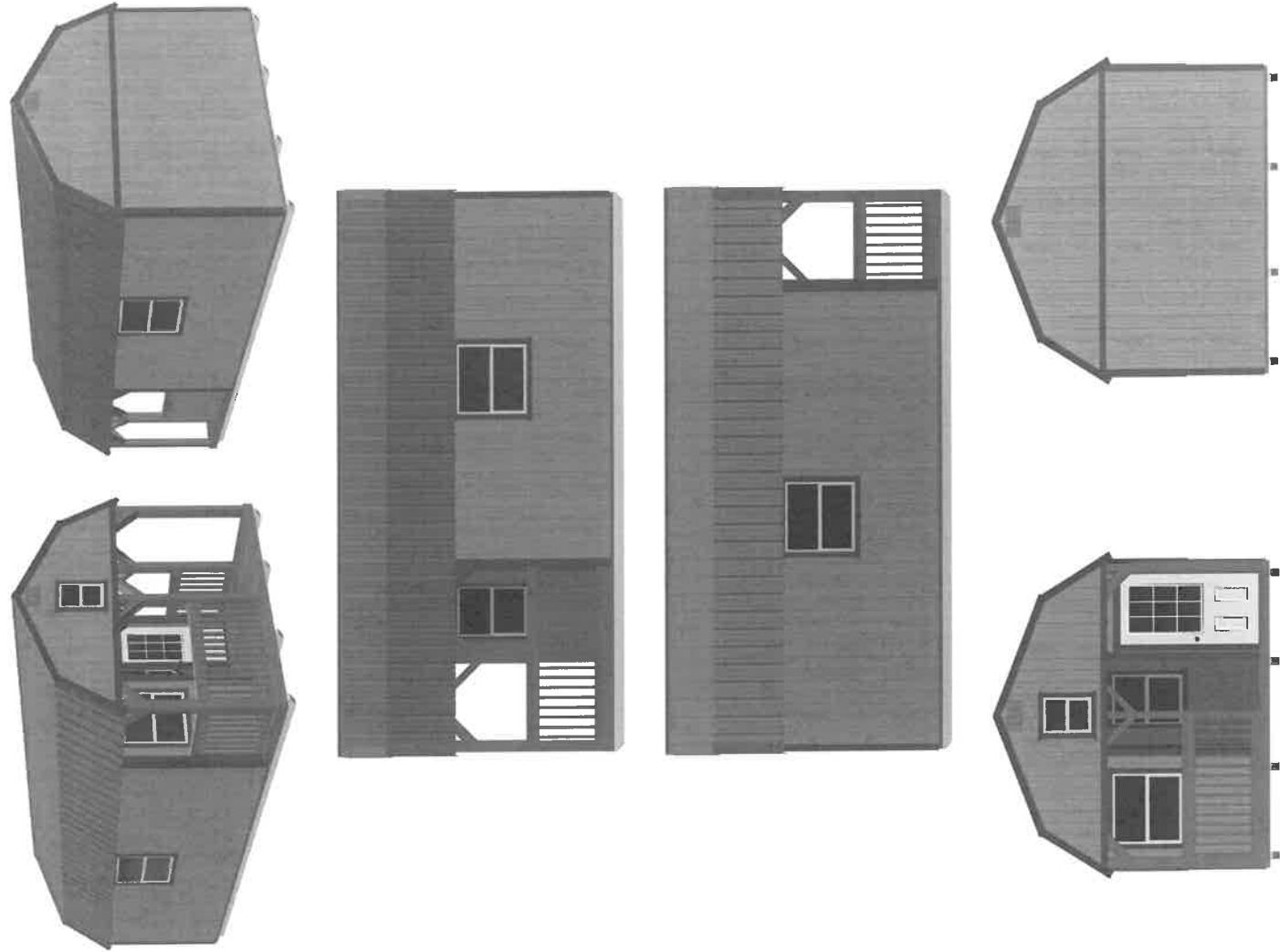
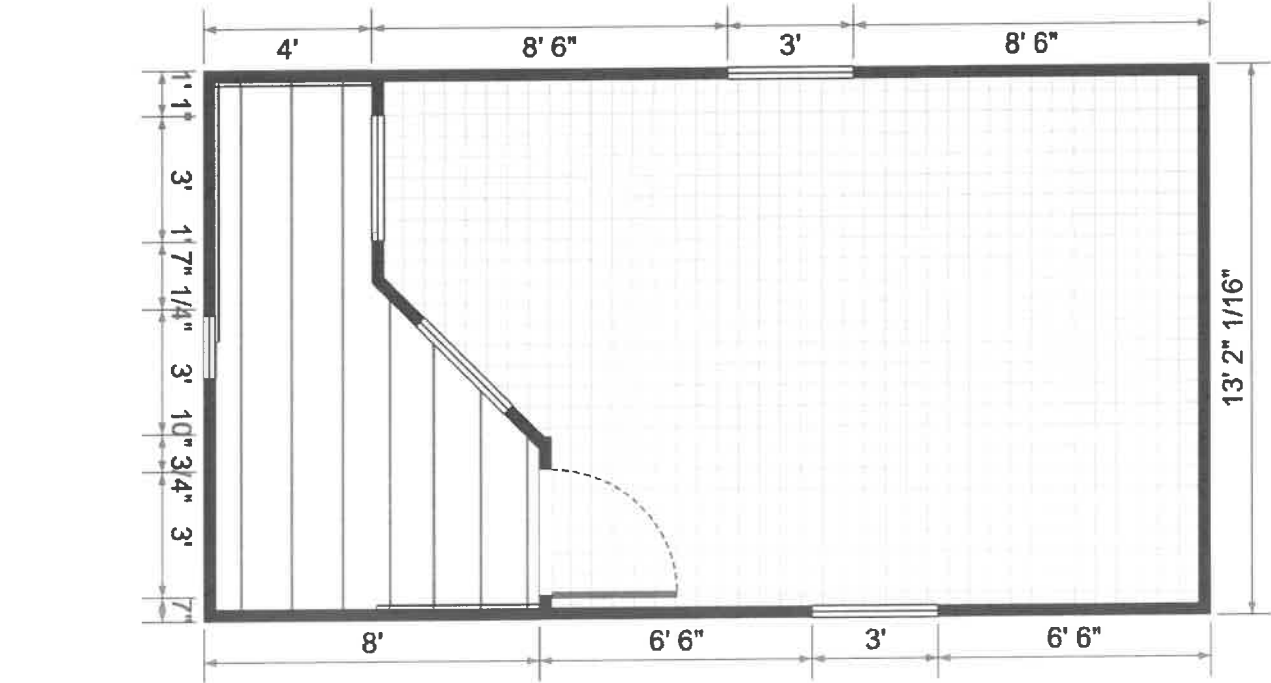
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Out West Buildings LLC
(775) 600-4280
sales@outwestbuildings.com

