

Community Services Department
Planning and Building
ADMINISTRATIVE REVIEW
PERMIT APPLICATION



Community Services Department
Planning and Building
1001 E. Ninth St., Bldg. A
Reno, NV 89512-2845

Telephone: 775.328.6100

Administrative Review Permit

Washoe County Code (WCC) Chapter 110, Article 809 Administrative Review Permits authorizes and specifies procedures for the Administrative Review process. This provides a method for reviewing proposed uses identified in Article 302 which have the potential to adversely impact other land uses, transportation or services and facilities in the vicinity. The Director of the Planning and Building Division, or their designee, shall review the application request for compliance with the Development Code taking into consideration any testimony offered by affected property owners and the applicant. The Director, or their designee, may approve, approve with conditions, modify, modify with conditions, or deny the request. See WCC 110.809, for further information.

Development Application Submittal Requirements

Applications are accepted on the 8th of each month. If the 8th falls on a non-business day, applications will be accepted on the next business day. Applications are accepted in person or online.

If you are submitting your application online, you may do so at [OneNV.us](https://www.onenv.us)

1. **Fees:** See Master Fee Schedule. **Most payments can be made directly through the OneNV.us portal.** If you would like to pay by check, please make the check payable to Washoe County and bring your application and payment to the Community Services Department (CSD).
2. **Development Application:** A completed Washoe County Development Application form and all supplemental questions.
3. **Owner Affidavit:** The Owner Affidavit must be signed and notarized by all owners of the property subject to the application request.
4. **Proof of Property Tax Payment:** The applicant must provide a written statement from the Washoe County Treasurer's Office indicating all property taxes for the current quarter of the fiscal year on the land have been paid.
5. **Application Materials:** The completed Administrative Review Permit Application materials.
6. **Site Plan Specifications:**
 - a. Lot size with dimensions drawn using standard engineering scales (e.g. scale 1" = 100', 1" = 200', or 1" = 500') showing all streets and ingress/egress to the property.
 - b. Show the location and configuration of all proposed buildings (with distances from the property lines and from each other), all existing buildings that will remain (with distances from the property lines and from each other), all existing buildings that will be removed, and site improvements on a base map with topography expressed in intervals of no more than five (5) feet IF there is a difference in elevation of the two dwellings of five (5) feet or more
 - c. Show all required yard setbacks, location and configuration of wells and well house, septic systems and leach fields, overhead utilities, water and sewer lines, and all easements.
 - d. Date, north arrow, scale and number of each sheet in relation to the total number of sheets, and the name of person preparing the plans.
7. **Building Elevations:** Elevations of the main dwelling unit and the detached accessory dwelling, existing or proposed for construction, shall be clearly depicted in vertical architectural drawings provided in accurate architectural scale. All architectural elevations from all building faces shall be presented. Photographs of existing buildings (all sides) may be submitted in place of elevations of existing building.

8. **Floor Plans:** Floor plans to scale with all rooms and spaces labeled for both the main dwelling unit and the detached accessory dwelling.
9. **Submission Packets:** One (1) packet and a flash drive. Any digital documents need to have a resolution of 300 dpi. If materials are unreadable, you will be asked to provide a higher quality copy. The packet shall include one (1) 8.5" x 11" reduction of any applicable site plan, development plan, and/or application map. Labeling on these reproductions should be no smaller than 8 point on the 8.5" x 11" display. Large format sheets should be included in a slide pocket(s). Any specialized reports identified above shall be included as attachments or appendices and be annotated as such.

Notes:

- (i) Application and map submittals must comply with all specific criteria as established in the Washoe County Development Code and/or the Nevada Revised Statutes.
- (ii) Based on the specific nature of the development request, Washoe County reserves the right to specify additional submittal packets, additional information and/or specialized studies that clarify the potential impacts and potential conditions of development in order to minimize or mitigate impacts resulting from the project. No application shall be processed until the information necessary to review and evaluate the proposed project is deemed complete by the Director of Planning and Building.
- (iii) **Labels:** If the assigned planner determines the abandonment will affect the access to a mobile home park, the applicant will be required to submit a list of mailing addresses for every tenant residing in the mobile home park.
- (iv) Please be advised that the Washoe County Director of the Planning and Building Division or their designee has the ability to determine if the application is incomplete if it cannot be ascertained what the applicant is requesting, or if there is insufficient information to determine a favorable outcome.

