

## THE IVGID PROCESS FOR PLAN CHECK SUBMITTAL

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1. **IVGID Copy of Plans:** IVGID requires one complete set of plans when submitting plans to the Washoe County Building Department, located at the corner of Ninth and Wells in Reno, Building A, 2<sup>nd</sup> floor, room A240. The main phone number for the Washoe County Building Department is 775-328-2020, or you can call the Service Manager, Charlene Parish, at 775-328-2029.
2. **Plans:** All connection fees must be paid before the District will approve plans for construction, inspect service lines, or install water meters. The Washoe County Building Department requires evidence that the District has examined the plans prior to building permit issuance for all water, sewer and trash related projects within the District. Water and sewer taps require scheduling for inspections at least 48 hours in advance. Line locations must be confirmed prior to any excavations. Any application that has been accepted by the District shall be considered vacated if the Applicant fails to commence construction and connection to the District's water system within 540 days of such acceptance. The fees collected for such application shall be returned to the Applicant, upon written request, and a new application and payment of fees will be required before service will be provided. Connection fees shall be charged at the rate in effect on the day of application for a Building Permit from Washoe County. Connection(s) not made within 540 days will be subject to the current rates in effect at the time of connection. Previously paid connection fees shall be credited to the new connection fee rate. Payment of connection fees constitutes acceptance of a new service connection application by the District. No fees will be refunded after connection.
3. **Permit for Demolition:** Washoe County Building Department **will not issue a Demolition Permit without an approved demolition inspection from IVGID.** An approved IVGID demolition inspection shall consist of the water and sewer services being terminated and capped outside the foundation of the structure to be demolished.
4. **Plan Submittal Requirements:**
  - A. **Plans for construction:** at a minimum, the plan shall include the following information:
    1. The site plan shall clearly show all structures and Easements.
    2. Size and type of water service line showing connection to IVGID water main. IVGID shall determine size and location required. Fire service and domestic water service shall use **the same main line water tap with separation downstream of the tap by a Tee to a water meter** and service line to serve the domestic side. The separation point of this connection is located at the property line or location approved by the District. The fire line shall continue through an iron body gate valve with a two inch (2") operating nut with an epoxy coated body.
    3. Location of water meter: IVGID shall determine size and location required.
    4. Type and location of pressure reducing valve.
    5. Size and type of building sewer, showing clean-out locations, and location of the connection to the District sewer main line.
    6. Location and access of backwater valve, if required.

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7. All water and sewer connections and points of use in the structure; interior and exterior.
8. Cross-connection control; show potable water to non-potable water connections and the “approved” backflow device with clearances. All water connections within the jurisdiction of IVGID are subject to backflow protection from cross-connections per IVGID Ordinance 4, Article 23. “Approved” backflow devices are those devices tested and approved by the University of Southern California, Foundation for Cross-Connection Control and Hydraulic Research. IVGID has the most recent USC approval list on file for reference.

### **B. Plans for a Dumpster Enclosure:**

1. All Dumpster Enclosure plans require pre-approval from IVGID, Waste Management, Washoe County Roads Department, and the North Lake Tahoe Fire Protection District for location and design before being submitted to the Washoe County Building Department for permitting.
2. IVGID will organize a field meeting with Waste Management, Washoe County Roads Department, the North Lake Tahoe Fire Protection District, and the contractor to determine requirements and obtain pre-approval prior to plan submittal.

### **C. Plans for a Trap/Interceptor/Separator:**

Plans submitted to the Washoe County Building Department for permitting Traps/Interceptors and Separators shall include the following.

1. The design, operation, and sizing of all Traps/Interceptors and Separators shall be performed by a licensed engineer using the formula from the most recent District adopted Uniform Plumbing Code.
2. No food waste disposal unit or dishwasher shall be connected to or discharge into any grease trap. This applies to traps only, not interceptors.
3. Make, Model, and size of unit to be constructed.
4. Location of unit to be constructed.