Sales Order - 474027

Building Configuration

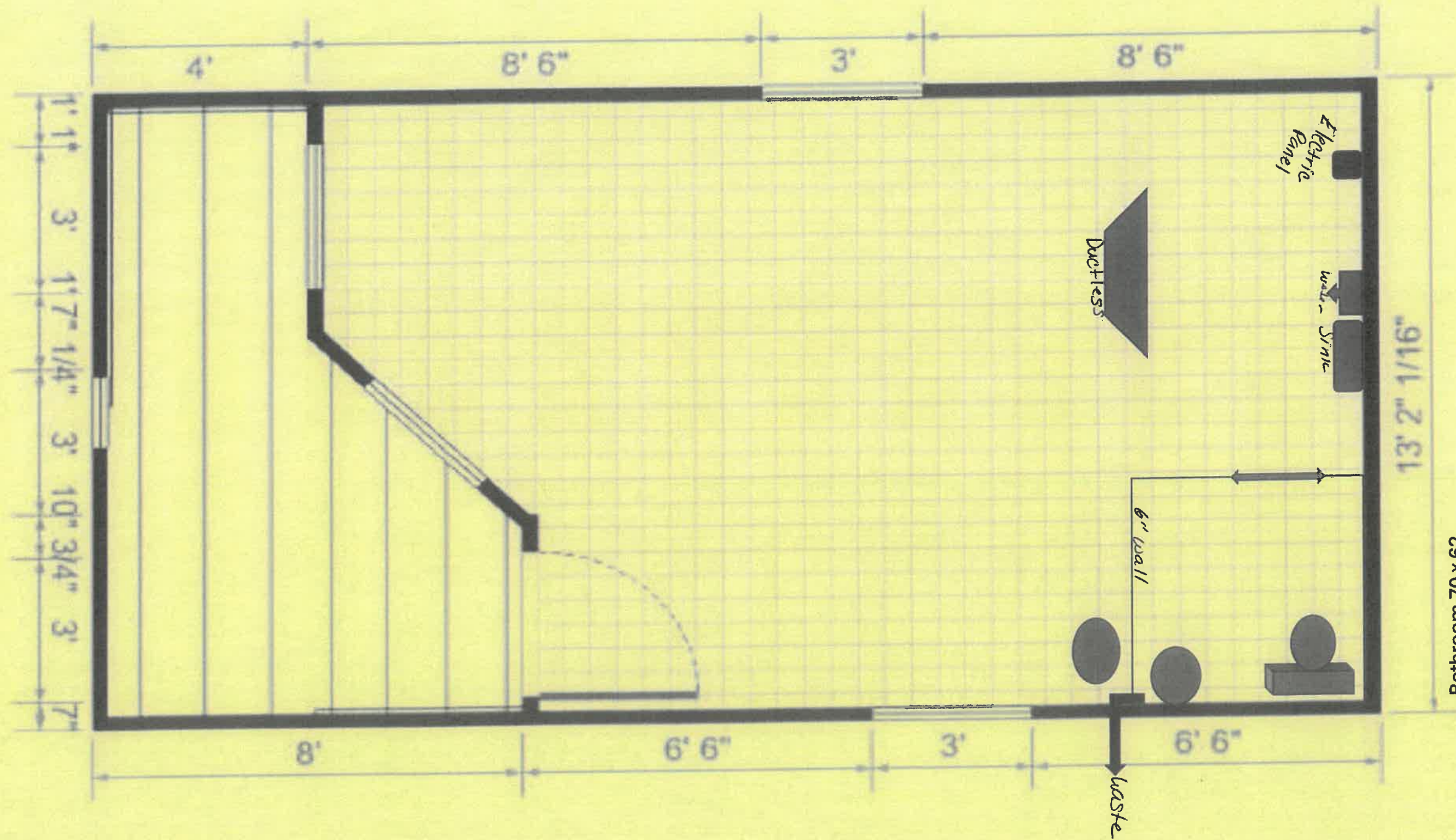


Terms and Conditions

ALL 12,14 AND 16 FT WIDE BUILDINGS ARE MEASURED AT THE EAVES DUE TO DOT REGULATIONS. Payment is due in full upon completion of building. There will be a \$50 charge for NSF checks. Cancellation after 3 days from order date is subject to a 15% restocking fee(Custom Orders) or \$150 process fee.Please note that in the event customer is not able to take delivery within 45 days of building completion the customer is required to pay the remaining balance in full. Failure to do so may result in additional fees, interest charges, or other penalties. ADD 2 WEEKS TO THE PROMISED BY DATE FOR ELECTRICAL AND/OR INSULATION PACKAGE OPTIONS. Customer is responsible for all building permits and compliance with local regulations. Customer is responsible for ensuring adequate access and a compacted level pad. Maximum blocking height is 12 inches. Deliveries over 30 miles from a dealer are charged a rate of \$5/mile. Out West Buildings LLC is not responsible for yard or property damage due to lack of access or unfavorable conditions. If the neighboring property must be crossed or entered, the customer is responsible for obtaining written permission prior to delivery. In the event of a incomplete or default payment, Out West Buildings LLC has the right to enter the property without prior notice and repossess the building.

Contact
Signature

Date



Bathroom 70 x 62

Pocket Door

Insulation R13

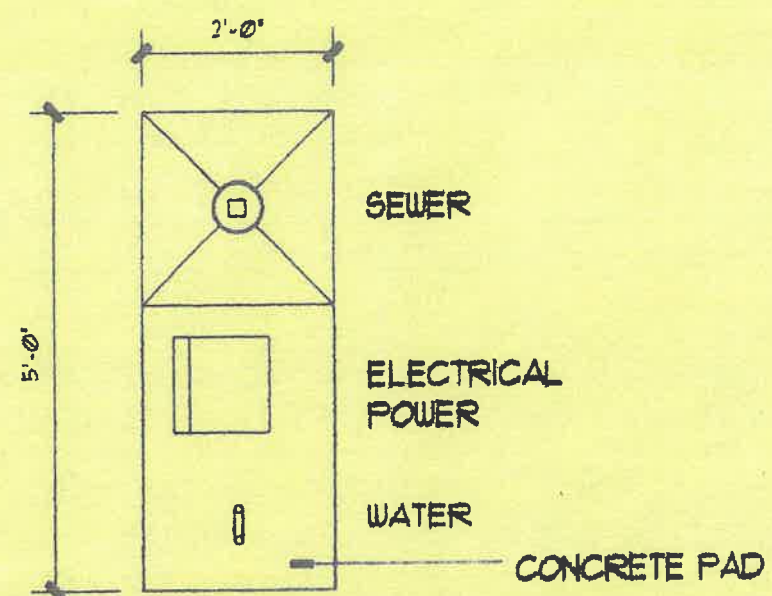
Hand sink

Disposal sink

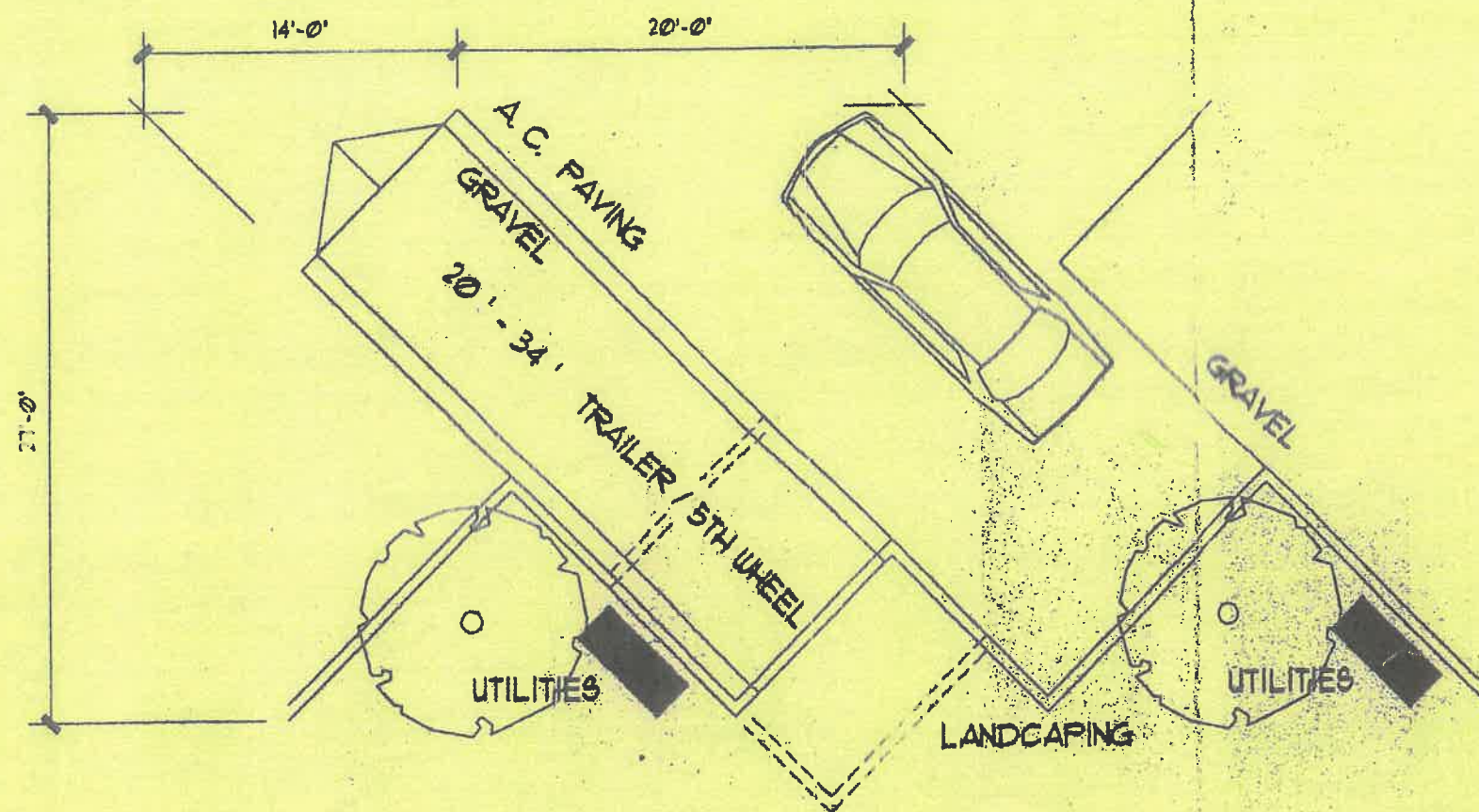
Heating/Cooling a split system

Electrical to be 50amp Service

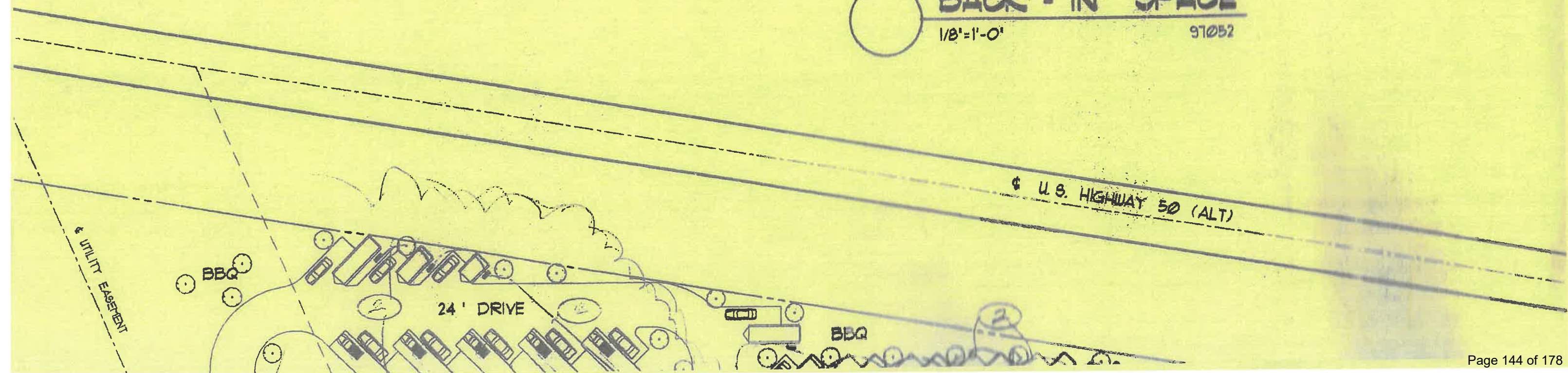
This is for a plug and play unit, temporary.



UTILITY PAD
1/2"=1'-0" 97053

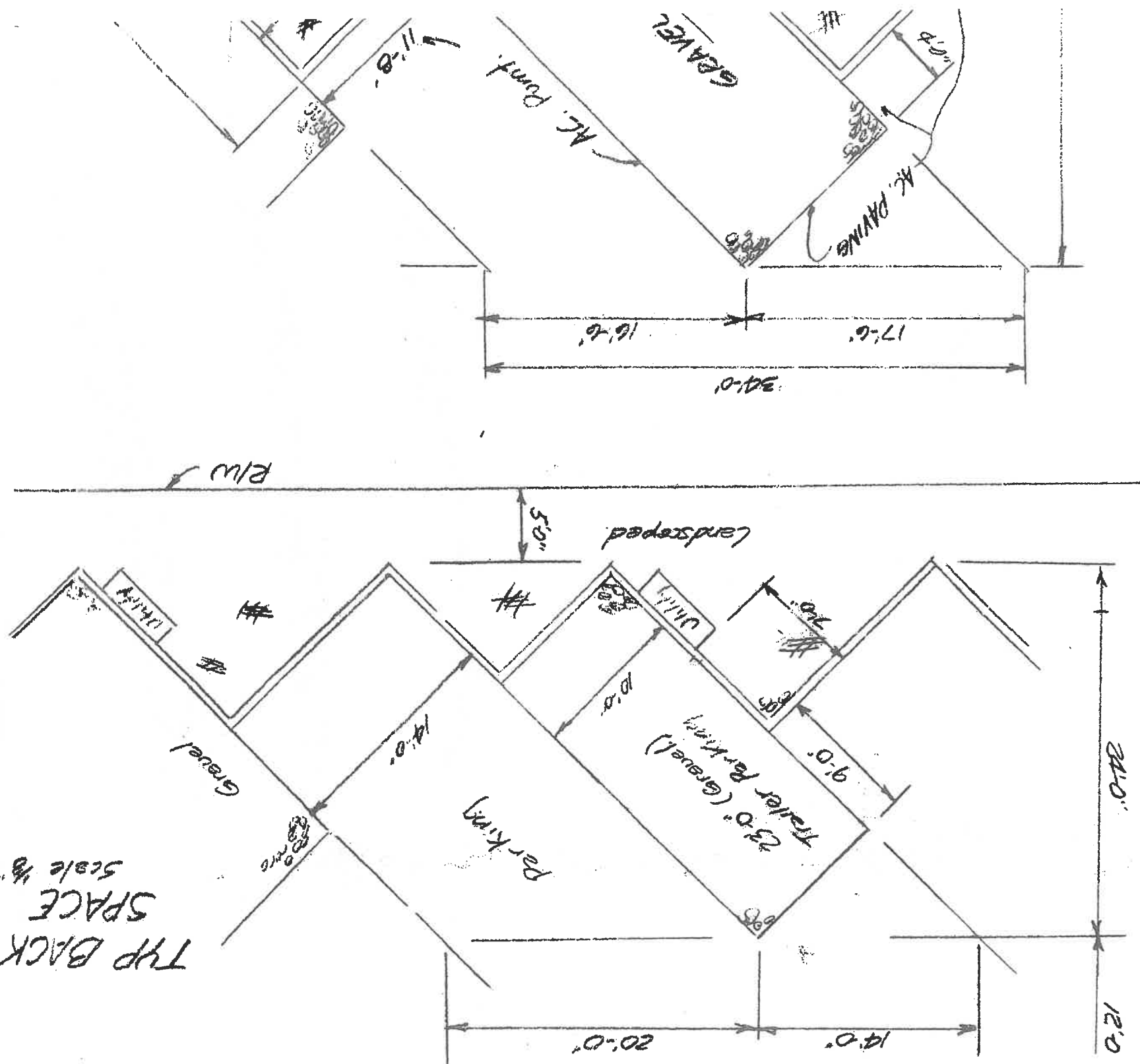


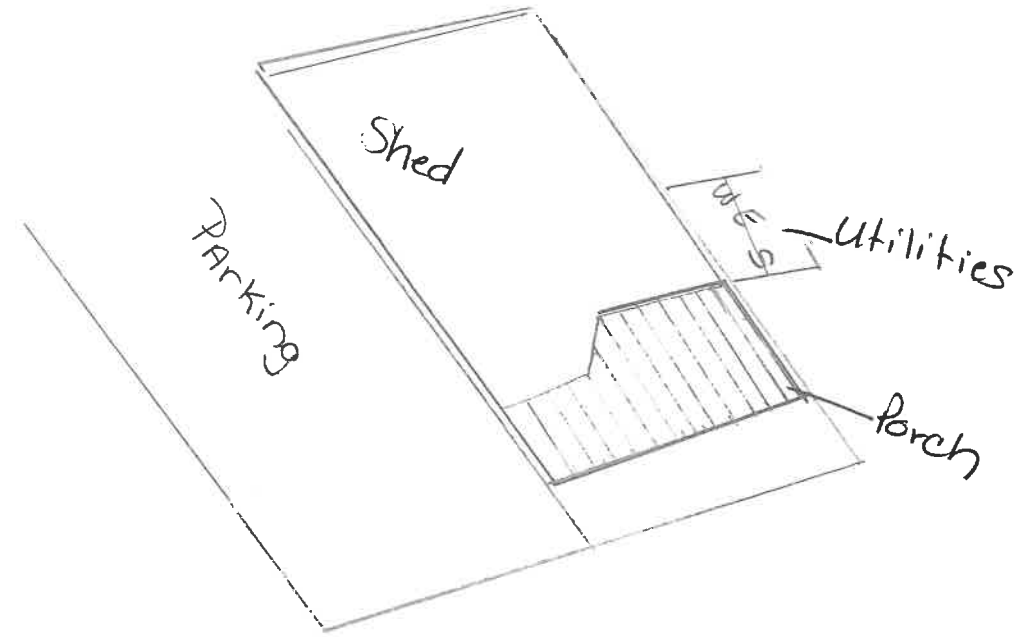
BACK - IN SPACE
1/8"=1'-0" 97052



TYP BACK IN
SPACE
Scale 1/8" = 1'-0"

To Fernley



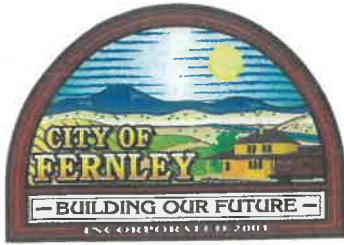


Private Road

RV OFFICE

HWY 50

Rec'd 3:30pm



City of Fernley Code Enforcement

595 Silver Lace Blvd. Fernley, NV. 89408
775-784-9814



Posting Notice

NOTICE OF VIOLATION- CORRECTION ORDER

Desert Rose RV Park, LLC.
3285 Hwy 50 East
Fernley, NV 89408
Parcel: 021-201-27

Date: February 19, 2025

Re: Posting Notice— Compliance with 2018 International Building Code
Property Address: 3285 Highway 50 East.
Case #: CE25-042

Dear Ms. Skinner,

The City of Fernley adopted the 2018 International Building Code by ordinance 2018-005 and is listed in section 8.02.01 of the Fernley Municipal Code.

This is an OFFICIAL NOTIFICATION of your obligation to conform to the requirements of Section 105.1 and its sub sections of the International Building Code.

A fine is not being assessed at this time. However, failure to correct the violation(s) identified below by March 19th, 2025, and/or any subsequent violations of the 2018 International Building Code, this department shall take appropriate enforcement actions as authorized by the city including the possible assessment of civil liabilities and criminal charges.

