



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: December 16, 2025

DATE: November 14, 2025

TO: Board of County Commissioners

FROM: Kelly Mullin, AICP, Planning and Building Division Director,
Community Services Department, 328-3619, kmullin@washoecounty.gov

THROUGH: Eric Crump, Community Services Department Director
328-3600, ecrump@washoecounty.gov

SUBJECT: Recommendation to approve an updated interlocal agreement, as authorized by NRS 277.180, between Washoe County (on behalf of the Planning & Building Division) and the North Lake Tahoe Fire Protection District (NLTFPD), regarding the County's continued collection of fire fees for NLTFPD's plan review and inspection services for planning permits and building permits in Incline Village and Crystal Bay. The agreement shall become effective 60 days from the date of signing and continue until terminated per contract terms. (Commission District 1.)
FOR POSSIBLE ACTION

SUMMARY

The Washoe County Board of County Commissioners (Board) is asked to approve an updated interlocal agreement between Washoe County and the North Lake Tahoe Fire Protection District (NLTFPD) for the collection of fire fees for planning and building permits in Incline Village and Crystal Bay. The original agreement was executed in 2018 and focused on building permits. This agreement incorporates fire fees already being collected for planning permits, as well as makes minor updates to the terms within.

Washoe County Strategic Objective supported by this item: Economic Impacts.

RELEVANT PREVIOUS ACTION

March 27, 2018. The Board entered into an agreement with NLTFPD to collect fees on behalf of NLTFPD in exchange for plan review and inspection services for building permits in Incline Village and Crystal Bay.

February 1, 2018. The NLTFPD Board of Directors approved the same interlocal agreement.

BACKGROUND

With the execution of the 2018 interlocal agreement, Washoe County began to collect fire fees on NLTFPD's behalf for Washoe County building permits that NLTFPD provided plan review and/or inspection services. Prior to that agreement, the fees were paid by applicants directly to NLTFPD at their Incline Village offices, which was an inconvenient process for

AGENDA ITEM # _____

applicants and delayed permit review and issuance. The interlocal agreement in *Attachment A* contains more detailed information on the current fee structure. Key updates include:

- Expand the interlocal agreement to cover fire fees associated with planning permits that require plan review and/or inspections by NLTFPD. This includes discretionary permits such as special use permits, variances, tentative maps, etc., as well as the review of short-term rental permits. Fees for NLTFPD's work associated with these permits are already collected and passed through to NLTFPD, and this updated agreement will memorialize their collection.
- Clarify that fire fees based on a percentage of the building permit fee have a minimum one-hour charge, in alignment with the fee schedule adopted by the NLTFPD Board.
- Clarify that NLTFPD may charge additional plan review fees per hour of work for revisions, as well as for corrections that exceed three rounds of review. This aligns with Washoe County's standard practice.
- Provide for a minimum of 60-days notice between when the NLTFPD Board adopts new fees and when the updated amounts will be collected by the County. This will allow time to integrate fee changes into the permitting system and provide notice to customers.

As part of this agreement, NLTFPD has committed to continuing to complete review of permits routed to them within 10 working days from receipt.

Attachment A is scheduled for review by the NLTFPD Board of Directors in January, after review by the Washoe County Commission.

FISCAL IMPACT

No new fiscal impact is anticipated to Washoe County as a result of this updated interlocal agreement. Fire fees will continue to be transmitted daily from Washoe County Planning and Building accounts to NLTFPD accounts via the Accela permitting software. A regional technology fee of 4% of permit fees will continue to be paid by customers to sustain the Accela permit and licensing platform.

RECOMMENDATION

It is recommended the Board approve the updated interlocal agreement.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

"Move to approve an updated interlocal agreement, as authorized by NRS 277.180, between Washoe County (on behalf of the Planning & Building Division) and the North Lake Tahoe Fire Protection District (NLTFPD), regarding the County's continued collection of fire fees for NLTFPD's plan review and inspection services for planning permits and building permits in Incline Village and Crystal Bay. The agreement shall become effective 60 days from the date of signing and continue until terminated per contract terms."

Attachment A: Interlocal Agreement