Washoe County Development Application

Your entire application is a public record. If you have a concern about releasing personal information, please contact Planning and Building staff at 775.328.6100.

Project Information		Staff Assigned Case No.: _____	
Project Name:			
Project Description:			
Project Address:			
Project Area (acres or square feet):			
Project Location (with point of reference to major cross streets AND area locator):			
Assessor's Parcel No.(s):	Parcel Acreage:	Assessor's Parcel No.(s):	Parcel Acreage:
Section(s)/Township/Range:			
Indicate any previous Washoe County approvals associated with this application:			
Case No.(s).			
Applicant Information (attach additional sheets if necessary)			
Property Owner:		Professional Consultant:	
Name:		Name:	
Address:		Address:	
Zip:		Zip:	
Phone:	Fax:	Phone:	Fax:
Email:		Email:	
Cell:	Other:	Cell:	Other:
Contact Person:		Contact Person:	
Applicant/Developer:		Other Persons to be Contacted:	
Name:		Name:	
Address:		Address:	
Zip:		Zip:	
Phone:	Fax:	Phone:	Fax:
Email:		Email:	
Cell:	Other:	Cell:	Other:
Contact Person:		Contact Person:	
For Office Use Only			
Date Received: Initial:		Planning Area:	
County Commission District:		Master Plan Designation(s):	
CAB(s):		Regulatory Zoning(s):	

Applicant Name: _____

STATE OF NEVADA)
)
COUNTY OF WASHOE)

April 2024

Administrative Review Permit Application

Supplemental Information

(All required information may be separately attached)

1. Describe the type of development that is proposed (e.g. accessory dwelling unit, accessory structure, etc.)

2. If this proposed administrative review permit application is for an accessory dwelling or structure, what is the square footage of the proposed building? If the building is a manufactured or modular home, also list the age and size of the unit.

3. How are you planning to integrate the proposed building to provide architectural compatibility with the subject property and neighborhood?

5. How many off-street parking spaces are available? Parking spaces must be shown on site plan. Will any new roadway, driveway, or access improvements be required?

6. What will you do to minimize any potential negative impacts (e.g. increased lighting, removal of existing vegetation, etc.) your project may have on adjacent properties?

7. If your project falls under WCC 110.220.60 Sitting on Corner and Sloped Lots, address how the project meets the requirements of WCC 110.220.60(a)(1-6).

8. Is the proposed building intended to be used for a business or as a short term rental (STR)? If so, have you obtained a business license or STR permit?

9. Is the subject property part of an active Home Owners Association (HOA) or Architectural Control Committee?

☐ Yes	☐ No	If yes, please list the HOA name.
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10. Are there any restrictive covenants, recorded conditions, or deed restrictions (CC&Rs) that may prohibit a detached accessory dwelling on your property?

☐ Yes	☐ No	If yes, please attach a copy.
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11. Only one accessory dwelling unit, whether attached or detached, is allowed per parcel. Is there a guest apartment, mother-in-law unit, next-gen addition with kitchen or any other type of secondary dwelling on the subject property?

☐ Yes	☐ No	If yes, please provide information on the secondary unit.
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12. List who the service providers are for the main dwelling and accessory dwelling:

	Main Dwelling	Accessory Dwelling
Sewer Service		
Electrical Service		
Solid Waste Disposal Service		
Water Service		