On February 18th, 2025 around 2:30 p.m. the city of Fernley building staff were driving by to investigate a possible violation of the code. When we passed the building in question generally located at 3285 Highway 50 East, we observed a man carrying building supplies into the building such as wood, and power tools. Upon turning around at the end of the road, the same man put all the supplies in the building and got into his truck and drove away. At this time, Bailie Scott and I went into the office at Desert Rose RV Park to speak with Ms. Skinner. Bailie asked Ms. Skinner if she was doing work inside the building. Ms. Skinner said, "yes, I am making some improvements." Bailie informed Ms. Skinner that the work being done would require application for a permit. Ms. Skinner was also advised that the permit and work would need to be done by a Licensed Nevada State Contractor qualified to do such work.

In order for this property to be in compliance the following items will be required for permit submittal:

1. Plans must include all climatic and geographic design criteria as established by the Northern Nevada Amendments. A sheet index listing all pages, code analysis, scope of work, building construction type, occupancy, occupant load, vicinity map and project information.

2. The site plan is to include property lines, public and private driveways, easements, setbacks, existing and proposed structures, area of work. Include all utilities, drainage, grading information, accessible parking, accessible route to and into the structure.
3. Foundation plan- Include footing schedule as well as size, location, thickness, materials, reinforcing hold-downs, anchor bolts and embedment.
4. Floor plan- All floors must be shown, all rooms identified and labeled with their use and overall dimensions including ceiling height. All features within any rooms shall show all heights and widths of accessible features. All openings must be shown on plans.
5. Floor, shear wall and roof framing plan- All structural members must be identified and must match accompanying calculations. Truss calculations with a truss layout must include a truss verification letter from the engineer of record. Roof pitch and materials must be identified.
6. Framing details- Show wall/roof/floor framing and critical connections.
7. Building and wall sections- Multiple sections may be required in order to show multiple portions of the structure. Footings, insulation, floor covering, wall construction, interior walls (bearing and non-bearing), framing to include top and bottom plates, blocking, rim joists, ceiling joists, roof rafters, roof sheathing and any attached decks or other similar elements.
8. Building elevations- All building elevations must be shown and must include vertical dimensions, and openings.
9. Energy compliance- All insulation values should be shown on the building section plan sheet. If a non-prescriptive route is chosen, energy compliance documentation must be included.
10. Mechanical system Plan- Provide size/specs of equipment, ducting details and ventilation details.
11. Plumbing plans- Include waste/vent, water supply, gas lines, and isometric plans
12. Structural calculations- - All structural calculations must include all required design criteria, stamped, signed and dated by the engineer of record or architect.
13. North Lyon County Fire approval and inspection.
14. Potential requirement to have commercial utilities as stated by City Engineer Derek Starkey in our previous meeting.

The City of Fernley emphasizes compliance over enforcement. This letter is an attempt to gain voluntary code compliance. Your property will be in compliance after the current violations are corrected, and when future violations are prevented from occurring.

Any person directly affected by a decision of the official code, or a notice or order issued under the code shall have the right to appeal to the board of appeals, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served.

Your cooperation is greatly appreciated.

If you wish to speak to the Code Official, please call: 775-217-2870.

Thank you,



Charity K. Birkel
Building Official
City of Fernley



Creating opportunities
City of Fernley Building Department

595 Silver Lace Blvd., Fernley, Nevada 89408
Tel 775.784.9900

WWW.CITYOFFERNLEY.ORG

Attachments:

International Code sections applicable to this case.

Stop Work Order posted on building where construction is being done with no permit.



Creating opportunities
City of Fernley Building Department

595 Silver Lace Blvd., Fernley, Nevada 89408
Tel 775.784.9900

WWW.CITYOFFERNLEY.ORG



SALON CHECKLIST

	Does the salon have permanent signage matching the business name submitted in your application?
	Is there a working exhaust system throughout the salon?
	Are the restrooms operational with non-porous floors and within 100 ft of the establishment?
	Are the towels/linens stored in closed, dust-free containers/cabinets?
	Are all dispensary sinks operational with non-porous floors?
	Does the establishment have operational central air/heating?
	Do all sinks and/or other sources of water have operational hot and cold running water?
	Are the salon's ceilings, equipment, fixtures, floors, furnishings, and walls clean and in good repair? Roof tiles (no stains), No excessive dust, equipment is clean, Floors are clean and in good order.
	Do you have waste bins with lids?
	Does the establishment have sanitation products present?
	Does the establishment have disinfectant products present?
	Will there always be a licensee present while the salon is operating?
	Advanced Esthetics Only Does the Advanced Esthetician have an active Collaboration on file?
	Advanced Esthetics Only Pursuant to NRS 644A.615 (b) At each cosmetological establishment operated by the holder, a sign of sufficient size to be legible to members of the general public stating that the establishment is not a medical facility.

Mobile Salons

In Nevada, most salons are located within brick and mortar buildings, but that doesn't mean you don't have the option of going mobile with an RV or motorhome. Your mobile salon needs to be self-contained, which means that everything you would find in a regular salon, needs to be found in your mobile salon.

Every mobile salon must contain the following:

- Securable cabinets
- Dispensary sink (handwash sink located outside of the restroom)
- Anchored equipment (chairs, sinks, etc.)
- Interior must be 7'-8' wide
- Holding tank with 100 gallons of fresh water
- Holding tank that can support 100 gallons of gray water
- Hot water holding tanks with a minimum capacity of 6 gallons
- Restroom (with toilet)
- 5-pound fire extinguisher
- Electricity generator with a 6,500-watt capacity
- Outside ventilation
- Heater(s) that can maintain an interior temperature of at least 70°F

A few more things to consider...

The cost of a 2-year mobile salon license is \$200.

Before your initial inspection you'll need to provide the follow documents to the Board:

- Copies of work permits or approvals from each county and city of operation granting the owner of the mobile salon permission to conduct mobile cosmetology services;
- Copies of letters of compliance from city, county and state agencies governing applicable plumbing, electrical and fire codes

No matter how skilled you are in the practice of cosmetology, you may not perform services while the vehicle is in motion.

While we're sure your new mobile salon is pretty enough to call home, don't. Living out of your salon is strictly prohibited.

Still interested? Here's the link to the salon application. If you have any questions along the way, email us at inspection@nvcosmo.com.

In-Home Salons

The only thing better than going into work and doing what you love is, well, doing what you love and not going into work!

If you can say “yes” to all of the requirements below, consider opening an in-home salon.

In-home salons must have all of the following:

- All rooms in the salon must be completely and permanently sealed off from living space
- All exits and entrances to the salon must be completely separate from the exits and entrances to the home
- Operational restroom
- Dispensary sink (a hand washing sink not located within the restroom)
- Heating and air conditioning
- A ceiling at least 8’ high
- Signage outside of the salon with the name of the salon establishment

Some things to consider...

The fee for a 2-year license is \$200.

Inspectors will stop by 2-3 times per year to make sure the salon is up to snuff. Salon inspections are mandatory, so if you’re not comfortable with inspectors dropping in unannounced this may not be the license for you.

If you have a homeowners association (HOA), give them a call before submitting an application to us. The same goes for the Office of Planning and Zoning. If either your HOA or the Office of Planning and Zoning says you can’t have a home-based business, we have to say no too. Sorry!

Still interested? Here’s the link to the [salon application](#).

If you have any questions along the way, drop us at line at inspection@nvcosmo.com and we’d be happy to help!



Salon Application

Please have the following information readily available before attempting the online Salon Application:

1. Salon Floor Plan [Upload Digital File]

Pursuant to NRS 644A.600 to 644A.630, inclusive, a detailed floor plan must include any/all proposed equipment, rooms, and other businesses within the interior of the salon (i.e.: labels where all service stations, service rooms, entrance/exit, and dispensary sink, restrooms, and break rooms are located.)

2. Salon Owner/Responsible Individual

The owner of the establishment will need to provide a copy of their government-issued ID and social security card [Upload Digital File].

3. Names and License Numbers of Licensees at Salon

(If the application is for a salon ownership, name, or service change, please have the current salon's license number available.)

SALON CHECKLIST

Salon Name

Salon # S-

Spoke with:

Opening Date

Prior Salon # or Name

Services offered:

☐

Full Service

☐

Hair

☐

Nail Technology

☐

Aesthetics

☐

Braiding

☐

Salon Address / Suite #?

☐

Owner(s)

☐

Corporation/LLC/LP

☐

Responsible Person

☐

Type of Building

☐

Other Services offered other than Cosmetology?

CHECKLIST

If you answered "YES" to the following questions, you are ready to submit this application.

