

## **MEMORANDUM OF UNDERSTANDING BETWEEN PUBLIC AGENCIES**

An MOU between Washoe County, a Political Subdivision of the State of Nevada, hereinafter  
"County",  
on relation of Its

### **Washoe County Planning and Building Division**

Contact: Director of Planning and Building,  
Building Program  
1001 East 9<sup>TH</sup> Street  
Reno, NV 89512

### **And, The Truckee Meadows Fire Protection District**

Contact: Fire Chief  
Hereinafter, TMFPD  
1001 East 9<sup>TH</sup> Street  
Reno, NV 89512

**WHEREAS**, it is deemed that the services hereinafter set forth are both necessary and in the best interests of the parties;

**WHEREAS**, the Washoe County Building Program within the Planning and Building Division of the Community Services Department and the Truckee Meadows Fire Protection District (TMFPD) seek to provide a predictable, efficient and timely process for permit submittal, review, inspection and approval, specifically related to Washoe County's Building Permits that are issued through the Washoe County Building Program.

**WHEREAS**, this memorandum does not include TMFPD's Fire Permits which are submitted directly to and managed by TMFPD and are listed below in the Scope of Work in bold and marked with an asterisk (\*).

**WHEREAS**, this memorandum seeks to clarify the authority, roles, procedures, timelines and approval protocols, as well as remove any unnecessary overlap in services between the Truckee Meadows Fire Protection District and the Washoe County Building Program, specifically related to Washoe County's Building Permits that are issued through the Washoe County Building Program, within the Planning and Building Division of the Community Services Department and does not include TMFPD's Fire Permits which are submitted directly to and managed by TMFPD.

**WHEREAS**, all matters related to the approval of Washoe County's Building Permits by the Washoe County Building Program and TMFPD are strictly defined by the authorities **granted in their respectively adopted codes**.

**NOW, THEREFORE**, in consideration of the aforesaid premises, the parties mutually agree as follows:

**MOU TERM.** This MOU shall be effective from the date of signing until this Agreement is terminated pursuant to the terms of this MOU.

**TERMINATION.** This MOU may be terminated by either party prior to the date set forth above, provided that a termination shall not be effective until 30 days after a party has served written notice upon the other party. This MOU may be terminated by mutual consent of both parties or unilaterally by either party without cause.

**NOTICE.** All notices or other communications required or permitted to be given under this MOU shall be in writing and shall be deemed to have been duly given if delivered to the address above personally in hand, by telephonic facsimile with simultaneous regular mail, by certified mail with return receipt requested, or by email with proof it was sent.

**SCOPE OF WORK.** As it specifically relates to Washoe County's Building Permits, the parties agree that the services to be performed shall be that:

- All Building Permits that include the scope of work listed below, as prescribed by the TMFPD's currently adopted International Fire Code (IFC), section 105.7 and International Wildland Urban Interface (IWUI) Code, section 107.2, will be routed to TMFPD for Fire Review, **except** those Fire Permits which are submitted directly to TMFPD and are listed below in bold and marked with an asterisk (\*) :

**International Fire Code:**

- **Automatic fire extinguishing systems\***
- Battery Systems
- Compressed gases/ systems
- Capacitor energy systems
- Cryogenic fluids
- Emergency responder radio coverage system
- **Fire alarm and detection systems and related equipment\***
- Fire pumps and related equipment\*
- Flammable and combustible liquids
- Fuel Cell power systems
- Gas detection systems
- Hazardous materials
- High pile storage and racking
- Industrial ovens
- **Private fire water lines and hydrants\***
- Plant extraction systems
- Smoke control systems
- Solar photovoltaic Power Systems
- Spraying or dipping
- **Standpipe systems \***
- Temporary membrane structures and tents of 400 sf or greater
- **Fire department access and fire service water supply\***
- Marijuana facilities
- High rise Buildings (over 55 feet)
- High Pile Combustible Storage
- Industrial Ovens