2026 PUBLIC HEARING APPLICATION AND MEETING DATES							
PLANNING COMMISSION		BOARD OF ADJUSTMENT		PARCEL MAP REVIEW COMMITTEE		MASTER PLAN AMENDMENTS	
Intake Date	Tentative Meeting Date	Intake Date	Tentative Meeting Date	Intake Date	Tentative Meeting Date	Intake Date	Tentative PC Meeting Date
11/10/2025	1/6/2026	11/10/2025	1/5/2026	11/10/2025	1/8/2026		
12/8/2025	2/3/2026	12/8/2025	2/5/2026	12/8/2025	2/12/2026		
1/8/2026	3/3/2026	1/8/2026	3/5/2026	1/8/2026	3/12/2026	1/8/2026	3/3/2026
2/9/2026	4/7/2026	2/9/2026	4/2/2026	2/9/2026	4/9/2026		
3/9/2026	5/5/2026	3/9/2026	5/7/2026	3/9/2026	5/14/2026		
4/8/2026	6/2/2026	4/8/2026	6/4/2026	4/8/2026	6/11/2026		
5/8/2026	7/7/2026	5/8/2026	7/2/2026	5/8/2026	7/9/2026	5/8/2026	7/7/2026
6/8/2026	8/4/2026	6/8/2026	8/6/2026	6/8/2026	8/13/2026		
7/8/2026	9/1/2026	7/8/2026	9/3/2026	7/8/2026	9/10/2026		
8/10/2026	10/6/2026	8/10/2026	10/1/2026	8/10/2026	10/8/2026		
9/8/2026	11/3/2026	9/8/2026	11/5/2026	9/8/2026	11/12/2026	9/8/2025	11/3/2026
10/8/2026	12/1/2026	10/8/2026	12/3/2026	10/8/2026	12/10/2026		
11/9/2026	1/5/2027	11/9/2026	1/7/2027	11/9/2026	1/14/2026		
12/8/2026	2/2/2027	12/8/2026	2/4/2027	12/8/2026	2/11/2026		

DEVELOPMENT CODE (Washoe County Code Chapter 110)
MASTER FEE SCHEDULE
Applications accepted by CSD, Planning and Building

APPLICATIONS	COMMUNITY SERVICES DEPARTMENT FEES								HEALTH FEES		NLTFPD FEES	TOTAL
	Planning			Engineering			Parks		Health District		NLTFPD	
	PLANNING	NOTICING	RTF	ENGINEERING	UTILITIES	RTF	PARKS	RTF	ENVIRON.	VECTOR	North Lake Tahoe Fire	
ABANDONMENT												
Not Tahoe	\$1,111	\$200	\$52.44	\$195	\$26	\$8.84	-		\$180	-	-	\$1,773.28
Tahoe	\$1,111	\$200	\$52.44	\$195	-	\$7.80	-		\$180	-	\$120	\$1,866.24
ADMINISTRATIVE PERMIT									\$180			
Not Tahoe	\$1,265	\$200	\$58.60	\$65	\$38	\$4.12	-		\$180	\$0	-	\$1,810.72
Tahoe	\$1,265	\$200	\$58.60	\$65	-	\$2.60	-		\$180	\$0	\$120	\$1,891.20
ADMINISTRATIVE REVIEW PERMIT												
Detached Accessory Dwelling (DADAR)												
Not Tahoe	\$1,000	\$200	\$48.00	\$65	\$203	\$10.72	-		\$335	-	-	\$1,861.72
Tahoe	\$1,000	\$200	\$48.00	\$121	-	\$4.84	-		\$335	-	\$120	\$1,828.84
Short-Term Rental - Tier II (STRAR) (See Note 0)												
Not Tahoe	\$1,000	\$200	\$48.00		-	\$0.00	-			-	-	\$1,248.00
Tahoe	\$1,000	\$200	\$48.00		-	\$0.00	-			-	\$120	\$1,368.00
AGRICULTURAL EXEMPTION LAND DIVISION	\$250	-	\$10.00	\$500	-	\$20.00	-		\$1,138	-	-	\$1,918.00
AMENDMENT OF CONDITIONS	\$700	\$200	\$36.00	\$390	-	\$15.60	-		-	-	-	\$1,341.60
APPEALS/INITIATION OF REVOCATION												
No Map	\$803	\$200	\$40.12	-	-		-		-	-	-	\$1,043.12
With Map	\$803	\$200	\$40.12	\$390	-	\$15.60	-		-	-	-	\$1,448.72
Administrative/Code Enforcement Decision	-	-		-	-		-		-	-	-	\$0.00
BOUNDARY LINE ADJUSTMENT												
Not Tahoe	\$51	-	\$2.04	\$268	\$38	\$12.24	-		\$180	-	-	\$551.28
Tahoe	\$51	-	\$2.04	\$268	-	\$10.72	-		\$180	-	\$120	\$631.76
COOPERATIVE PLANNING	\$1,230	-	\$49.20	-	-		-		-	-	-	\$1,279.20
DEVELOPMENT AGREEMENT												
Less Than 5 Parcels	\$3,500	\$200	\$148.00	-	-		-		\$335	\$0	-	\$4,183.00
5 or More Parcels (See Note 1)	\$5,000	\$200	\$208.00	-	-		-		\$335	\$0	-	\$5,743.00
DEVELOPMENT CODE AMENDMENT	\$2,242	\$200	\$97.68	\$1,299	-	\$51.96	-		-	-	-	\$3,890.64
DIRECTOR'S MODIFICATION OF STANDARDS	\$338	-	\$13.52	-	-		-		-	-	-	\$351.52
DISPLAY VEHICLES	\$65	-	\$2.60	-	-		-		\$180	-	-	\$247.60
DIVISION OF LAND INTO LARGE PARCELS (See Note 2)	\$252	-	\$10.08	\$416	\$35	\$18.04	-		\$47	-	-	\$778.12

