



# WASHOE COUNTY

## COMMUNITY SERVICES DEPARTMENT

### Planning & Building Division

1001 E. 9<sup>th</sup> STREET  
RENO, NEVADA 89512  
PHONE (775) 328.2020  
FAX (775) 328.6132

December 2nd, 2025

**RE: Construction Committees requirement to file annually with the Washoe County Building Division**

**Please only return if your community is located within Washoe County's Jurisdiction.**

Dear Construction Committee:

Pursuant to NRS 278.564, a Construction Committee is required to file a notarized affidavit annually.

As soon as a Construction Committee<sup>1</sup> has been established and no later than **January 1 of each year** thereafter, the officers of the committee shall file an affidavit with the building official having jurisdiction over the area within which the subdivision is situated, identifying the committee as the constituted construction committee **empowered pursuant to recorded deed restrictions** to determine compliance with those restrictions on lots in the subdivision.

As contemplated in NRS 278.566, registration will enable you to submit written reports to our department in connection with building permit applications within your purview for us to consider as part of the building permit application process.

Please complete the form on the reverse side of this letter and return it notarized to the Washoe County Building Division **no later than January 1<sup>st</sup>, 2025**. Also, **PLEASE ATTACH A COPY OF YOUR: CC&R'S or recorded deed restrictions that create your Construction Committee.**

Please affirm that your Construction Committee is active and registered with the State of Nevada Department of Business and Industry, Real Estate Division, Office of the Ombudsman for Commission for Common-Interest Communities and Condominium Hotels, OR has an "*Exemption Certificate*" and is empowered pursuant to recorded deed restrictions to determine compliance with those restrictions on lots in the subdivision. Online State registration can be found at: <http://red.nv.gov/Content/CIC/Registration/>.

The affidavit must also set forth the names of the officers of the committee, including the address of a particular officer designated as the authorized representative of the committee for the purposes of NRS 278.563 to 278.568, inclusive. Please note that only the person preparing the affidavit needs their signature notarized. NRS does not require signatures from the officers of the committee.

Please list all Assessor's Parcel Number (APN's) included in your Construction Committee and notify us immediately of any parcel changes under your committee's purview such as, but not limited to: Parcel Splits, Lot Division, Boundary Line Adjustments, Reversion of Acreage ...etc.

If your affidavit is not received by **January 1, 2025**, your Construction Committee will be presumed inactive and the County will issue permits as provided by law as if there were no Construction Committee requirement.

If you have any questions please call the Washoe County Building Division at (775) 328-2020 or the State of Nevada, Real Estate Division - Carson City realest@red.nv.gov at (775) 684-1900.

See reverse side for Affidavit form. Thank you for your cooperation.

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<sup>1</sup> A "Construction Committee" means a committee, homeowners group or other similarly constituted body established per NRS 278.564 and empowered by deed restrictions to determine whether any construction, reconstruction, alteration or use of a building or other structure on a lot subject to such restrictions complies with the requirements of such restrictions.



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#### CONSTRUCTION COMMITTEE ANNUAL NOTARIZED AFFIDAVIT

Date: \_\_\_\_\_

Name of Construction Committee in a Common Interest Community:

\_\_\_\_\_

List APN #'s (Assessor Parcel Number) or all lots included in your Construction Committee or attached a separate sheet.

\_\_\_\_\_  
 \_\_\_\_\_

Officer's Names:

- |           |           |
|-----------|-----------|
| 1.) _____ | 6.) _____ |
| 2.) _____ | 7.) _____ |
| 3.) _____ | 8.) _____ |
| 4.) _____ | 9.) _____ |

**PLEASE CHECK & ATTACH A COPY OF THE FOLLOWING:**

- Our Construction Committee is registered with the State of Nevada Department of Business and Industry. **OR**
- Our construction Committee is exempt. Attached is a copy of our Construction Committee's Exemption Certificate. **AND**
- (**required for all**) CC&R'S or recorded deed restrictions that create your construction committee.

Authorized Representative Signature: \_\_\_\_\_

Please print name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

STATE OF NEVADA\*

COUNTY OF WASHOE

This instrument was acknowledged before me on \_\_\_\_\_, 20\_\_ by \_\_\_\_\_

\_\_\_\_\_



**INTEGRITY**



**EFFECTIVE COMMUNICATION**



**QUALITY PUBLIC SERVICE**

Notary public (\*) Notary Public available at Washoe County by appointment