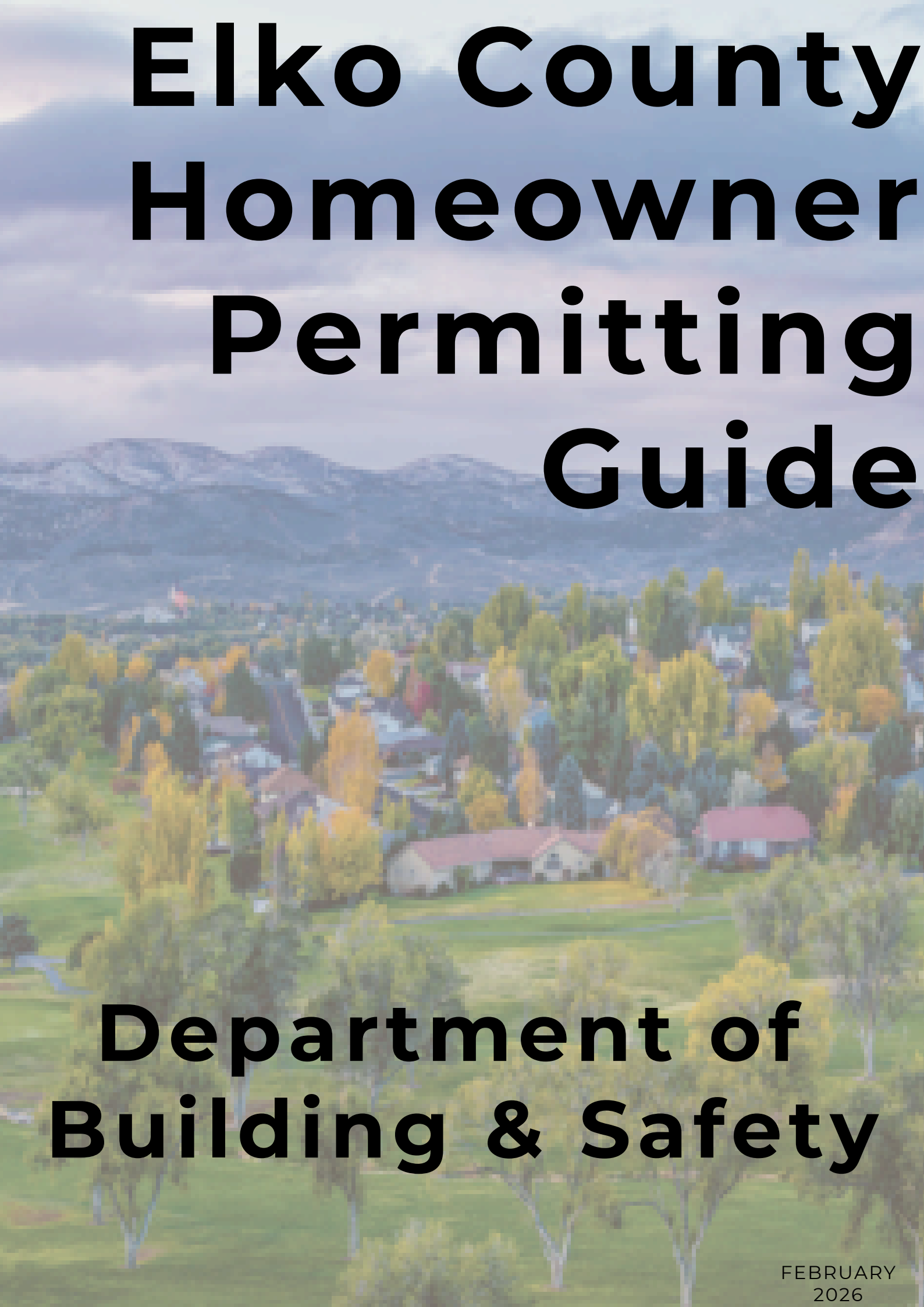




Elko County Homeowner Permitting Guide

**Department of
Building & Safety**

FEBRUARY
2026

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INTRODUCTION

As Director of Building & Safety, my staff and I would like to welcome you to Elko County Building & Safety's Homeowner Permitting Guidebook. We would like to thank you for your interest in Elko County and the services that we provide.