In accordance with Nevada Revised Statutes, application fees must be deposited the day of receipt. This does not guarantee the application is complete. Pursuant to section 110.90610 of the Washoe County Code, no fees shall be required of a governmental entity or agency thereof.

APPLICATIONS	COMMUNITY SERVICES DEPARTMENT FEES								HEALTH FEES		NLTFPD FEES	TOTAL
	Planning			Engineering			Parks		Health District		NLTFPD	
	PLANNING	NOTICING	RTF	ENGINEERING	UTILITIES	RTF	PARKS	RTF	ENVIRON.	VECTOR	North Lake Tahoe Fire	
EXTENSION OF TIME REQUESTS												
Subdivision	\$340	-	\$13.60	-	-		-		-	-	-	\$353.60
Not Subdivision	\$546	-	\$21.84	-	-		-		-	-	-	\$567.84
MASTER PLAN AMENDMENT												
Not Tahoe	\$3,576	\$400	\$159.04	\$54	\$2,549	\$104.12	-		\$336	-	-	\$7,178.16
Tahoe	\$3,576	\$400	\$159.04	\$54	-	\$2.16	-		\$336	-	\$120	\$4,647.20
NOTICING, ADDITIONAL OR RE-NOTICING AT APPLICANT'S REQUEST	\$52	-		-	-		-		-	-	-	\$52.00
REGULATORY ZONE AMENDMENT												
Not Tahoe	\$2,481	\$200	\$107.24	\$54	\$2,549	\$104.12	-		\$335	-	-	\$5,830.36
Tahoe	\$2,481	\$200	\$107.24	\$54	-	\$2.16	-		\$335	-	\$120	\$3,299.40
REGULATORY ZONE AMENDMENT (Article 442, Specific Plan)												
Not Tahoe	\$3,449	\$200	\$145.96	\$1,039	\$1,274	\$92.52	\$65	\$2.60	\$335	-	-	\$6,603.08
Tahoe	\$3,449	\$200	\$145.96	\$1,039	-	\$41.56	\$65	\$2.60	\$335	-	\$120	\$5,398.12
REINSPECTION FEE	-	-		-	-		-		-	-	-	\$50/hr.
RESEARCH/COPIES (See Note 3 for Total)	-	-		-	-		-		-	-	-	Note 3
REVERSION TO ACREAGE												
Not Tahoe	\$51	-	\$2.04	\$215	\$26	\$9.64	-		\$180	-	-	\$483.68
Tahoe	\$51	-	\$2.04	\$215	-	\$8.60	-		\$180	-	-	\$456.64
SIGN PERMIT INSPECTION - (Permanent or Temporary)	To Be Determined											
SPECIAL USE PERMIT												
Residential												
Not Tahoe	\$1,162	\$200	\$54.48	\$65	\$203	\$10.72	-		\$335	-	-	\$2,030.20
Tahoe	\$1,162	\$200	\$54.48	\$65	-	\$2.60	-		\$335	-	\$120	\$1,939.08
With Environmental Impact Statement	\$1,162	-	\$46.48	-	-		-		-	-	-	\$1,208.48
Commercial, Industrial, Civic												
Minor (See Note 6)	\$2,165	\$200	\$94.60	\$130	\$203	\$13.32	-		\$335	\$0	-	\$3,140.92
Major (See Note 6)	\$2,165	\$200	\$94.60	\$520	\$203	\$28.92	-		\$335	\$0	-	\$3,546.52
Tahoe Minor (See Note 6)	\$2,165	\$200	\$94.60	\$130	-	\$5.20	-		\$335	\$0	\$120	\$3,049.80
Tahoe Major (See Note 6)	\$2,165	\$200	\$94.60	\$520	-	\$20.80	-		\$335	\$0	\$120	\$3,455.40
With Environmental Impact Statement	\$2,240	-	\$89.60	-	-		-		-	-	-	\$2,329.60