**International Wildland Urban Interface Code:**

- Automobile wrecking yard
  - **Candles and open flames in assembly area\***
  - Explosives or blasting agents
  - **Fireworks\***
  - Flammable or combustible liquids
  - Hazardous Materials
  - Liquefied petroleum gases
  - Lumberyards
  - Motor-vehicle fuel-dispensing stations
  - **Open Burning\***
  - Pyrotechnical special effects materials
  - Tents, canopies and temporary membrane structures of 400 sf or greater
  - Tire Storage
  - Welding and cutting operations
  - Any building or structure in a High or Extreme IWUI Fire Hazard Rating, except one-story detached accessory structures used as tool sheds and storage, playhouses and similar uses, not exceeding 120 sf of floor area and located more than 50 feet from the nearest adjacent structure AND Agricultural buildings at least 50 feet from buildings containing habitable spaces (per IWUI section 501.1).
- The intake of all Building Permits, except those with an asterisk above, shall be submitted through the Washoe County Building Program. Once processed, Building staff will establish the Building Permit workflow in the Accela Permitting software and provide permit submittals/drawings in the TMFPD's designated cabinet located in the Building Program premises for TMFPD to pick-up;
  - Subject to staff availability and plan complexity, TMFPD will provide the 1<sup>st</sup> plan review and revisions within 10 working days of the permit workflow start date as established in the Accela Permitting software: in order to meet the intent of this provision, TMFPD will endeavor to meet this 10 day timeline in 90% of plan reviews.
  - TMFPD will review corrections within 7 working days of the workflow start date as established in the Accela Permitting software;
  - Should the permit workflow start date established in the Accela Permitting software not be met by either party, a Review Notification Form will be sent to the applicant and all contacts listed in Accela on the Building Permit record prior to the expiration of the due date, reconfirming the new deadline. A copy will be uploaded into the Building Permit record available through the Accela Citizen Access (ACA) and sent to the Building Plans Examiner Supervisor, Building Permit Tech Coordinator, Division Director of Planning and Building and TMFPD's Fire Chief or his assignee;
  - The Fire Plans Examiner will set the required corrections in Accela at the time of plan review and make such corrections viewable in ACA. All Fire corrections shall be provided in the following format, specifically quoting the applicable code section: Please **provide XX, on Sheet XX, per Code XX, Section XX.**

- Plans shall not be placed on hold without corrections being entered into the Accela system and contacts notified per above. If red lines are marked on the plans by TMFPD to facilitate approval, then the Fire Plans Examiner shall ensure that both (2) of the Building Program's Field and Office permit sets are marked identically;
- Any changes to plans requiring replacement of original pages with new pages containing corrections or revisions shall be completed through and follow the prescribed submittal protocols established at the Building Program.
- The Fire Plans Examiner will set the required inspections in Accela at the time of plan review completion;
- Permit information entered into Accela and records that form part of the Building Permit remain the responsibility of the Washoe County Building Program per NRS and remain the officially designated record holders.
- Should a lack of terms ascribed herewith, conflict or overlap of authority and purview exist between the two parties' latest adopted codes, such as chapter 10 of the International Building Code (IBC) and chapter 10 of International Fire Code (IFC), the codes adopted by the Building Program, including Washoe County Chapter 100 shall govern all such matters as related to the Building Permit. Any items remaining unresolved shall be decided by the Building Plans Examiner Supervisor, Division Director of Planning & Building and the TMFPD's Fire Chief. Furthermore, any matters remaining unresolved, shall escalate to the Director of the Community Services Department and the TMFPD's Fire Chief;
- Codes that are not adopted outright by each of the two parties shall not be applied or enforced in the approval of the Building Permit by each party respectively and may be used only as reference to industry standards.
- Any changes that affect the terms prescribed herein in regards to Washoe County's Building Permit process will be collaboratively reviewed and approved by the Planning and Building Division Director and the TMFPD Fire Chief prior to implementing any changes
- All Appeals filed by applicants relating to Washoe County's Building Permits, including the actions of the TMFPD processed through the Building Program will follow and be governed by the procedures established in Chapter 100 of the Washoe County Code;
- All Appeals filed by applicants relating to Fire Permits issued by TMFPD and outlined by asterisk in this document will follow the TMFPD's procedures established in Chapter 60 of the Washoe County Code.
- Any requested changes to Building Permits that include a Fire Code interest shall be collaboratively reviewed and approved by the Planning and Building Division Director and the TMFPD's Fire Chief prior to implementing changes.

- Upon the written approval of the Director of the Community Services Department and TMFPD's Fire Chief, the Fire approval portion of the Building Permit such as plan review and inspections may be delegate to the Building Program in circumstances where a lack of staffing or resources does not allow TMFPD to uphold the timelines or terms prescribed herein;

**IN WITNESS WHEREOF**, the parties hereto have caused this MOU to be executed on the day and year first above written.

**WASHOE COUNTY, NEVADA**  
Acting by and through its  
Board of County Commissioners

By: \_\_\_\_\_  
Vaughn Hartung, Chair

ATTEST:

By: \_\_\_\_\_  
County Clerk

**TRUCKEE MEADOWS FIRE  
PROTECTION DISTRICT**  
Acting by and through its  
Board of Fire Commissioners

By: \_\_\_\_\_  
Vaughn Hartung, Chair

ATTEST:

By: \_\_\_\_\_  
County Clerk