The Building & Safety Department consists of four sections: Administration, Building Permit Center, Plan Review and Field Inspections. Each section is involved in the processing, review, approval and inspection for construction projects.

The Building & Safety Department is staffed by a building official, two building inspectors, and two permit technicians. Our department has played a vital role in the development of Elko County since 1969. We plan to continue providing the best possible service for our community in the future.

Please browse through our guide and if you need further assistance or information, please contact our office and we will be glad to assist you in any way possible.

Jess Phillips, CBO Director of Building & Safety



MISSION STATEMENT

It is the mission at the Building & Safety Department to promote life safety, health and welfare of the county's residents and visitors by ensuring that construction projects comply with the minimum intent of the codes. We are responsible for the administration and compliance of the International & Uniform Building Codes and the National Electrical Code as adopted by our County Commissioners.

We recognize the continuing need for developing improved safety standards in the constantly evolving fields of construction methods, procedures and materials. We understand the importance of communication with developers, contractors and property owners to assist in achieving their goals and objectives. "Communication Prevents Frustration"!

We will provide courteous, prompt, and professional service for our community.

We will demonstrate honesty, integrity and fairness in all aspects of our responsibilities.

We will constantly strive for excellence in our ethical conduct while performing comprehensive plan review, field inspections, and investigative services for all residential, commercial and industrial construction within Elko County.

DO I NEED A PERMIT?

Examples of work that requires a permit:

- Building a structure larger than 200 square feet, including sheds, dog kennels, horse barns, etc.
- Replacing or installing a water heater, a/c, furnace, wood or pellet stove
- Building a deck or covered patio
- Any living/habitable space
- Natural gas conversion
- Remodel or basement finish
- Adding any new electrical, plumbing or mechanical components to any structure
- Upgrading an electrical panel
- Adding an RV or electric car charging station
- Demolition of existing structures
- Adding a foundation to a manufactured home

This list is not all inclusive.

For answers regarding your specific situations, please
feel free to call
775-738-6816



PERMIT SUBMITTAL REQUIREMENTS

All building permits require the following documents:

- building permit application
- owner/builder affidavit
- 2 hard copies of plans* (cannot be in pencil drawings)
- 2 hard copies of your plot plan with setbacks
- truss calculations and layout, if applicable

*Minimum plan sizes are 24x36 for dwellings and 11x17 for accessory structures

Plan Requirements

Our design criteria with plan requirements can be found on our website.

For Engineered Plans

Plans must include either a wet/ink signature from the engineer or an acceptable digital signature. If plans are copies, the engineer must email their plans directly to buildingpermits@elkocountynv.net. This is per the Nevada Engineer's Board.

HOA Approval

If you live in an HOA with an architectural committee, we require HOA approval for your project. This can be a stamp of approval with their signature and date on your plans or a separate letter. The plans or letter must include your name, address and scope of work.

Ownership

If you do not own the property, we will require a lease or purchase agreement showing the owner name, your name and address or APN of the property where work is to be performed.

Septic

Applications for any dwelling units are required to have the septic construction permit from Nevada Health Authority with the submittal.

SAMPLE APPLICATION

All building permits require an application. As owner/builder, you will fill out the application like below. You will stop where it says "Applicant Stops Here" and the permit tech will fill in that portion. You can find your assessor's parcel number, subdivision/location, tract/lot/block or section/township/range on the Assessor's website.

Please include any subcontractors, architect or engineers that are working on your project. Incomplete applications are not accepted.