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APPLICATIONS	COMMUNITY SERVICES DEPARTMENT FEES								HEALTH FEES		NLTFPD FEES	TOTAL
	Planning			Engineering			Parks		Health District		NLTFPD	
	PLANNING	NOTICING	RTF	ENGINEERING	UTILITIES	RTF	PARKS	RTF	ENVIRON.	VECTOR	North Lake Tahoe Fire	
TENTATIVE PARCEL MAP/PARCEL MAP WAIVER												
No System	\$803	\$200	\$40.12	\$345	\$68	\$16.52	-		\$1,200	-	-	\$2,672.64
1 System (Sewer)	\$803	\$200	\$40.12	\$345	\$153	\$19.92	-		\$623	-	-	\$2,184.04
1 System (Water)	\$803	\$200	\$40.12	\$345	\$153	\$19.92	-		\$1,200	-	-	\$2,761.04
2 Systems (Water and Sewer)	\$803	\$200	\$40.12	\$345	\$203	\$21.92	-		\$623	-	-	\$2,236.04
Tahoe (Sewer)	\$803	\$200	\$40.12	\$345	-	\$13.80	-		\$623	-	\$120	\$2,144.92
Sun Valley (No WC Utilities)	\$803	\$200	\$40.12	\$345	\$51	\$15.84	-		\$623	-	-	\$2,077.96
TENTATIVE SUBDIVISION MAP (See Note 5)												
No System	\$2,422	\$200	\$104.88	\$1,299	-	\$51.96	\$129	\$5.16	\$1,215	\$0	-	\$5,427.00
1 System (Sewer)	\$2,422	\$200	\$104.88	\$1,299	\$2,039	\$133.52	\$129	\$5.16	\$640	\$0	-	\$6,972.56
1 System (Water)	\$2,422	\$200	\$104.88	\$1,299	\$1,019	\$92.72	\$129	\$5.16	\$1,215	\$0	-	\$6,486.76
2 Systems (Water and Sewer)	\$2,422	\$200	\$104.88	\$1,299	\$3,059	\$174.32	\$129	\$5.16	\$640	\$0	-	\$8,033.36
Tahoe (Sewer)	\$2,422	\$200	\$104.88	\$1,299	-	\$51.96	\$129	\$5.16	\$640	\$0	\$120	\$4,972.00
With Hillside Ordinance - ADD	\$2,422	-	\$96.88	-	-		-		-	-	-	\$2,518.88
With Significant Hydrologic Resource - ADD	\$2,422	-	\$96.88	-	-		-		-	-	-	\$2,518.88
With Common Open Space - ADD	\$2,422	-	\$96.88	-	-		-		-	-	-	\$2,518.88
TRUCKEE MEADOWS REGIONAL PLANNING AGENCY	See Note 4											
VARIANCE -												
Not Tahoe	\$1,060	\$200	\$50.40	\$65	\$26	\$3.64	-		\$180	-	-	\$1,585.04
Tahoe	\$1,060	\$200	\$50.40	\$65	-	\$2.60	-		\$180	-	\$120	\$1,678.00

NOTE 0: Administrative Review Permits for Tier 2 Short-Term Rentals are exempt from Engineering and Health District fees.

NOTE 1: \$5,000 deposit on time and materials. Additional \$5,000 increments may be required.

NOTE 2: \$750 fee capped by NRS for Division of Land into Large Parcels only. (Excludes RTF)

NOTE 3: \$50 per hour after first 1/2 hour for Planner, \$20 per hour after first 1/2 hour for Clerk, Public Records Research/Copying.

NOTE 4: Fee to be established by Truckee Meadows Regional Planning Agency.

NOTE 5: Separate checks are required for the Nevada Departments of Environmental Health and Water Resources. See Submittal Requirements.

NOTE 6: The following are major permit applications: bed and breakfast inns; commercial animal slaughtering; convention and meeting facilities; destination resorts; eating and drinking establishments; gasoline sales and service stations - convenience and full service; gaming facilities: limited and unlimited; hostels; hotels and motels; liquor sales on premises; lodging services; major public facilities; recycling centers: full service and remote collection and residential hazardous substances; vacation time shares. All other uses constitute minor permits.