### **D. Plans for a fire sprinkler system:** at a minimum, the plan shall include the following information:

1. Size and type of fire service line, showing connection to IVGID water main. Fire service and domestic water service shall use **the same main line water tap with separation downstream of the tap by a Tee to a water meter** and service line to serve the domestic side. The separation point of this connection is located at the property line or location approved by the District. The fire line shall continue through an iron body gate valve with a two inch (2”) operating nut with an epoxy coated body.
2. Drains that run to exterior termination must have a single check valve installed in-line.
3. The Class of fire system shall be stated on the plans.
4. Pump assisted system’s shall have the backflow device plumbed upstream of any pumps.

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5. Cross-connection control; show the location of fire riser and the “approved” backflow device with clearances. All water connections within the jurisdiction of IVGID are subject to backflow protection from cross-connections per IVGID Ordinance 4, Article 23. “Approved” backflow devices are those devices tested and approved by the University of Southern California, Foundation for Cross-Connection Control and Hydraulic Research. IVGID has the most recent USC approval list on file for reference.
  6. Additional plan and engineering review by IVGID is required for all proposed fire service taps larger than 2 inch.
- E. **Plans for landscaping and/or a lawn sprinkler system:** at a minimum, the plan shall include the following information:
1. The site plan shall clearly show all structures and Easements.
  2. A calculation of the total turf area compared to property size. Turf area is limited to 33% or less of pervious coverage. This can be done by taking the total lot size in square feet, subtract all existing and proposed impervious coverage in square feet, multiply the remaining square foot pervious coverage by 0.33 and this is the square footage of turf allowable.
  3. Landscape materials, trees, shrubs, groundcover, turf, and other vegetation. Planting symbols shall be drawn and plants labeled by botanical name, common name, container size, spacing, and quantities of each group of plants indicated. A recommended plant list is provided in the **Home Landscaping Guide for Lake Tahoe and Vicinity (pg. 70-98)**. Natural features such as rock outcroppings, and existing trees and shrubs that will remain shall be indicated.
  4. Location of pools, ponds, water features, fences, and retaining walls. **Note: pools, ponds, and water features shall use recirculating water only.**
  5. Irrigation systems shall include automatic zone valves and a central control box equipped with a timer.
  6. Cross-connection control; show the location of the “approved” backflow device with clearances. Materials shall comply with the District specifications as type K copper or brass. All fittings must be approved curb stops, drain valves, and unions for winter time removal. Devices shall be plumbed so no water will be in stand pipes when device is removed for winter time. All water connections within the jurisdiction of IVGID are subject to backflow protection from cross-connections per IVGID Ordinance 4, Article 23. “Approved” backflow devices are those devices tested and approved by the University of Southern California, Foundation for Cross-Connection Control and Hydraulic Research. IVGID has the most recent USC approval list on file for reference.



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### 4. IVGID Approval and Return of Stamped Plans:

1. The time frame for return of stamped plans varies dramatically due to many factors. Usually plans are returned between 3 and 15 working days. IVGID will notify the Contact who submits plans to the Washoe County Building Department when the plans are ready to be picked up and notify them of the IVGID invoice cost. These fees are subject to change should preliminary fees not match final construction. Final fee determination shall be based on as-built installations at final inspection.
2. The IVGID invoice must be paid at IVGID Public Works, located at 1220 Sweetwater Dr. Once the IVGID invoice has been paid IVGID will notify Washoe County that your project has IVGID approval for permitting.
3. Your **IVGID Water and /or Sewer and/or Trash Requirement Sheet** is attached to your plans. It is the contractor's responsibility to schedule his work with IVGID for coordination of all taps and inspections at least 48 hrs prior to the requested inspection time.



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Please direct any questions to our Compliance Department  
Thank you for your cooperation.

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Inspection hot line:    1-775-832-1224 all inspections require 48 hour notice

LAST UPDATE 3-22-2011