ELKO COUNTY COMMUNITY DEVELOPMENT

Building & Safety Division

540 Court Street Suite 104, Elko, NV 89801 Phone: (775) 738-6816 Fax: (775) 738-4581

Permit Application

Application Date Date of application submission Permit No. _____ - _____
Assessor's Parcel No. 010 - 100 - 001 Related Permits _____ - _____
Subdivision / Property Location Subdivision name on Assessor website Tr _____ Blk _____ Lot _____
Job Site Address Address where you will be building Sec _____ Twp _____ Rge _____

Applicant <u>Your Name</u>	Phone <u>775-738-6816</u>	Fax _____
Address <u>mailing address</u>		
City _____ State _____ Zip _____		
Applicant's Signature _____ e-mail <u>buildingpermits@elkocountynv.net</u>		
Owner <u>Owner of the property</u>	Phone <u>775-738-6816</u>	Fax _____
Address <u>mailing address</u>		
City _____ State _____ Zip _____		
Contractor <u>Your Name</u>	Phone <u>775-738-6816</u>	Fax _____
Address <u>mailing address</u>		
City _____ State _____ Zip _____		
License No. <u>owner/builder</u>	Electrical <u>contractor name or N/A</u>	Lic. No. _____ Phone _____
Sub-contractors: Mechanical <u>contractor name or N/A</u>	Lic. No. _____	Phone _____
Other <u>contractor name or N/A</u>	Plumbing <u>contractor name or N/A</u>	Lic. No. _____ Phone _____
Architect of Record <u>name of person, not business or N/A</u> Engineer(s) <u>name of person, no business or N/A</u>		
← ← Applicant Stops Here → → Application Type _____ Change of Use: From _____ to _____		Zoning Code: _____ Food Zone: _____

ASSESSOR INFORMATION

You can search the Assessor's website for your property by the owner name, address or parcel number in the "parcel records" search box. Properties matching will be listed under Parcel Search Results. Click the Parcel ID to find your property information for the application.

https://elko-search.gsacorp.io/search

[Quick Searches](#) [Parcel and Sales Search](#) [Tax Search](#) [Map Search](#) [Exempt Properties](#)

Quick Search for Parcels, Personal Property, and Tax Accounts

Search All Records

Search for Parcels, Personal Property and Tax Bills by ID, Name, or Location

Parcel Records

576 SPRING VALLEY CT

Personal Property Records

Parcel Search Results

(1 result, page 1 of 1)

[export](#)

Parcel ID	Owner Name	Site Address	Net Assessed Value
054-004-005	KHOURY LEASING LLC	576 SPRING VALLEY CT	\$503,135

Parcel 054-004-005

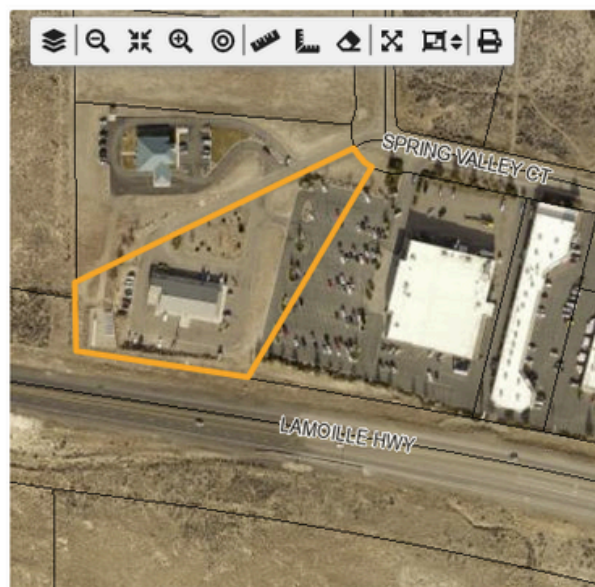
[View Tax Bill](#) · [Payments Cart](#) · [Print Page](#)