In accordance with Nevada Revised Statutes, application fees must be deposited the day of receipt. This does not guarantee the application is complete.

Pursuant to section 110.90610 of the Washoe County Code, no fees shall be required of a governmental entity or agency thereof.

DEVELOPMENT CODE (Washoe County Code Chapter 110)
MASTER FEE SCHEDULE
Applications accepted by CSD, Engineering and Capital Projects

APPLICATIONS	COMMUNITY SERVICES DEPARTMENT FEES								HEALTH FEES			TOTAL
	Planning			Engineering			Parks		Health District			
	PLANNING	NOTICING	RTF	ENGINEERING	UTILITIES	RTF	PARKS	RTF	ENVIRON.	VECTOR		
AMENDMENT OF MAP (MINOR) (NRS 278.473)	-	-		\$70	-	\$2.80	-		-	-		\$72.80
AMENDMENT OF MAP (MAJOR) (NRS 278.480) (See Note 7)												
With Sewer	\$520	-		\$429	-		-		\$640	\$0		\$1,589.00
No Sewer	\$520	-		\$429	-		-		\$1,215	\$0		\$2,164.00
CONSTRUCTION PLAN REVIEW (See Note 7)												
With Catch Basin	\$308	-		\$1,949	-		-		\$554	\$535		\$3,346.00
Without Catch Basin	\$308	-		\$1,949	-		-		\$554	\$586		\$3,397.00
FINAL SUBDIVISION MAP (See Note 8)												
Not Tahoe without Construction Plan	\$520	-	\$20.80	\$780	\$102	\$35.28	-		\$328	-		\$1,786.08
Not Tahoe with Construction Plan with Catch Basin	\$828	-	\$33.12	\$2,729	\$102	\$113.24	-		\$328	-		\$4,133.36
Not Tahoe with Construction Plan without Catch Basin	\$828	-	\$33.12	\$2,729	\$102	\$113.24	-		\$328	-		\$4,133.36
Tahoe without Construction Plan	\$520	-	\$20.80	\$780	-	\$31.20	-		\$328	-		\$1,680.00
Tahoe with Construction Plan with Catch Basin	\$828	-	\$33.12	\$2,729	-	\$109.16	-		\$328	-		\$4,027.28
Tahoe with Construction Plan without Catch Basin	\$828	-	\$33.12	\$2,729	-	\$109.16	-		\$328	-		\$4,027.28
With Hillside Ordinance - ADD	\$520	-	\$20.80	-	-		-		-	-		\$540.80
With a Significant Hydrologic Resource - ADD	\$520	-	\$20.80	-	-		-		-	-		\$540.80
With CC&Rs - ADD	\$520	-	\$20.80	-	-		-		-	-		\$540.80

NOTE 7: This application applies to construction plans that are not submitted as part of a Final Subdivision Map. The stand-alone Construction Plan Review application is not currently available through the Regional License and Permit Platform (Accela), so no regional technology fees (RTF) are charged. The RTF will be added once the application is available through the Platform (Accela).

NOTE 8: Contact the Engineering and Capital Projects Division for Technical Map Check fees.

In accordance with Nevada Revised Statutes, application fees must be deposited the day of receipt. This does not guarantee the application is complete. Pursuant to section 110.90610 of the Washoe County Code, no fees shall be required of a governmental entity or agency thereof.

MASTER STORM WATER INSPECTION FEE SCHEDULE (Article 421)
Inspection of Storm Water Quality Controls

INSPECTION FEES	
<i>CHARGES FOR PROJECT DURATION AND/OR LOCATION</i> (See Note 9)	<i>CHARGES PER ACRE</i>
0 - 6 Months Construction	\$30
7 - 12 Months Construction	\$60
13 - 18 Months Construction	\$90
19 - 24 Months Construction	\$120
Over 24 Months Construction	\$190
Project within 1,000 feet of a FEMA Flood Zone A, AO, or AE	Additional \$30
Projects of less than one acre but are deemed sensitive/permitted by NDEP	Additional \$30
<i>ADMINISTRATIVE SERVICE FEE</i> (See Note 9)	<i>FOR EACH APPLICATION</i>
Per Site	\$30

NOTE 9: The above listed fees shall be doubled if the construction activity is commenced prior to the issuance of the required permit and/or installation of the storm water controls. Payment of the double fee shall not preclude the County from taking any other enforcement actions within its authority. This application is not currently available through the Regional License and Permit Platform (Accela), so no regional technology fees (RTF) are charged. The RTF will be added once the application is available through the Platform (Accela).