- ☐ is there a working exhaust system throughout the salon? Y / N
- ☐ Are the restrooms operational with non-porous floors? Y / N
- ☐ Are the dispensary sinks operational with non-porous floors? Y / N
- ☐ Does the salon have operational central air/heating? Y / N
- ☐ Do all sinks and/or other sources of water have operational hot and cold running water? Y / N
- ☐ Are the salon's ceilings, equipment, fixtures, floors, furnishings, and walls clean and in good repair? Y / N
- ☐ Do you have waste bins with lids? Y / N
- ☐ Does the salon have sanitation products present? Y / N
- ☐ Does the salon have disinfectant products present? Y / N
- ☐ Will there be a licensee present at all times the salon is operating? Y / N

*Please be aware that a citation of \$1,000 will be issued to the salon and unlicensed individual for practicing in the salon without a current NV license.

1st. Inspection Date

Time

Inspector

☐

Regulations given via email on

☐

Regulations given in person

RE: Permit BP25-129

From Aaron Mouritsen <amouritsen@cityoffernley.org>

Date Fri 3/7/2025 12:12 PM

To Charity Birkel <cbirkel@CityofFernley.org>; Manager <manager@desertroserv.com>;
building@cityoffernley.org <building@cityoffernley.org>; Vickie Mendoza <vmendoza@cityoffernley.org>

Cc Don Tibbals <don@gopherconstruction.net>; Benjamin Marchant <bmarchant@cityoffernley.org>

Thank you for reaching out! There is no formal form for an appeal. You need to submit the appellate form to Charity in writing. The letter requesting appeal should include a request to appeal to council, the basis for appeal (Specifically what requests you are asking to be overturned or changed by council, and what remedy you are requesting). Unfortunately we are past the submission deadline for March 19 but if you submit the appeal today or next week, we can have it on the first April council meeting. Let me know if you need anything else from me.

From: Charity Birkel <cbirkel@CityofFernley.org>

Sent: Friday, March 7, 2025 12:09 PM

To: Manager <manager@desertroserv.com>; building@cityoffernley.org; Vickie Mendoza <vmendoza@cityoffernley.org>

Cc: Aaron Mouritsen <amouritsen@cityoffernley.org>; Don Tibbals <don@gopherconstruction.net>; Benjamin Marchant <bmarchant@cityoffernley.org>

Subject: Re: Permit BP25-129

Debbie,

I am going to let Aaron respond to this. I am gone all next week and will not be able to get this item in the agenda that soon.

Ben- please advise.

Charity K. Birkel
City of Fernley
Building Inspector
(775) 217-2870

SCANNED

From: Manager <manager@desertroserv.com>

Sent: Friday, March 7, 2025 11:33:54 AM

To: Charity Birkel <cbirkel@CityofFernley.org>; building@cityoffernley.org <building@cityoffernley.org>; Vickie Mendoza <vmendoza@cityoffernley.org>

Cc: Aaron Mouritsen <amouritsen@cityoffernley.org>; Don Tibbals <don@gopherconstruction.net>; Benjamin Marchant <bmarchant@cityoffernley.org>

Subject: RE: Permit BP25-129

Charity,

Thank you for taking the time to visit with us yesterday.

We would like to request the appeal paperwork so that we can go to the council meeting on March 19th, 2025.

Debbie Skinner



Desert Rose RV Park
3285 Highway 50 A East
Fernley NV 89408
775.575.9399
www.desertrosv.com

From: Charity Birkel <cbirkel@CityofFernley.org>

Sent: Thursday, March 6, 2025 9:20 AM

To: Manager <manager@desertrosv.com>

Cc: Aaron Mouritsen <amouritsen@cityoffernley.org>; Don Tibbals <don@gopherconstruction.net>; Benjamin Marchant <bmarchant@cityoffernley.org>

Subject: RE: Permit BP25-129

Ms. Skinner,

Mr. Mouritsen is available at 3:30 pm. Will that work?

Thank you,

*Charity K. Birkel | CBO
City of Fernley, Building Department
595 Silver Lace Boulevard,
Fernley, NV 89408
T. 775-784-9814 C. 775-217-2870
Email: cbirkel@CityofFernley.org*

FOR ALL PERMIT RELATED SUBMITTALS, QUESTIONS OR PAYMENTS, PLEASE SEND ALL REQUESTS TO: BUILDING@CITYOFFERNLEY.ORG



Tell us how we are doing. We value your opinion: www.cityoffernley.org/forms.aspx?FID=165

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From: Manager <manager@desertroserv.com>

Sent: Thursday, March 6, 2025 9:08 AM

To: Charity Birkel <cbirkel@CityofFernley.org>

Cc: Aaron Mouritsen <amouritsen@cityoffernley.org>; Don Tibbals <don@gopherconstruction.net>; Benjamin Marchant <bmarchant@cityoffernley.org>

Subject: Re: Permit BP25-129

Charity

Yes, we can meet at 3pm, did that work for you?

Debbie

Sent from my Verizon, Samsung Galaxy smartphone
[Get Outlook for Android](#)

From: Charity Birkel <cbirkel@CityofFernley.org>

Sent: Thursday, March 6, 2025 9:02:54 AM

To: Manager <manager@desertroserv.com>

Cc: Aaron Mouritsen <amouritsen@cityoffernley.org>; Don Tibbals <don@gopherconstruction.net>; Benjamin Marchant <bmarchant@cityoffernley.org>

Subject: Re: Permit BP25-129

Debra,

Would you be available to meet sometime today? I am off tomorrow in preparation of going out of state for training.

Charity K. Birkel
City of Fernley
Building Inspector
(775) 217-2870

From: Manager <manager@desertroserv.com>

Sent: Thursday, March 6, 2025 2:59:31 AM

To: Charity Birkel <cbirkel@CityofFernley.org>

Cc: Aaron Mouritsen <amouritsen@cityoffernley.org>; Don Tibbals <don@gopherconstruction.net>; Benjamin Marchant <bmarchant@cityoffernley.org>

Subject: Re: Permit BP25-129

Charity,

Thank you for getting back to me. I would like to meet with you and discuss the plans. I am available Friday as well as Don. We would like to meet before you leave for training next week.

I am concerned with the confusion and direction and would like to have legal attend the meeting as well.

Thank you
Debbie Skinner

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Charity Birkel <cbirkel@CityofFernley.org>
Sent: Wednesday, March 5, 2025 6:23:11 PM
To: Manager <manager@desertroserv.com>
Subject: Permit BP25-129

Ms. Skinner,

Good afternoon. I am reaching out regarding your permit submittal for 3285 Highway 50A to use an Out west building as a nail salon. I regret to inform you that the plans are incomplete and cannot be reviewed as they were submitted.

I have done a preliminary review of the plans submitted and have a list of items that I would be happy to sit down and share with you, if that is something you would be interested in.

I will be out of the office next week in training, so if you need anything while I am gone, please call Bailie at 775-835-2745.

Thank you,

*Charity K. Birkel | CBO
City of Fernley, Building Department
595 Silver Lace Boulevard,
Fernley, NV 89408
T. 775.784.9814 C. 775-217-2870
Email: cbirkel@CityofFernley.org*

FOR ALL PERMIT RELATED SUBMITTALS, QUESTIONS OR PAYMENTS, PLEASE SEND ALL REQUESTS TO: BUILDING@CITYOFFERNLEY.ORG



Tell us how we are doing. We value your opinion: www.cityoffernley.org/forms.aspx?FID=165

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Added Amenities

From Manager <manager@desertroserv.com>

Date Tue 2/18/2025 2:50 PM

To amouritsen@cityoffernley.org <amouritsen@cityoffernley.org>; Bjensen@cityoffernley.org
<Bjensen@cityoffernley.org>; jmendoza@cityoffernley.org <jmendoza@cityoffernley.org>

Cc Joe Balkenbush <joe@sslawnv.com>

Afternoon Aaron,

I am emailing you today in regards to the meeting that was held on Tuesday, October 8th 2024. In the meeting we discussed the options, requirements, and procedures to add a salon to the RV Park. It was discussed as to what would be required, and it seemed to be the consensus that since we were expanding the services of the park.

In the means of an out type building/trailer/modular, that we would not be subject to the planning or building. However, if we wanted to open to general public, then we would be required to have a planning, engineering and building permit.

Mr. Mouritsen was going to look into what the code was and what was defined as guests or clients.

I purchased a quick space trailer, which did not jive with the park, so I purchased a Outwest building to make improvements on for the added services. Today, I was visited by Charity Birkel and Bailie Scott from the City of Fernley neither of them had a business card to leave with me. They have instructed me that any improvements made will require a building permit.

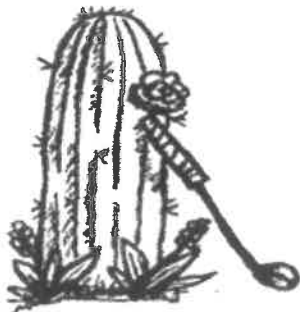
I am asking for your help in this matter, I also would like to request any and all complaints on the property.

Property being defined as Desert Rose RV Park, the RV Park and or 3285 Highway 50A East.

I believe that my senses are correct. I Debbie Skinner as an individual and business owner of Desert Rose RV Park am being targeted.

Thank you for your help and review of this issue and I am happy to meet with you.

Debbie Skinner



Desert Rose RV Park
3285 Highway 50 A East
Fernley NV 89408
775.575.9399
www.desertroserv.com

Manager

From: Lisa Warner <lwarner@cityoffernley.org>
Sent: Tuesday, October 8, 2024 4:50 PM
To: Manager
Cc: Michele Rambo
Subject: Salon at Desert Rose RV Park

Hi Debbie,

Per the request from your meeting today, if the salon is open to the public and not an amenity of the recreational vehicle park, the following codes will need to be complied with:

Code for Recreational Vehicle Parks:

https://library.municode.com/nv/fernley/codes/code_of_ordinances?nodeId=CD_ORD_TIT32DECO_CH32.07USS_T_S32.07.330REVEPA

Primarily Sections 2(a-f) and Section 3(a-j) which gives the setbacks.

Landscaping:

https://library.municode.com/nv/fernley/codes/code_of_ordinances?nodeId=CD_ORD_TIT32DECO_CH32.09DES_T_S32.09.090LASC

Please see Table 32.09.090-1 for Minimum Landscape Requirements in addition to all other landscaping requirements.

Parking:

https://library.municode.com/nv/fernley/codes/code_of_ordinances?nodeId=CD_ORD_TIT32DECO_CH32.09DES_T_S32.09.120PALO

1/300 square ft

A salon is classified as personal services and is permitted use within the Tourist Commercial (TC) zone.

Let me know if you have any other questions.

Thank you,

Lisa Warner, MBA

Assistant Planner

775-784-9819

lwarner@cityoffernley.org

Discussion regarding Desert Rose RV Park [In-person]

1 message

Shay League <sleague@cityoffernley.org>

Mon, Sep 30, 2024 at 1:48 PM

To: Neal McIntyre <nemcintyre@cityoffernley.org>, Benjamin Marchant <bmarchant@cityoffernley.org>, Aaron Mouritsen <amouritsen@cityoffernley.org>, Michele Rambo <mrambo@cityoffernley.org>, Salvador Pleitez <spleitez@cityoffernley.org>, "nvnailsbycam@gmail.com" <nvnailsbycam@gmail.com>, "manager@desertrosv.com" <manager@desertrosv.com>
Cc: April Homme <ahomme@cityoffernley.org>

Purpose

Cammie and Debbie Skinner would like to discuss their concerns regarding development requirements in Fernley Municipal Code with the City Manager.

Context

Cammie Skinner wants to open a nail salon that is open to the public at the Desert Rose RV Park, located at 3285 HWY 50A, Fernley (APN: 021-201-27). Debbie Skinner is the Manager of the RV park. This parcel is ±9.07-acres in size, zoned Tourist Commercial (TC), and has a designated land use of C (Commercial). Ms. Skinner would like to convert the RV space nearest the office into a small nail salon by constructing a tiny-home-style office space.

Planning Department has determined that if the nail salon was only open to the RV park patrons, then the salon could be classified as an amenity of the park, which would not require any Planning Department applications. Opening the nail salon to the public expands it beyond the scope of an amenity of the existing RV park, which would require an administrative review application, which would in turn require the application of the development standards in Fernley Municipal Code.

References

- FMC §32.03.030 - Definitions, Personal services
- FMC §32.03.050(a)(1)b. - Entitlements, Administrative review, Applicability
- FMC §32.06.150 - Unlisted uses and use table
- FMC §32.07.330 - Recreational vehicle parks
- FMC §32.09.010(a) - Development Standards, Generally, Applicability
- FMC §32.09.140(d) - Development Standards, Streets, Streets or alleys adjoining development boundary

 **invite.ics**
6K

Follow-up regarding a salon at Desert Rose

Shay League <sleague@cityoffernley.org>

Thu, Apr 4, 2024 at 12:49 PM

To: "nvnailsbycam@gmail.com" <nvnailsbycam@gmail.com>, Manager <manager@desertrosv.com>

All,

Engineering's only requirement will be a payment-in-lieu of water rights dedication for any fixtures added to Desert Rose for the salon. As an example, the addition of one toilet and one sink is currently \$1,001.

This would be required in the case of a building permit for either the she-shed concept or stick-built construction of a salon (either stand-alone or within an existing building). You won't need a separate application as they can handle it through the building permit process.

That was the last bit of project information I was waiting for. I am available to meet one-on-one if you'd like to talk any of your options through.

Best,
Shay League
Senior Planner
775-784-9811

From: Shay League

Sent: Wednesday, April 3, 2024 1:42:44 PM

To: nvnailsbycam@gmail.com <nvnailsbycam@gmail.com>; Manager <manager@desertrosv.com>

Subject: Follow-up regarding a salon at Desert Rose

Cam and Debbie,

All commercial buildings in City of Fernley require an approval by four departments: Planning, Building, Engineering, and Fire. Yesterday's meeting was to give you an idea of the requirements of each, and I apologize that I didn't appropriately communicate that. Below, I've listed a guideline for each of the different salon configurations we discussed yesterday.

Stick-Built Salon at Desert Rose (either individual or as part of an existing building)

- Fire and Building are currently governed by the 2018 International Building Code with the Northern Nevada Amendments. Each of them has their own separate applications for review.
 - A General Contractor licensed with the Nevada State Contractor's Board should be able to help you with both plans and construction. All the neighboring municipalities and State of Nevada use this code, so they'll be very familiar with it.
- Planning has zero issues with this type of construction, and I hope putting it in writing helps ease any worry related to historical dealings with our department. The reason it takes so long to get answers from us these days is because when we say something we've researched it thoroughly and mean it. **Per Fernley Municipal Code (FMC) §32.07.330(f), RV parks established before the 2020 adoption of this code are not subject to the recreational vehicle section of our new development code; therefore, you are permitted to have an amenity within your RV park that is not limited to business from the RV park only.**
- I am waiting to hear back from Engineering regarding the specifics for this project, because we didn't get to that part yesterday, but here are some possible items from them:
 - If you are on City water, they may charge a payment-in-lieu of water rights fee related to the number of fixtures (meaning faucets, toilets, etc.) you are adding to the parcel. This is addressed in FMC §32.09.035(g). I don't know the formula they use, but if you are interested in this option our City Engineer can calculate it for you.

Manager

From: Shay League <sleague@cityoffernley.org>
Sent: Wednesday, April 3, 2024 1:43 PM
To: nvnailsbycam@gmail.com; Manager
Subject: Follow-up regarding a salon at Desert Rose

Cam and Debbie,

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 - If you are making a new connection to our City Water or City Sewer, you will need to submit a civil improvement plan. It's unlikely that you will need a new connection, but I wanted to mention it just in case. I don't have a specific reference handy for that because it's not FMC-specific, but it should be covered in the City of Fernley Public Works Design Standards and Design Standard details.
 - If you are grading more than 50 cubic yards of dirt for construction, you will need a grading permit. This is addressed in FMC §32.09.070. This is also an unlikely requirement given the size of your planned salon, but I also wanted to make you aware that it's a possibility.

She-Shed Salon at Desert Rose

- Fire and Building are currently governed by the 2018 International Building Code with the Northern Nevada Amendments. Each of them has their own separate applications for review.
 - Contractors are not likely to want to be involved in this because it's difficult to get sheds / tiny homes / smaller prefab offices through the IBC for use as a commercial building. We're hoping that when we adopt the 2024 IBC some time next year it will be friendlier to these types of structures, but I don't know enough about the building code to know if it will be.

- To get the type of plans you need for a commercial she-shed, we recommend contacting either an Engineer licensed with the [Nevada Board of Professional Engineers](#) or an Architect licensed with the [Nevada State Board of Architecture](#). They typically don't charge for consults and should be able to tell you what they can accomplish and what it will cost you. Sometimes, the company you purchase from will offer these services, but for most local companies that do this type of building, they have a standard set of plans stamped by a Nevada State Engineer/Contractor/Architect that are good only for residential uses.
- For both Engineering and Planning Department purposes, this is the same as if you were building a stick-built salon and would also be approved.

RV Salon (that parks at Desert Rose, or elsewhere)

- No approval from Fire/Building/Engineering required.
- During our discussion, I was worried that we wouldn't be able to approve an RV Salon if it parks on Desert Rose because FMC §32.07.330(e) expressly prohibits RVs in RV parks for commercial uses. Luckily, this is in the same section that Desert Rose is exempt from due to the park predating adoption of this development code.
- Planning approves all mobile vendors that fit within the guidelines of FMC §32.07.290(b), which are the standards for mobile vendors operating within the City of Fernley on a permanent basis. The guidelines most appropriate to a mobile salon is that it may not be open for business on one site for greater than four hours per day, the mobile vendor must have a letter of permission from the property owner when parked, and mobile vendors may not park on public streets (unless for a special event that is permitted). You don't need a separate application through Planning for a mobile vendor; the City Clerk's Office handles [Business Licensing](#) and getting a signoff from Planning is part of that process. I don't think they have the mobile-vendor specific application available online yet, but they are licensed as home occupations when the mobile vendor resides in City of Fernley, so most of the paperwork should be the same.

