



# Submitting a Project to Storey County



If you're submitting a project for approval—whether it's commercial, industrial, or residential—please send it to [plans@storeycounty.org](mailto:plans@storeycounty.org). Note that the plans email is for plan submissions only. For questions or additional correspondence, please use the email addresses provided at the bottom of this page.

Please follow these steps once you have your project ready for submittal:

1. Ensure you have a complete package. Projects will not be accepted if items are missing.
  - Completed permit application
  - Set of plans (If applicable, the engineer must be Nevada licensed)
  - Owner Builder Affidavit (Residential – Any work done by owner)
  - Historic Approval (Residential – VC and Gold Hill)
  - HOA (Residential – VC Highlands 1 and 10 acre lots)
  - State Health Construction Permit for Septic (Residential - SFR)
  - Well Drillers Log (Residential – New SFR)
  - TRI ARCH approval (Commercial)
  - TRI GID will serve submitted to County prior to permit issuance (Commercial)
  - Special Inspections Packet (Commercial)

Fire alarm and sprinklers must have separate plans and be submitted with the Fire Protection permit application.

(If you have questions on what is required for your project submittal, please call 775-847-0966)

2. Email digital files to [plans@storeycounty.org](mailto:plans@storeycounty.org) in pdf format; pictures, links and zipped folders will not be accepted. The address must be in the subject line of your email. For small residential projects only, you may bring in your plans and associated documents for a potential over the counter plan review. Plans shall be legible, to scale, and a minimum of 11X17. Over the counter plan review will be at the discretion of Community Development. **\*If your files are too large to send via email, please send an application and request to the plans email address above for an alternate submittal method.**
3. Plan reviews may take up to 30 business days from the date of receipt. This review process includes assessments by the Building, Planning, and Fire (if applicable) departments; as well as the TRI GID (if applicable). Once the plans have been approved, an invoice will be issued.
4. After payment is processed, an email will be sent including the permit and stamped set of plans. The permit and full plan set must be printed in color (at least 11x17 for residential) and on the jobsite at all times for inspection purposes.

It's important to note these are the basic steps. Sometimes additional information is required and requested, such as a Storey County business license, documents for residential submittals, etc. If further information is needed, it will be requested promptly before the permit can be issued.

\*Please note that permits will not be issued with TBD listed as a contractor.

If you have any questions, please contact the Building Department [building@storeycounty.org](mailto:building@storeycounty.org) 775-847-0966 or the Fire District [DL\\_FirePrevention@storeycounty.org](mailto:DL_FirePrevention@storeycounty.org) 775-847-0954 x0