In accordance with Nevada Revised Statutes, application fees must be deposited the day of receipt. This does not guarantee the application is complete. Pursuant to section 110.90610 of the Washoe County Code, no fees shall be required of a governmental entity or agency thereof.

DEVELOPMENT CODE (Washoe County Code Chapter 110)
Short-Term Rental (STR) Applications

	APPLICATIONS	COMMUNITY SERVICES DEPT. FEES			FIRE FEES	TECH FEES	TOTAL
		Base Fee	Planning	Building	Fire District	RTE	
	SHORT-TERM RENTAL (Article 319) (See Notes 10 & 11)						
Truckee Meadows Fire Protection District (TMFPD)	Initial Permit (See Note 12)	\$825	-	\$180	\$170	\$47.00	\$1,222.00
	Initial Permit (with licensed property manager as local responsible party)	\$743	-	\$180	\$170	\$43.72	\$1,136.72
	Renewal with Inspection	\$775	-	\$90	\$80	\$37.80	\$982.80
	Renewal with Inspection (with licensed property manager as local responsible party)	\$698	-	\$90	\$80	\$34.72	\$902.72
	Renewal with Self-Certification	\$775	-	\$45	\$0	\$32.80	\$852.80
	Renewal with Self-Certification (with licensed property manager as local responsible party)	\$698	-	\$45	\$0	\$29.72	\$772.72
North Lake Tahoe Fire Protection District (NLTFPD)	Initial Permit (See Note 12)	\$874	-	\$180	\$246.72	\$52.03	\$1,352.75
	Initial Permit (with licensed property manager as local responsible party)	\$792	-	\$180	\$246.72	\$48.75	\$1,267.47
	Renewal with Inspection	\$825	-	\$90	\$123.36	\$41.53	\$1,079.89
	Renewal with Inspection (with licensed property manager as local responsible party)	\$748	-	\$90	\$123.36	\$38.45	\$999.81
	Renewal with Self-Certification	\$825	-	\$45	\$0	\$34.80	\$904.80
	Renewal with Self-Certification (with licensed property manager as local responsible party)	\$748	-	\$45	\$0	\$31.72	\$824.72
	Change of local responsible party/property	-	\$45	-	-	\$1.80	\$46.80
	Change of maximum occupancy (no inspection needed)	-	\$90	-	-	\$3.60	\$93.60
	Change of maximum occupancy (with inspection)	-	\$90	\$90	-	\$7.20	\$187.20
	APPEAL BY APPLICANT OF STR TIER 1 DIRECTOR DECISION (See Note 13)	-	\$803	-	-	\$32.12	\$835.12
	APPEAL OF STR ADMINISTRATIVE HEARING ORDER/DECISION to Board of County Commissioners	-	\$250	-	-	-	\$250.00
	INVESTIGATIVE OR ADDITIONAL INSPECTION FEE (per hour for relevant agencies)	-	-	-	-	-	\$90/hr. +RTF

NOTE 10: These fees are for a Tier 1 short-term rental (STR) permit only. Tier 2 STRs required an Administrative Review Permit and Tier 3 STRs require a Special Use Permit, as identified in Article 302. Fees for those permits can be found within the Master Fee Schedule.

NOTE 11: Building and Fire District fees are based on a standardized rate. Final Fire District fees subject to adoption by each district's governing board and may vary.

NOTE 12: The Fire fee is charged for STR properties located in Extreme and/or High IWUI Fire Risk Ratings (per adopted Fire Code/Amendments and GIS mapping) only. This fee does not include repeated fire inspections. The need for Fire Inspections are determined by the applicable Fire District.

NOTE 13: This appeal fee is for Tier 1 permits only. Appeals related to planning applications required by Tier 2 and Tier 3 STRs will pay the appeal fees applicable to all planning applications.

NOTE 14: Fees shall be reduced by \$100 for initial permits and \$50 for renewal permits for properties listed as low cap status per the Washoe County Assessor's Office.

In accordance with Nevada Revised Statutes, application fees must be deposited the day of receipt. This does not guarantee the application is complete or that a permit will be issued.