Home Salon

- No approval from Fire/Building/Engineering required.
- Planning approves all home businesses that fit within the guidelines of FMC §32.07.200(b), which are the standards for home occupations. The guidelines most applicable to a home salon are that a home occupation may only have up to five client/service visits per day (by appointment only) and that there should be no indication of a home occupation outside of the premises (such as signage). You don't need a separate application through Planning for a home occupation; the City Clerk's Office handles [Business Licensing](#) and getting a signoff from Planning is part of that process.

I will reach out with the last bit of information when I hear back from our Engineering Department. I encourage you to reach out if there is anything I can do to help navigate this process. I hope you are able to open a nice place for your growing business soon!

Thank you,
Shay League
 Senior Planner
 775-784-9811

Manager

From: Shay League <sleague@cityoffernley.org>
Sent: Friday, March 29, 2024 4:42 PM
To: nvnailsbycam@gmail.com
Cc: Manager
Subject: Follow-up from today's meeting

Cam (and Debbie),

I hoped to have an answer for you today regarding whether we can classify you as a mobile vendor. Unfortunately, our Planning Director is out and will be until Tuesday. She's kind of a workaholic so I thought I might catch her via email, but that didn't pan out. I will not have a definitive answer until I speak with her Tuesday morning.

I am reaching out for two reasons:

1. If you think it would help for me to contact your vendor and request an extension of time on the rate they offered for the month of March by a few days, I am happy to do so. I don't claim any influence at all, but sometimes people can be more amenable to someone from municipal government.
2. It looks like mobile vendors are only allowed to be open in Fernley on the same property for four hours per day. Reference: FMC §32.07.290(b)(4). If I can fit your business within the definition of a "mobile vendor", is that something that is going to interfere with how you had planned to do business?

Thank you for your time,

Shay League
Senior Planner
775-784-9811



Desert Rose RV Park
3285 Highway 50 A East
Fernley NV 89408
775.575.9399
www.desertroserv.com

From: Shay League <sleague@cityoffernley.org>

Sent: Monday, March 11, 2024 10:28 AM

To: Manager <manager@desertroserv.com>

Subject: RE: Salon

Debbie,

Fernley has not had anything like that before—so I am not familiar with the specifics—but I'm definitely not opposed to the idea! I am going to do some code reading this morning to see if that's something that's possible and will get back to you by the end of the day. I appreciate you reaching out!

Best,

Shay League
Senior Planner
775-784-9811

From: Manager <manager@desertroserv.com>

Sent: Monday, March 11, 2024 10:25 AM

To: Shay League <sleague@cityoffernley.org>

Subject: Salon

You don't often get email from manager@desertroserv.com. [Learn why this is important](#)

Morning Shay,

This is Debbie and I am exploring the option of having a Salon (mobile) at the park and would like to speak with you. I am thinking that it will be in a plumbed and heated 10 x 30 shed. Located in the park on a site with full hook-ups, similar to a tiny home.

Can you tell me when is the best time to visit with you and see what will be needed.

Thank you
Debbie



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www.desertroserv.com

Manager

From: Shay League <sleague@cityoffernley.org>
Sent: Monday, March 11, 2024 5:23 PM
To: Manager
Cc: Planning
Subject: RE: Salon

Debbie,

I cc'd the rest of the Planning Department to keep everyone in the loop. The big thing for this is going to be whether the salon is only open to the Desert Rose RV Park or if you all intend for it to be open to the general public.

- If just open to the RV park, then it is going to be an Administrative Review permit with Planning Department and a Building Permit application with Building Department. There may be some applications with Engineering Department, but we won't know that until we see your (very basic) site plan and get some other questions related to water answered.
- If it is going to be open to the public, then it is still allowed; however, it triggers the section of our code that requires the property be brought up to current municipal code development standards. That can involve curb/gutter/sidewalk installation, landscaping, etc.

It is fine with us either way, but it may be prohibitively expensive if it is going to be a public salon rather than a private amenity for the RV park. Please reach out if you need more information or want to get a process started. I am generally available to meet any time during business hours except 2-3 PM on Wednesday and 9-10 AM on Thursday. (I will also be out of the office tomorrow after 2 PM).

Best,

Shay League
Senior Planner
775-784-9811

From: Manager <manager@desertroserv.com>
Sent: Monday, March 11, 2024 10:30 AM
To: Shay League <sleague@cityoffernley.org>
Subject: RE: Salon

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Thank you Shay,

I know that the state of Nevada Cosmetology has opened up there licensing to Mobile Salons in addition to Home Salons,
I appreciate you looking into this and will look forward to hearing from you.

Debbie

The plan would be that it would be open to the public, as well as the guests. Lets schedule a meeting to see what would be required from Code that may require the property be brought up to current municipal code development standards. That can involve curb/gutter/sidewalk installation, landscaping, etc

Debbie



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Thank you Shay,

Subject: Appeal of Red Notice on Desert Rose RV Park Remodel

Dear Mayor and City Council Members,

I am here tonight to formally appeal to the red notice placed on the structure that we are remodeling at Desert Rose RV Park. We believe this enforcement action is unwarranted based on our ongoing communication with city officials and department heads over the past year.

For over 25 years, Desert Rose RV Park has been a dedicated part of this community, operating under the same management and ownership for three generations. As entrepreneurs committed to improving our community, park and enhancing services for our guests, we have sought to add amenities, including a salon, for the benefit of our residents.

Over the past year, we have engaged in conversations and discussions with city department heads regarding the addition of this amenity. In October 2024, we understood from those discussions that, as a park amenity, the structure would not require oversight from the building department beyond a courtesy walk-through for safety inspections by building and fire officials.

In January 2025 we moved a 10 x 40 office trailer to the park with the hopes of converting it to a full salon. This idea was short lived as it looked horrible and stuck out like a sore thumb. So, it was decided to go to the original plan, utilizing Outwest building. In February 2025, we moved forward based on these understandings, taking delivery on a 14x24 wooden shed on the property and making necessary improvements, including electrical, plumbing, insulation, and drywall. However, on February 18, we were informed by a building official that a permit was required because the structure exceeded 120 square feet. The official warned that a red tag could be issued. The following day, on February 19, a building official and the marshal issued the red tag notice, along with a list of items to address.

In response, Debbie acquired engineered-stamped plans from Out West Building, completed the permit application, and submitted all requested documents, including a detailed addendum addressing each red-tag concern, on February 28, 2025. Despite this, on March 5, when Cammie visited the building department, she was informed by Charity (the building inspector) that the plans would not be approved and were incomplete. We were assured that an email outlining the issues would be sent, but we did not receive such correspondence.

Seeking resolution, we requested a meeting with the building department, city manager, and city attorney, which took place on March 6. During this meeting, Charity stated that the

plans were incomplete, and that approval would not be granted due to multiple missing items. She referred to a sheet of paper with her notes, that she was not prepared to make public. However, when asked if she had reviewed the addendum addressing each concern, she admitted she had not. Additionally, when pressed to provide a specific list of deficiencies, she refused to do so. The city attorney requested the addendum, but the discussion was cut short due to Charity's unwillingness to engage in a constructive review of our submission.

Don, the general contractor asked if the red notice could be removed so that he could move the building, we were told absolutely, it could be removed tomorrow. The red tag is still on the building and the building is still on site. We asked about it being temporary and what would be required of that? Should we apply for a special use permit? The building is on skids and placed on a concrete RV pad. The building would be a plug and play being that it would connect to the hook-ups in the same manner as a tiny home or RV. We left the meeting with no answers, no direction and not solutions.

We have been in contact with the State of Nevada Cosmetology board and have addressed there check list for salons. The design is compliant with the state requirements.

On March 10, Debbie spoke with Aaron, the city attorney, who assured her that he would follow up with Charity and provide an answer by the end of the week. As of today, March 25, we have received no response from anyone regarding the status of our application or next steps.

Through a public records request, we obtained an email from the building department dated March 6, but no additional clarifications or official explanations have been provided to us. It was the hope that we could see the notes and have some insights of what items were needed.

We are here today seeking direction and a resolution. For decades, Desert Rose RV Park has been a committed part of this community, always acting in good faith. We have followed the guidance provided by city officials, submitted all required documentation, and made every effort to comply with the red-tag notice. Yet, despite our diligence, we have encountered roadblocks at every turn.

The actions—or inactions—of the building department, department heads, city manager, and city attorney give the appearance of an unwillingness to work with small businesses. The lack of transparency in this process has made it nearly impossible to move forward. As a long-standing business in this community, we expect fair treatment, clear communication, and the opportunity to resolve this matter in good faith.

"We are asking the city council to step in and ensure that we receive the cooperation and clarity we have been denied. Desert Rose RV Park has been a long-standing business in this community, and we remain committed to working in good faith with the city. We simply ask for fairness, transparency, and a clear path forward so that we can continue to serve our community and improve our business."

We respectfully request the following:

1. A clear, written explanation of any remaining deficiencies preventing the approval of our permit.
2. A timeline for review and approval of our permit submission.
3. Assurance that our project will be fairly evaluated according to the applicable codes and regulations.

We believe in working collaboratively with the city and upholding safety standards, but we also believe in fairness and accountability. We appreciate your time and consideration and ask for your support in resolving this matter.

Sincerely,

Debbie Skinner, Manager

Desert Rose RV Park

March 25, 2025



CITY OF FERNLEY

City Council AGENDA REPORT

Meeting Date: April 2, 2025

REPORT TO: Mayor and City Council

REPORT FROM: Kim Swanson, City Clerk

FINANCIAL IMPACT:

Yes: No: X

CURRENTLY BUDGETED:

Yes: No: X

FUND/ACCOUNT:

N/A

ACTION REQUESTED: Resolution

AGENDA ITEM:

Discussion and Possible Action to Approve Resolution 25-003 updating the City of Fernley Internal Agenda Process.

AGENDA ITEM BRIEF:

Fernley Municipal Code Title One, Chapter 11 states that the City Council shall adopt the agenda process by resolution. NRS 241.020 governs and regulates how City Council conducts City business Open Meeting Law. The purpose of the agenda process is to provide a framework and timeline for agenda reports to be submitted in accordance with FMC Title One, Chapter 11 and Nevada Open Meeting Law requirements.

RECOMMENDED MOTION:

"I move to approve Resolution 25-003 updating the City of Fernley Internal Agenda Process".

BUSINESS IMPACT (per NRS Chapter 237):

A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

See attached report for background, analysis, alternatives.

ALTERNATIVES:

The City Council could choose not to adopt this updated Resolution.

BACKGROUND:

The current Internal Agenda Process, Resolution 20-004, was adopted in 2020. The update to this resolution is needed to comply with current procedures. .

RELEVANT LAWS, STATUTES, AND REGULATIONS:

NRS Chapter 266
FMC Title One, Chapter 11

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

1. Council Agenda Request Form
2. Agenda Process Resolution 25-003 - Council Request Form



CITY COUNCIL AGENDA ITEM REQUEST FORM

Phone: (775) 784-9830
cityclerk@cityoffernley.org

Date: _____

Sponsor: _____ Phone number: _____

Cosponsor: _____ Phone number: _____

Item Requested will be: ☐ Information/Discussion only ☐ Discussion/Action

Agenda Item Language (as you would like to appear on the agenda)

Detailed description of the agenda item

OFFICE USE ONLY

Department City Manager assigned request to: _____

Date: _____

CITY OF FERNLEY
RESOLUTION #25-003

A RESOLUTION ADOPTING THE INTERNAL CITY OF FERNLEY AGENDA
PROCESS.

WHEREAS, the City of Fernley, a political subdivision of the State of Nevada, organized pursuant to the provisions of NRS Chapter 266; and

WHEREAS, the Fernley City Council desires a Policy and Procedure for Agenda Item Requests; and

WHEREAS, this policy is intended to establish a clear and transparent procedure for Councilmembers, staff and members of the public to understand how city agendas are prepared; and

WHEREAS, the City of Fernley has determined that the following procedures should guide the City of Fernley in processing agenda items in a timely and efficient manner; and

WHEREAS, the following process and timelines for the agenda process shall be utilized by all City of Fernley departments, and staff members.

- 1) All agenda items must be added to the agenda 12 working days prior to the scheduled meeting. This will allow sufficient time for the approval process. The City Manager must approve of any exceptions.
- 2) Pursuant to NRS 241.020 all action items must begin with "For Possible Action."
- 3) The City Clerk is the facilitator of the agenda process and responsible for publishing the agenda. The Department initiating the item is responsible for making sure the item reaches full approval before the agenda is scheduled to be published.
- 4) Legal Review: All projects, reports and actions that ultimately are to be decided upon by the City Council shall be analyzed, reviewed and signed off by the City Attorney for compliance with laws and regulations and to avoid any potential negative legal impacts on the City Council. Legal review of staff reports also provides staff with an opportunity to take steps to mitigate any legal impacts.
 - a. Legal Review Timelines:
 - i. Staff reports with a proposed agenda date must be submitted for legal review three Mondays prior to the scheduled meeting by 1:00pm. Any staff reports submitted after the date will be pulled from the agenda and re-agendized for the next meeting.
 - ii. Items requiring lengthy legal review will not be agendized on a specific date until approved by the City Attorney's Office.
 1. The City Attorney has the authority to request additional information, to recommend staff reports including steps to mitigate potential impacts, and to recommend to the City Manager and City Council that the report or contract is not in the best interest of the City.
 2. Once the City Attorney has reviewed for legal conformance, the staff report will be submitted to the City Treasurer for financial review.

- 5) Fiscal Impact Review: Staff will provide information in the staff report about the impact to the budget regarding the agenda item. Agenda items with fiscal impact and/or fiscal conformance must be reviewed by the City Treasurer.
 - a. The fiscal impact portion of the report shall include the following:
 - i. If funds are currently budgeted
 - ii. The exact account numbers to be charged (and project number if applicable)
 - iii. The available appropriation
 - iv. If not budgeted, the source of funds and subject to future budget augmentation.
 - b. The City Treasurer has the authority to request additional information/financial justification and/or to recommend against the expenditure/appropriation.
 - c. Once the City Treasurer has reviewed for fiscal conformance and the staff report meets the above criteria, the staff report is submitted to the City Manager for review.
- 6) City Manager Review: Staff reports and/or legal documents approved by both the City Attorney and the City Treasurer are submitted to the City Manager for final approval. The City Manager will review for compliance with established plans, policies and procedures.
- 7) City Clerk: It is the responsibility of the City Clerk to oversee, monitor and coordinate the preparation for the publishing of the agenda. To abide by the Open Meeting Law, all agenda reports must be finalized and ready for publication no later than 1:00pm the Wednesday prior to the scheduled meeting.
- 8) Monitoring Procedures: It is the responsibility of the Department Head to ensure the above procedures are followed, and the agenda items reach final approval. If an item does not reach final approval the Wednesday prior to the meeting, the item will automatically be moved to the next regular meeting.
- 9) Presentations: Non-Staff presentations at City Council are to be limited to 10 minutes unless longer time is approved by the City Manager. The staff member scheduling the presentation must advise the presenter of time limits.
- 10) City Council Agenda Item Comments/Questions: Should City Council have any clerical, grammatical errors, or general language changes that are not focused on the overall philosophical policy issue, said councilmember shall make reasonable efforts to meet with or contact staff prior to the council meeting to address said recommended changes. Staff is not required to make changes but may consider the changes suggested.
- 11) Requests For Agenda Items: The following process outlines how items are placed on the City Council Agenda:
 - a. Public:
 - i. A member of the public does not have the authority to place an item on the agenda. A citizen may request a councilmember to sponsor their item. In such cases, the sponsoring councilmember shall follow the procedures for "City Council Request For Agenda items."
 - ii. The public does not have the authority to pull an item from the agenda. However, the public may request an item be pulled from the consent agenda (prior to the meeting or during public input). It is within the discretion of the consent approval motion maker whether to accept the request and make it part of the motion.
 - b. Councilmembers:

- i. Councilmembers wishing to have a matter discussed by the Council will be required to submit an “City Council Agenda Item Request Form” to the City Manager who will assign the request to a department.
 - ii. The request will need a second councilmember who will be a cosponsor. The mayor may be a cosponsor. This will show there is support among councilmembers.
 - iii. The City Manager will be responsible for letting the sponsor know which department received the request.
- c. Mayor: The Mayor can add items to the agenda without prior approval.
 - d. City Manager. The City Manager has the authority to place an item on the agenda. The item will follow the agenda process above.
 - e. Department Heads and Appointed Officials: All agenda items will follow the agenda process above, which includes the final review and approval of the City Manager for placement on the City Council agenda.

12) Emergency Items: Should an emergency exist, the above policy does not apply. An emergency shall be determined by the Mayor and/or the City Manager.

13) Public Input:

- a. Public input shall be held at the beginning (prior to any action), and the end of the meeting (prior to adjournment), pursuant to Open Meeting Law.
- b. Any councilmember may request the Mayor to open an item for public input. The Mayor shall open the item for public input.
- c. The public may request a councilmember to open a matter for public input. The may in turn (but is not required to) ask the Mayor to open an item for public input on any item. The Mayor shall open the item for public input.
- d. Public Input shall be limited to 3 minutes.

14) Time Certain: A matter may be made time certain with the approval of the Mayor.

NOW, THEREFORE, BE IT RESOLVED that the City of Fernley Internal Agenda Process is hereby approved and adopted on this date and shall enter into effect immediately.

PASSED, APPROVED, AND ADOPTED this 2nd day of April 2025, by the following vote of the Council.

AYES: _____ NAYS: _____ ABSTENTIONS: _____ ABSENT: _____

By: _____ Date: _____
Neal E. McIntyre, Mayor

Attest: By: _____ Date: _____

Kim Swanson, City Clerk