Owners

KHOURY LEASING LLC
1775 W STATE ST PMB 382
BOISE, ID 83702-3924

Parcel Summary

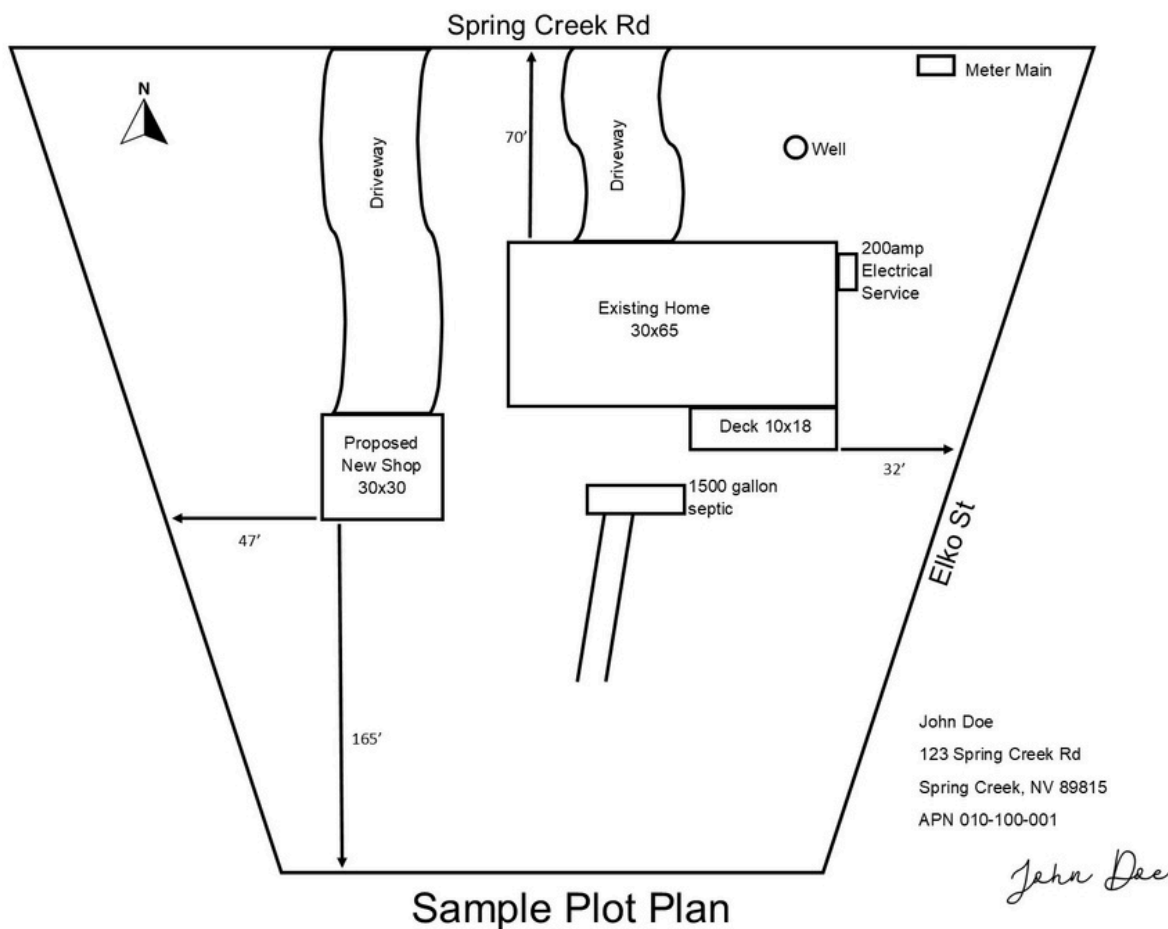
Location	576 SPRING VALLEY CT NV
Use Code	400: General Commercial
Tax District	3.0: TV/Civic Auditorium District
Map Parcel	63718
Acreage	3.2900
Section	5
Township	4
Block	4
Block/Lot	4/5
Subdivision	SPRING CREEK TRACT 201
Plat Maps	054-000.pdf (79kb)



SAMPLE PLOT PLAN

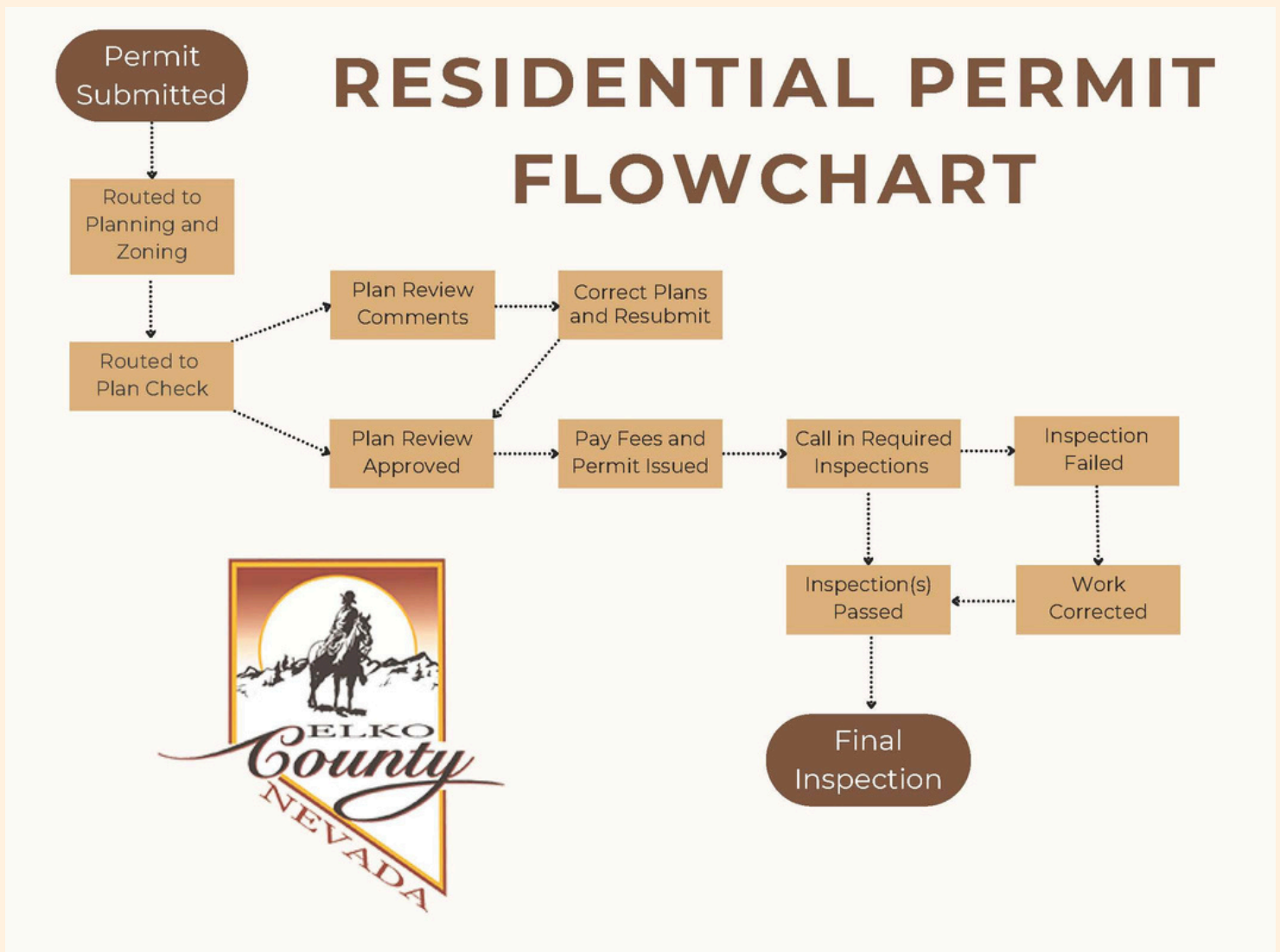
All permit submittals must have a plot plan unless it is an interior finish. Plot plans must include the following:

- Property lines with setbacks to structures
- existing structures
- proposed structures/additions
- utilities (well, power, septic, etc)
- street name at front of property
- owner name
- address or parcel number
- signature
- north arrow



PERMIT PROCESS FLOWCHART

The permit process, from submittal to issuance is usually 1-2 weeks, depending on the extensiveness of your project and other plan reviews that are in line ahead of your submittal. Our plan reviewers will reach out if your plans require clarification or revision. If no revisions are necessary, they will contact you when plan review is complete and the permit is ready for issuance.



DEPOSIT AND FEE AMOUNTS

Our current deposit fee amounts are below. Final fee amounts are based upon multiple factors such as square footage or the amount, size and type of fixtures on your project.

Residential Deposit Fees

New SFD (without attached garage)	\$300.00
New SFD (with attached garage)	\$375.00
SFD addition	\$100.00
SFD remodel/repair	\$100.00
Foundation (IRC or HUD)	\$100.00
Accessory structure (garage, shop, carport)	\$100.00
Duplex	\$375.00
Shed	\$50.00
Deck/patio (covered or uncovered)	\$50.00
Demo	\$50.00
Electrical stand alone	\$25.00
Mechanical stand alone	\$25.00
Plumbing stand alone	\$25.00

Misc Fees

Same Day Inspection	\$50.00
Reinspection Fee	\$50.00
Deferred Submittal	\$100.00
Special Inspection (residential or commercial)	\$100.00

Over the Counter Permits (remember to apply travel fees if applicable)

Electrical service meter change or repair	\$71.25
New pellet or wood stove (mechanical)	\$60.25
AC/furnace replacement <100k (mechanical)	\$57.25
AC/furnace replacement >100k (mechanical)	\$60.25
Water heater replacement like for like (plumbing)	\$55.00

Travel Fees

1 Hour – Zone 1	\$25.00
2 Hours – Zone 2	\$50.00
3 Hours – Zone 3	\$75.00

LINKS TO CODES AND FORMS

Elko County is currently using the 2024 International Residential Code.

ICC 2024 Residential Code

<https://codes.iccsafe.org/content/IBC2024P1>

Elko County Adopted Codes

https://cms2.revize.com/revize/elkocounty/calendar_app/departments/building_inspection/2020/Building%20and%20Safety%202020%20Adopted%20Codes%20&%20Design%20Criteria.pdf

Elko County Code

<https://codelibrary.amlegal.com/codes/elkocountynv/latest/overview>

Elko County Code Amendments

https://cms2.revize.com/revize/elkocounty/calendar_app/departments/building_inspection/2021/2018%20Elko%20County%20Amendments.pdf

Required Inspections

https://cms2.revize.com/revize/elkocounty/calendar_app/departments/building_inspection/Elko_County_Inspection_Codes.pdf

Forms (applications, design criteria, owner builder affidavit, solar, etc)

https://cms2.revize.com/revize/elkocounty/your_services_2/forms_center.php#outer-4222sub-4319

Assessor Search

<https://elko-search.gsacorp.io/search>

RESOURCES

Nevada State Housing (Manufactured Home permits)

775-687-2240

<https://housing.nv.gov/>

Nevada Water Resources (water rights and wells)

775-753-3553

<https://water.nv.gov>

Nevada Health Authority (septic systems)

775-753-1138

<https://nvha.nv.gov/>

Nevada State Contractor's Board

775-688-1141

<https://www.nvcontractorsboard.com>

Elko County Planning and Zoning

775-738-8616

https://cms2.revize.com/revize/elkocounty/new_page/planning_and_zoning.php



OFFICE INFORMATION

Physical and Mailing Address:
Community Development
540 Court St #104
Elko, NV 89801
775-738-6816

Business Hours
8:00am-5:00pm Monday - Friday
We stop taking submittals and payments at 4:15pm.

For inspections, call 775-738-6816 extension 208 or 209 or email buildingpermits@elkocountynv.net. You must call in or email by 4pm to be scheduled for the next available business day. Same day inspections are taken until 8:30am and are \$50.00 that must be paid at the time of call in. Same day inspections are subject to inspector availability and are not guaranteed.

We take cash, check, Visa or Mastercard. All credit card transactions are subject to a 2.75% service fee.

We are closed all major holidays and weekends.

