

WHITE PINE COUNTY BUILDING DEPARTMENT  
480 Campton Street Suite 1, Ely, NV 89301  
Phone 775-289-6500 Fax 775-289-1463

BUILDING PERMIT PROCEDURES

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

1. **BUILDING PERMIT APPLICATIONS**
  - A. Building permit applications are available at 480 Campton Street, Ely, NV 89301, The applicant should complete the top half of the form. The Building Department must complete and sign off the bottom portion of the form. This will authorize the use of this property for your type of construction.
  - B. If a building permit application is not completed, a permit **CANNOT BE ISSUED**.
2. **OFFICIAL ADDRESS FOR JOB SITE**

This is the actual address of the building site. If you do not have an official address, one can be obtained from the White Pine County Planning Department.
3. **ELEVATION CERTIFICATE**

If the building site is in Flood Zone other than X an elevation certificate may be required.
4. **OWNER/BUILDER AFFIDAVIT**

If you are not a contractor, and wish to build your own residence, you must complete an owner/builder affidavit. This form can be obtained from the White Pine County Building Department or on the web at [http://www.nvcontractorsboard.com/pdfs/Forms/Owner%20Builder%20Affidavit\\_%20Revised%203\\_1\\_2011.pdf](http://www.nvcontractorsboard.com/pdfs/Forms/Owner%20Builder%20Affidavit_%20Revised%203_1_2011.pdf)
5. **PLOT PLAN SHOWING:**
  - A. Dimensions of plot.
  - B. Sizes and locations of buildings on plot.
  - C. Distances from all roads.
  - D. Distances from all ditches, irrigation, drainage, canals, etc.
  - E. Distances between structures.
  - F. Locations for septic and well and distances between each.
  - G. Easements, if possible.
  - H. Utility poles and any other pertinent information.

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

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

6. **BUILDING PLANS**
  - A. Two complete sets of plans must be submitted.
  - B. Plans must show all floor plans, elevations, wall and roof construction, dimensions, window sizes, doors, heating, plumbing, electrical, etc. Plans must be drawn in sufficient detail to show the type construction and must contain enough information to make a reasonable and proper plan check.
  - C. Plans, which have been sent for, (book-bought plans) cannot be accepted. Please refer to Nevada Revised Statutes 623 and/or 625. State law allows us to require your plans to be drawn by licensed and/or qualified people. We suggest you utilize their services for any help you may need in drawing the plans.

- D. The Building Department does plan check only. We cannot design your building, knowing the code requirements' is your responsibility. If you do not know the code, please ask Building Department personnel for guidance and information regarding building code requirements.

Additional information can be found at [www.whitepinecounty.net](http://www.whitepinecounty.net)

We pride ourselves in that we can resolve problems and issues. Give us a call, we are here to help. .