



Department of Building and Safety
 595 Silver Lace Blvd., Fernley, NV 89408 * 775-784-9900

SIGN BUILDING PERMIT APPLICATION

PERMIT APPLICATIONS, PLANS OR SUPPORTING DOCUMENTATION THAT IS INCOMPLETE, ILLEGIBLE OR SUBMITTED IN PENCIL WILL NOT BE ACCEPTED. PLEASE PRINT CLEARLY USING PERMANENT INK.

APPLICANT'S INFO.:	APPLICANT'S NAME:			ROLE: <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER:		
	COMPANY:					
	ADDRESS:				BUILDING OR SUITE NO.:	
	CITY:			STATE:		ZIP CODE:
	PHONE NO.:		CELL NO.:		E-mail:	
PARCEL INFO.:	ASSESSOR PARCEL NO. (APN):				FLOOD ZONE: <input type="checkbox"/> YES <input type="checkbox"/> NO	
	PROJECT ADDRESS:				BUILDING OR SUITE NO.:	
	CITY: FERNLEY			STATE:	ZIP CODE:	
	PROJECT NAME:					
	TOTAL LOT AREA:		ZONING:		SETBACKS – FRONT:	SIDES:
PERMIT / PROJECT INFORMATION	PROJECT DESCRIPTION:					
	<input type="checkbox"/> NEW <input type="checkbox"/> DEMOLITION <input type="checkbox"/> OTHER:			SIGN HEIGHT ABOVE GRADE (FT):		
	VALUATION AMOUNT: \$			-OR-	CONTRACT AMOUNT (PROVIDE COPY): \$	
	PROJECT/UNIT TYPE: <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY					
	SIGN TYPE: <input type="checkbox"/> FREE-STANDING <input type="checkbox"/> WALL <input type="checkbox"/> DIRECTIONAL <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> OTHER:					
	<input type="checkbox"/> PLANS ATTACHED	<input type="checkbox"/> NO PLANS	<input type="checkbox"/> PLANS ON FILE – CITY OF FERNLEY STANDARD PLAN NO.:			
OWNER'S INFO.:	OWNER'S NAME:					
	COMPANY:					
	ADDRESS:				BUILDING OR SUITE NO.:	
	CITY:			STATE:		ZIP CODE:
	PHONE NO.:		CELL NO.:		FAX NO.:	
FOR OFFICE USE ONLY						
FILING DATE:		BY:	ISSUED BY:		DATE:	PERMIT FEE: \$
BUILDING PERMIT NO.: BP			PLAN NO.:			PLAN REVIEW FEE: \$
						PLANNING FEE: \$
ZONING REVIEWED BY:				DATE:		TOTAL DUE: \$
PLANS REVIEWED BY:		STARTED:		COMPLETED:		TOTAL PAID: \$

DESIGN PROFESSIONAL'S INFO.:	ARCHITECT:		
	ADDRESS:		BUILDING OR SUITE NO.:
	CITY:	STATE:	ZIP CODE:
	PHONE NO.:	CELL NO.:	FAX NO.:
	ENGINEER OF RECORD:		
	ADDRESS:		BUILDING OR SUITE NO.:
	CITY:	STATE:	ZIP CODE:
PHONE NO.:	CELL NO.:	FAX NO.:	
CONTRACTOR'S INFORMATION:	BUILDING/GENERAL CONTRACTOR:		CONTACT'S NAME:
	CITY OF FERNLEY BUSINESS LIC. NO.:	NV CONTRACTOR LIC. NO.:	CLASS:
	ADDRESS:		BUILDING OR SUITE NO.:
	CITY:	STATE:	ZIP CODE:
	PHONE NO.:	CELL NO.:	FAX NO.:
	ELECTRICAL CONTRACTOR:		CONTACT'S NAME:
	CITY OF FERNLEY BUSINESS LIC. NO.:	NV CONTRACTOR LIC. NO.:	CLASS:
	ADDRESS:		BUILDING OR SUITE NO.:
	CITY:	STATE:	ZIP CODE:
	PHONE NO.:	CELL NO.:	FAX NO.:

I certify that I have read and understand this application and state that the above information is correct. I agree to comply with all City ordinances and State laws relating to building construction, and hereby authorize representatives of the City of Fernley to enter the above-mentioned property for inspection purposes. I certify that I have a legal right to apply for this sign building permit and to authorize entry. Additionally, I certify that this application is in conformity with all conditions, covenants and restrictions, I have received all approvals required, and that all deed restrictions of record apply to and limit the use of this property.

I understand and agree that the City of Fernley has no obligation to explain every requirement and ordinance to me prior to or during the course of this project. Furthermore, I understand that any and all City or State laws or ordinances are enforceable at any time, with or without prior notification. The issuance of a permit based on plans, specifications and other construction documents shall not prevent the Building Official from thereafter requiring the corrections of errors in said plans, specifications and other construction documents, or preventing building operations be carried on there under when in violation of City or State laws or ordinances.

_____ I certify that I am licensed contractor pursuant to NRS 624.
(Initial)

Signature Date

Print Name Title (architect, contractor, etc.)

General Requirements

A permit application, which is available at the Building Division, must be filled out. Applications should be filled out completely. Plans, calculations and accompanying documents must be presented in a clear, legible and organized manner conducive for plan review. All plans, specifications and calculations prepared by a licensed professional shall be wet stamped, signed, and dated in accordance with NRS 625.140 and 625.565.

Two sets of plans must be submitted. Plans shall be a maximum size 42" in length and 30" in height and contain no added "changes" in ink or pencil. There is a minimum size of 8 ½"x 11". Any engineering calculations must be included with plans submitted to the Building Division. Plan submittal shall include, but not necessarily be limited to:

- Site Plan
- Footing Plan
- Floor Plan
- Revision and Standards

Site Plan:

Show proposed new sign and project address. Show any existing signs. Show all property lines with dimensions, all streets, easements, and setbacks. Show north arrow. Site Plans shall be drawn to scale.

Footing Plan:

Show all footings. Indicate size, location, materials and reinforcing. Show all embedded anchoring such as anchor bolts, hold-downs and post bases.

Elevations:

Show all views with their dimensions. Show all vertical dimensions and heights. Specify type of poles including sizes, thickness and materials.

Electrical:

Show disconnects location; specify size and number of circuits. Specify incandescent, fluorescent or neon.

Revisions and Standards:

Revisions

For clarity, all revisions should be identified with a delta symbol, and clouded on the drawings or resubmitted as a new project with letter explaining revisions.

Standards

It is the responsibility of the principal designer to verify the work is complete, consistent and competence. If the plans do not meet this criteria, the Building Official may take any of the following actions:

- a. Provide a complete list of corrections.
- b. Increase the plan check fee for additional plan review time required due to lack of completeness.
- c. Return plans unchecked.
- d. Turn the design professional into the State Board of Architectural or Engineering for discipline.

Plan Preparation:

Plans shall be prepared by a Nevada State Licensed engineer, architect, or contractor. Plans, specifications and calculations submitted to the Building Official must be of sufficient nature to clearly show the project in its entirety with emphasis on the following:

1. Structural Integrity
2. Life Safety Assurance
3. Architectural Barriers
4. Building Code Compliance

The minimum required drawings will depend greatly upon the size, nature and complexity of the project. However, the following is the minimum recommended standard required before the Building Official shall begin the plan review process.