



## COMMERCIAL PROJECTS BUILDING PERMIT & FLOODPLAIN DEVELOPMENT PERMIT POLICY & PROCEDURES

The following procedures are hereby instituted in order to comply with FEMA regulations pertaining to development in any area of the City that may be subject to flooding:

1. The duly appointed Floodplain Administrator must insure that all pertinent information is collected, recorded and maintained. This information is listed below:

- a. A completed FEMA form, 81-31 Elevation Certificate of the current issue.
- b. A completed FEMA form, 81-65, Floodproofing Certificate, current issue, if required.
- c. If in a Special Flood Hazard Area for any new structure, or any proposed addition, a completed analysis showing whether such proposed addition or new construction to a residential or commercial building addition, may be classified as a Substantial Improvement.  
*The definition of Substantial Improvement is an improvement which is 50% or more of the current valuation of the existing building, based on either a current qualified appraisal or a square footage estimate based on the current edition of the RS Means Building Cost Manual.*
- d. If in a Regulatory Floodway, a complete analysis, by a licensed engineer, indicating compliance with the zero-rise of any base flood elevation anywhere in the City (a provision of the current FEMA regulations.)
- e. Any other information deemed necessary by the Floodplain Administrator.

2. Procedure for obtaining a building permit is:

- a. Completed Building Permit application form. (Copy attached as Exhibit A)
- b. Completed Floodplain Development permit application form. (If applicable, Exhibit B)
- c. Payment of any utility connection fees, assessments and permit fees.

3. All contractors are required to State and City Business License. For commercial projects Nevada state law requires construction work by any trade that requires a contractors license to be done by Nevada licensed contractors.

Contractor Initials \_\_\_\_\_

Application date: \_\_\_\_\_



## COMMERCIAL BUILDING PERMIT APPLICATION (revised May 2021)

Owner; \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Address of project \_\_\_\_\_ APN: \_\_\_\_\_

Contractor/Owner? \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ ZipCode \_\_\_\_\_

### DESCRIPTION OF WORK

New Structure ( ) Addition ( ) Alterations ( ) Repairs ( ) Demolition ( ) Utility Structure/Patio or deck ( )

Square Feet: Living Space \_\_\_\_\_ Basement \_\_\_\_\_ Garage/Shop \_\_\_\_\_ Decks \_\_\_\_\_ Porches/Patios \_\_\_\_\_

No. of Stories \_\_\_\_\_ Estimated Cost \_\_\_\_\_ State Agency Approvals Required \_\_\_\_\_  
Fire Marshall, Manufactured Housing, Health Dept. etc)

Plot Site/Grading Plan Required \_\_\_\_\_ Septic Required \_\_\_\_\_ Estimated Date of Completion \_\_\_\_\_  
YES or NO YES or NO

Brief Description of Work \_\_\_\_\_

**NOTE: Unless specifically exempted by Building Inspector, any construction permit requires an onsite roll-off dumpster from local refuse company. No dumping of debris is allowed at City dump site. (Added Feb 2012)**

I agree to build according to the above description, plans and specifications and to the Building Codes and Ordinances of the City of Caliente, and to call this Dept. for ALL required Inspections as each phase comes to completion.

Contractors Signature \_\_\_\_\_ Nevada State Contractor's License # \_\_\_\_\_

### Building Department Use ONLY

Plans Required ( ) yes ( ) no Floodplain Administrator's Approval \_\_\_\_\_ Zoning Approval \_\_\_\_\_

Total amount due with permit issuance (See cost worksheet) TOTAL AMOUNT DUE \$ \_\_\_\_\_

Permit Number \_\_\_\_\_ Date issued \_\_\_\_\_ Approved by \_\_\_\_\_

Trash dumpster required: (Yes/No) \_\_\_\_\_ **THIS MUST BE SIGNED OFF BY INSPECTOR PRIOR TO PERMIT ISSUANCE!**

Special Notations:



(PLEASE CHECK WITH FLOODPLAIN ADMINISTRATOR TO MAKE SURE THIS FORM IS NEEDED)  
**FLOODPLAIN DEVELOPMENT PERMIT APPLICATION**

Owner \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Project Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Contractor Address \_\_\_\_\_

**DESCRIPTION OF WORK**

Lot grading ( )    New Building or addition to existing ( )    Demolish existing ( )    Utility Structure ( )

Brief Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree to build according to the above description, plans and specifications and to the Building Code and Floodplain Ordinances of the City of Caliente, and to call this Dept. for ALL required Inspections as each phase comes to completion.

Contractors Signature \_\_\_\_\_ Nevada State Contractor's License # \_\_\_\_\_  
OR  
Owner/Builders Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Building/ Department Floodplain Manager Use ONLY**

Elevation of Lowest floor \_\_\_\_\_ Elevation of Basement floor \_\_\_\_\_ Elevation of Floodproofing \_\_\_\_\_

Certification of Floodproofing required \_\_\_\_\_ Relocation of Watercourse Required \_\_\_\_\_ Certification attached \_\_\_\_\_

Engineer/Architect Certification Required ( ) yes ( ) no. FLOOD PLAIN DESIGNATION \_\_\_\_\_ Flood Plain special construction required \_\_\_\_\_

Any State/Federal permits required \_\_\_\_\_ Permit fees \_\_\_\_\_

Permit Number \_\_\_\_\_ Date issued \_\_\_\_\_ Approved by \_\_\_\_\_  
Floodplain Manager

Special Notations:



**Any Special Notes:**

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## GRADING PERMIT APPLICATION

(check with building inspector for requirements)

PERMIT# \_\_\_\_\_ DATE: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Job Site Address: \_\_\_\_\_ APN: \_\_\_\_\_

Contractor \_\_\_\_\_ License#: \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Permit Type: \_\_\_ Grading Land; \_\_\_ Utility cut on City road; \_\_\_ Demolition; \_\_\_; \_\_\_ Electrical; \_\_\_ Communications;  
\_\_\_ Water; \_\_\_ Sewer; \_\_\_ Irrigation; \_\_\_ Storm or Drainage; \_\_\_ other(specify) \_\_\_\_\_

Start Date: \_\_\_\_\_; Completion Date: \_\_\_\_\_. Permit covers only work specified.

MATERIAL CUT/FILL FOR BUILDING FOUNDATION/SLAB: Amount of Cut \_\_\_\_\_, cy Amount of Fill \_\_\_\_\_ cy.

ROAD DEVELOPMENT STANDARDS; Minimum Depth of: Pit Run Gravel \_\_\_\_\_ Type 2 base 6" Asphalt paving \_\_\_\_\_.

Roadway width of 26 feet; Travel way of 22 feet minimum -

Roadway width of 20 feet; Travel way of 18 feet minimum

Soils report Required: \_\_\_\_\_ (yes - no) air quality permit \_\_\_\_\_ (yes-no)

Any Additional Requirements: \_\_\_\_\_

I agree to build according to the above description, plans and specifications and to the Building Codes and Ordinances of the City of Caliente, and to call this Dept. for ALL required Inspections as each phase comes to completion.

Contractors Signature \_\_\_\_\_ Nevada State Contractor's License # \_\_\_\_\_

### Building Department Use ONLY

Plans Required ( ) yes ( ) no Floodplain Administrator's Approval \_\_\_\_\_ Zoning \_\_\_\_\_

Total amount due with permit issuance (See cost worksheet) TOTAL AMOUNT DUE \$ \_\_\_\_\_

Permit Number \_\_\_\_\_ Date issued \_\_\_\_\_ Approved by \_\_\_\_\_

Special Notations: