



# Board of Adjustment Staff Report

Meeting Date: November 2, 2023

Agenda Item: 8A

ADMINISTRATIVE PERMIT CASE NUMBER:	WADMIN23-0013 (Miller Garage)
BRIEF SUMMARY OF REQUEST:	To allow a detached accessory structure larger than the main residence
STAFF PLANNER:	Courtney Weiche, Senior Planner Phone Number: 775.328.3608 E-mail: cweiche@washoecounty.gov

### CASE DESCRIPTION

For hearing, discussion, and possible action to approve an administrative permit for a ±800 sf detached accessory structure that is larger than the existing ±400 sf main residence.

Property Owner:	Carol Miller
Location:	5428 Lupin Dr
APN:	085-722-12
Parcel Size:	15,899 sq ft / .365 acres
Master Plan:	Suburban Residential
Regulatory Zone:	Medium Density Suburban
Area Plan:	Sun Valley
Development Code:	Authorized in Article 808, Administrative Permits
Commission District:	3 – Commissioner Garcia



Vicinity Map

### STAFF RECOMMENDATION

APPROVE

**APPROVE WITH CONDITIONS**

DENY

### POSSIBLE MOTION

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Washoe County Board of Adjustment approve Administrative Permit Case Number WADMIN23-0013 for Carol Miller, with the conditions included as Exhibit A to this matter, having made all five findings in accordance with Washoe County Development Code Section 110.808.25:

*(Motion with Findings on Page 8)*

**Staff Report Contents**

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**Exhibits Contents**

Conditions of Approval ..... Exhibit A

Agency Comments..... Exhibit B

Public Notice ..... Exhibit C

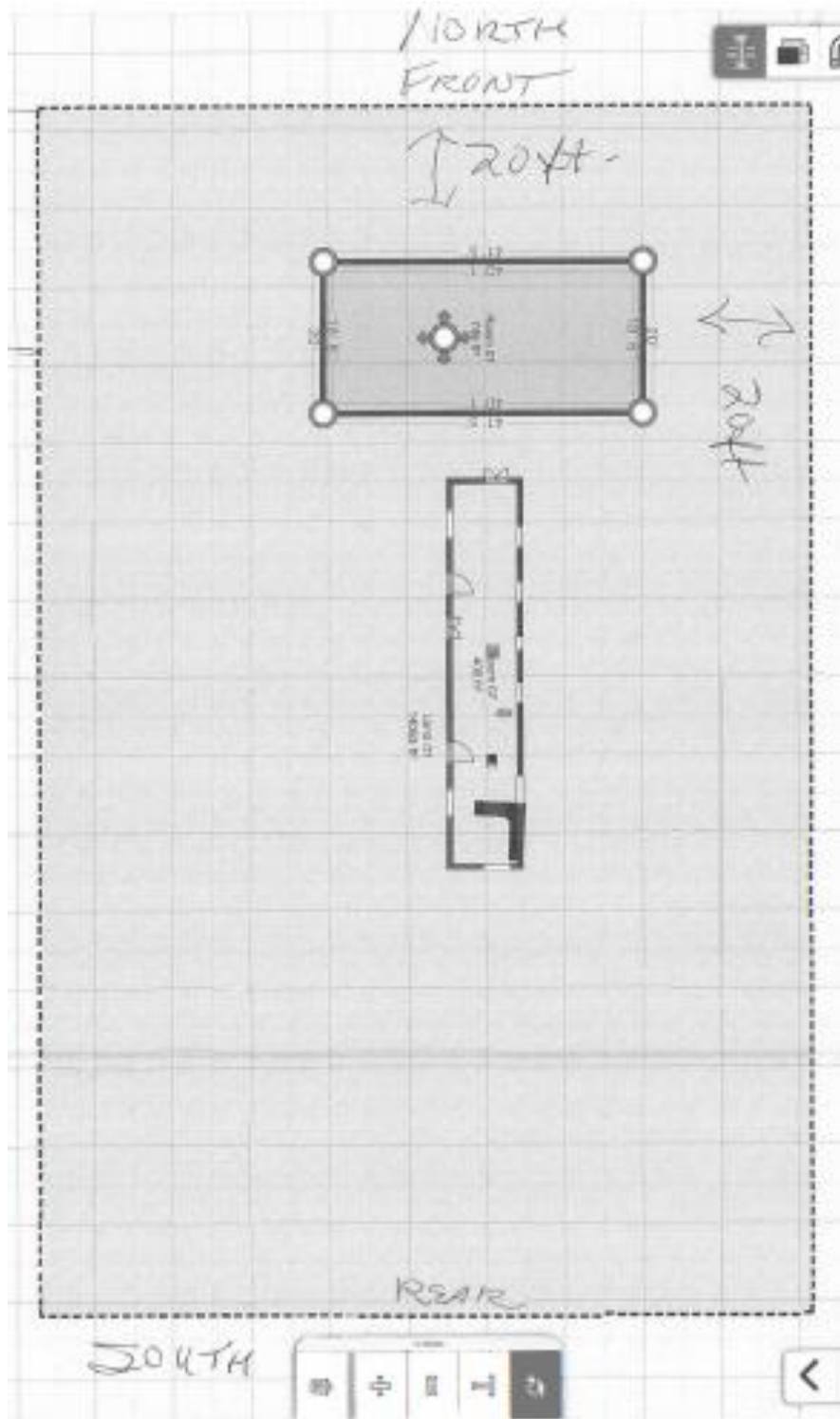
Project Application ..... Exhibit D

**Administrative Permit Definition**

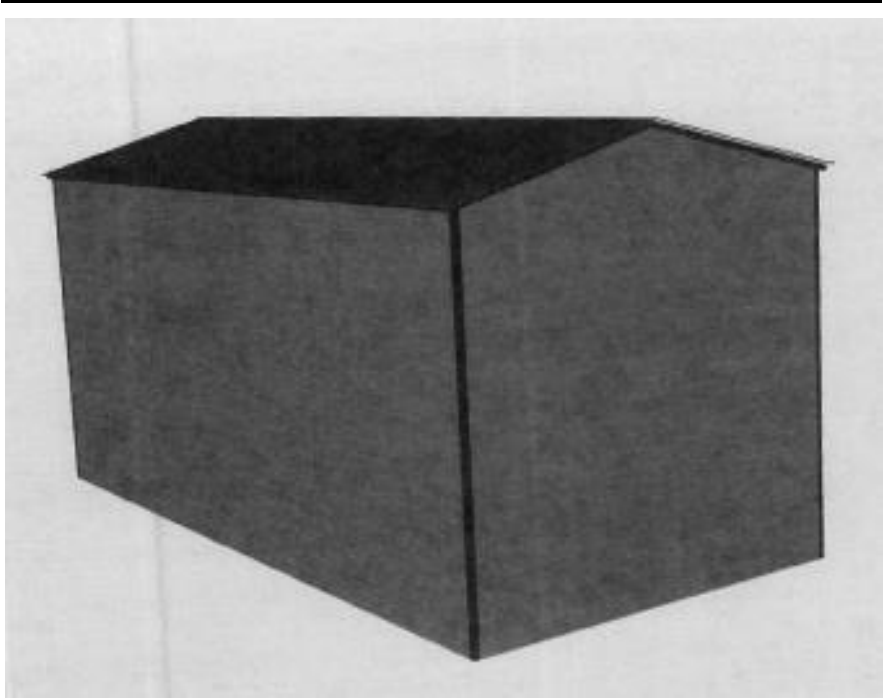
The purpose of an administrative permit is to provide a method of review for a proposed use which possess characteristics that requires a thorough appraisal in order to determine if the use has the potential to adversely affect other land uses, transportation or facilities in the vicinity. The Board of Adjustment or the Hearing Examiner may require conditions of approval necessary to eliminate, mitigate, or minimize to an acceptable level any potentially adverse effects of a use, or to specify the terms under which commencement and operation of the use must comply. Prior to approving an application for an administrative permit, the Board of Adjustment must find that all of the required findings, if applicable, are true.

The conditions of approval for Administrative Permit Case Number WADMIN23-0013 is attached to this staff report and will be included with the action order.

The subject property is designated as Medium Density Suburban (MDS) and is located in the Sun Valley Area Plan; detached accessory structures that are larger than the main dwelling are permissible in that area, subject to approval of an Administrative Permit.



**Site Plan**



Elevations



**Aerial Image**

### **Project Evaluation**

The applicant is requesting an administrative permit for an 800-sf accessory structure, larger than the existing 406 sf main residence on a 15,899-sf parcel. An administrative permit is required per Washoe County Code 110.306.10(d), for accessory structures that are larger than the main residence. The garage is 18' in height (maximum is 35') and will be painted beige with a red trim. There is no proposed connection to water or wastewater facilities, only electrical for interior lighting.

The parcel has a regulatory zone of Medium Density Suburban (MDS), as do the surrounding parcels. All surrounding parcels are developed similarly with residential uses, with the exception of the parcel to the south, developed with a church. The setbacks for MDS are 20 feet in the front and rear and 8 feet on the sides, with a 35-foot height requirement. The proposed maximum building height is approximately 18 feet. The property has a 15' access easement running along the northern property line, known as Thweat Court (Document #5383500). The structure is proposed to be located 20' from the front and side property lines, meeting the minimum setbacks.

The parcel is relatively flat and the proposed detached accessory structure will be located in the northern portion of the parcel, in front of the primary residence. It will not be connected to plumbing. The structure is proposed to be used as a garage.

### **Sun Valley Area Plan**

The subject parcel is located within the Sun Valley Area Plan. There are no pertinent policies from the Area Plan that are applicable to the proposed request.

**Reviewing Agencies**

The following agencies/individuals received a copy of the project application for review and evaluation.

Agencies	Sent to Review	Responded	Provided Conditions	Contact
Washoe County Sewer	X			
Washoe County Water Rights Manager (All Apps)	X	X		
Washoe County Engineering (Land Development) (All Apps)	X	X		
Washoe County Engineering & Capital Projects Director (All Apps)	X			
WCHD Environmental Health	X	X		
TMFPD	X	X	X	Dale Way, dway@tmfpd.us; Brittany Lemon, BLemon@tmfpd.us
Sun Valley GID	X			

All conditions required by the contacted agencies can be found in Exhibit A, Conditions of Approval.

**Staff Comment on Required Findings**

WCC 110.808.25 requires that all of the following findings be made to the satisfaction of the Washoe County Board of Adjustment before granting approval of the administrative permit request. Staff has completed an analysis of the application and has determined that the proposal is in compliance with the required findings as follows.

- (a) Consistency. That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Sun Valley Area Plan.

*Staff Comment: The requested detached accessory structure does not conflict with the action programs, policies, standards, and maps of the Master Plan and the Sun Valley Area Plan. The parcel is located within the Medium Density Suburban (MDS) zone which allows for detached accessory structures larger than the primary dwelling on the same parcel pursuant to the issuance of an administrative permit granted by the Board of Adjustment.*

- (b) Improvements. That adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities have been provided, the proposed improvements are properly related to existing and proposed roadways, and an adequate public facilities determination has been made in accordance with Division Seven.

*Staff Comment: A detached accessory structure will not create a significant demand on the existing utilities, roadway improvements, sanitation, or water supply. The detached accessory structure will have electricity. There will be no plumbing associated with the structure. The project application was reviewed by Washoe County Engineering, which did not express any issues with regards to utilities, public facilities, and adjacent roads.*

- (c) Site Suitability. That the site is physically suitable for a detached metal garage, and for the intensity of such a development.

*Staff Comment: The subject parcel is ± 0.37 acres with adequate space for a detached garage, providing the ability to meet all setback requirements.*

- (d) Issuance Not Detrimental. That issuance of the permit will not be significantly detrimental to the public health, safety or welfare; injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area.

*Staff Comment: That issuance of the permit will not be significantly detrimental to the public health, safety or welfare; injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area.*

### **Recommendation**

After a thorough analysis and review, Administrative Permit Case Number WADMIN23-0013 is being recommended for approval with conditions. Staff offers the following motion for the Board's consideration.

### **Motion**

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Board of Adjustment approve Administrative Permit Case Number WADMIN23-0013 for Carol Miller, with the conditions included as Exhibit A to this matter, having made all five findings in accordance with Washoe County Development Code Section 110.808.25:

- (a) Consistency. That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Sun Valley Area Plan;
- (b) Improvements. That adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities have been provided, the proposed improvements are properly related to existing and proposed roadways, and an adequate public facilities determination has been made in accordance with Division Seven;
- (c) Site Suitability. That the site is physically suitable for a detached metal garage, and for the intensity of such a development;
- (d) Issuance Not Detrimental. That issuance of the permit will not be significantly detrimental to the public health, safety or welfare; injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area;
- (e) Effect on a Military Installation. Issuance of the permit will not have a detrimental effect on the location, purpose or mission of the military installation.

### **Appeal Process**

Board of Adjustment action will be effective 10 calendar days after the written decision is filed with the Secretary to the Board of Adjustment and mailed to the original applicant, unless the action is appealed to the Washoe County Board of County Commissioners, in which case the outcome of the appeal shall be determined by the Washoe County Board of County Commissioners. Any appeal must be filed in writing with the Planning and Building Division within 10 calendar days from the date the written decision is filed with the Secretary to the Board of Adjustment and mailed to the original applicant.

Property Owner: Carol Miller, [millercarol1943@gmail.com](mailto:millercarol1943@gmail.com)

Representatives: Aaron Lynch, [aaron@ontheboat.net](mailto:aaron@ontheboat.net)





# Conditions of Approval

Administrative Permit Case Number WADMIN23-0013

The project approved under Administrative Permit Case Number WADMIN23-0013 shall be carried out in accordance with the conditions of approval granted by the Board of Adjustment on November 2, 2023. Conditions of approval are requirements placed on a permit or development by each reviewing agency. These conditions of approval may require submittal of documents, applications, fees, inspections, amendments to plans, and more. These conditions do not relieve the applicant of the obligation to obtain any other approvals and licenses from relevant authorities required under any other act or to abide by all other generally applicable codes, and neither these conditions nor the approval by the County of this project/use override or negate any other applicable restrictions on uses or development on the property.

**Unless otherwise specified**, all conditions related to the approval of this administrative permit shall be met or financial assurance must be provided to satisfy the conditions of approval prior to issuance of a grading or building permit. The agency responsible for determining compliance with a specific condition shall determine whether the condition must be fully completed or whether the applicant shall be offered the option of providing financial assurance. All agreements, easements, or other documentation required by these conditions shall have a copy filed with the County Engineer and the Planning and Building Division.

Compliance with the conditions of approval related to this administrative permit is the responsibility of the applicant, his/her successor in interest, and all owners, assignees, and occupants of the property and their successors in interest. Failure to comply with any of the conditions imposed in the approval of the administrative permit may result in the initiation of revocation procedures.

Operational conditions are subject to review by the Planning and Building Division prior to the renewal of a business license each year. Failure to adhere to the operational conditions may result in the Planning and Building Division recommending that the business license not be renewed until conditions are complied with to the satisfaction of Washoe County.

Washoe County reserves the right to review and revise the conditions of approval related to this Administrative Permit should it be determined that a subsequent license or permit issued by Washoe County violates the intent of this approval.

For the purpose of conditions imposed by Washoe County, “may” is permissive and “shall” or “must” is mandatory.

Conditions of approval are usually complied with at different stages of the proposed project. Those stages are typically:

- Prior to permit issuance (i.e., grading permits, building permits, etc.).
- Prior to obtaining a final inspection and/or a certificate of occupancy.
- Prior to the issuance of a business license or other permits/licenses.
- Some “conditions of approval” are referred to as “operational conditions.” These conditions must be continually complied with for the life of the project or business.

**The Washoe County Commission oversees many of the reviewing agencies/departments with the exception of the following agencies:**

- **The DISTRICT BOARD OF HEALTH, through the Washoe County Health District, has jurisdiction over all public health matters in the Health District.**

**Any conditions set by the Health District must be appealed to the District Board of Health.**

FOLLOWING ARE CONDITIONS OF APPROVAL REQUIRED BY THE REVIEWING AGENCIES. EACH CONDITION MUST BE MET TO THE SATISFACTION OF THE ISSUING AGENCY.

**Washoe County Planning and Building Division**

1. The following conditions are requirements of the Planning and Building Division, which shall be responsible for determining compliance with these conditions.

**Contact Name – Courtney Weiche, Senior Planner, 775.328.3608, [cweiche@washoecounty.gov](mailto:cweiche@washoecounty.gov)**

- a. **The applicant shall attach a copy of the action order approving this project to all permits and applications (including building permits) applied for as part of this administrative permit.**
- b. The applicant shall demonstrate substantial conformance to the plans approved as part of this administrative permit. Planning and Building shall determine compliance with this condition.
- c. The applicant shall submit construction plans, with all information necessary for comprehensive review by Washoe County, and initial building permits shall be issued within two years from the date of approval by Washoe County. The applicant shall complete construction within the time specified by the building permits. Compliance with this condition shall be determined by the Planning and Building Division.
- d. A note shall be placed on all construction drawings and grading plans stating:

NOTE

Should any cairn or grave of a Native American be discovered during site development, work shall temporarily be halted at the specific site and the Sheriff's Office as well as the State Historic Preservation Office of the Department of Conservation and Natural Resources shall be immediately notified per NRS 383.170.

- e. Construction activities shall be limited to the hours between 7am to 7pm, Monday through Saturday only. Any construction machinery activity or any noise associated with the construction activity are also limited to these hours.
- f. The metal siding and/or roof of the accessory structure shall be non-reflective and colors used shall be compatible with the primary residence.

**Truckee Meadows Fire Protection District**

2. The following condition is a requirement of the Truckee Meadows Fire Protection District, which shall be responsible for determining compliance with this condition.

**Contact Name – Brittany Lemon, Fire Captain, 775.326.6079, [blemon@tmfpd.us](mailto:blemon@tmfpd.us)**

- a. This project shall meet and comply with all requirements of currently adopted TMFPD fire codes, ordinances, and standards at the time of construction to include infrastructure for fire apparatus access roads and water supply. <https://tmfpd.us/fire-code/>

\*\*\* End of Conditions \*\*\*



Date: September 25, 2023

To: Courtney Weiche, Senior Planner

From: Janelle K. Thomas, P.E., Senior Licensed Engineer  
Robert Wimer, P.E., Licensed Engineer

Re: WADMIN23-0013 Miller Garage  
APN: 085-722-12  
5428 Lupin Drive

## GENERAL COMMENTS

Washoe County Engineering staff has reviewed the above referenced application. The Administrative Permit application is to request approval of an 800 sq-ft detached garage. The Engineering and Capital Projects Division recommends approval with no comments and conditions.

September 25, 2023

Washoe County Community Services  
Planning and Development Division

RE: Miller Garage; 085-722-12  
Administrative Permit; WADMIN23-0013

Dear Washoe County Staff:

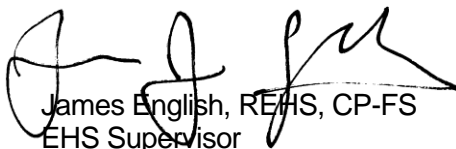
The following conditions are requirements of Northern Nevada Public Health (NNPH), Environmental Health Division, (EHS) which shall be responsible for determining compliance with these conditions.

**Contact Name – James English - [jenglish@washoecounty.us](mailto:jenglish@washoecounty.us)**

- a) Condition #1: EHS has reviewed the application as submitted and has no concerns with the approval of the application as submitted.
- b) Condition #2: The project is proposed on a parcel served by community water and sewerage systems.

If you have any questions or would like clarification regarding the foregoing, please contact James English, EHS Supervisor at [jenglish@washoecounty.us](mailto:jenglish@washoecounty.us) regarding all NNPH comments.

Sincerely,



James English, REHS, CP-FS  
EHS Supervisor  
Environmental Health Services  
Northern Nevada Public Health





Date: September 26, 2023

To: Courtney Weiche, Senior Planner

From: Timber Weiss, P.E., Licensed Engineer

Re: Administrative Permit Case Number WADMIN23-0013 (Miller Garage)  
APN 085-722-12

## GENERAL PROJECT DISCUSSION

For hearing, discussion, and possible action to approve an administrative permit for an 861 square foot detached accessory structure that is larger than the residence on the same parcel of land. The residence on the parcel is 406 square feet.

***The Community Services Department (CSD) recommends approval of this project with the following Water Rights conditions:***

No water rights comments for this permit.

**From:** [Lemon, Brittany](#)  
**To:** [Weiche, Courtney](#)  
**Cc:** [Way, Dale](#)  
**Subject:** WADMIN23-0013 (Miller Garage) Conditions of Approval  
**Date:** Tuesday, September 19, 2023 8:43:01 AM  
**Attachments:** [image001.png](#)

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Hi Courtney,

“This project shall meet and comply with all requirements of currently adopted TMFPD fire codes, ordinances, and standards at the time of construction to include infrastructure for fire apparatus access roads and water supply.”

<https://tmfpd.us/fire-code/>.

Thank you!

**Brittany Lemon**

**Fire Captain - Fire Prevention | Truckee Meadows Fire & Rescue**

[blemon@tmfpd.us](mailto:blemon@tmfpd.us) | Office: 775.326.6079 | Cell: 775.379.0584  
3663 Barron Way, Reno, NV 89511



*“Committed to excellence, service, and the protection of life and property in our community”*

**Public Notice**

Washoe County Code requires that public notification for a special use permit must be mailed to a minimum of 30 separate property owners within a minimum 500-foot radius of the subject property a minimum of 10 days prior to the public hearing date. A notice setting forth the time, place, purpose of hearing, a description of the request and the land involved was sent within a 500-foot radius of the subject property. A total of 69 separate property owners were noticed a minimum of 10 days prior to the public hearing date.



**Public Notice Map**

**Case Number WADMIN23-0013**

Community Services Department  
Planning and Building  
ADMINISTRATIVE PERMIT APPLICATION



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

Telephone: 775.328.6100

*for*  
~~2,157.72~~  
2,162.72





**Washoe County**  
**COMMUNITY SERVICES DEPARTMENT**  
*Planning and Building Division*

**Early Application Waiver**

I, Carol Miller Applicant or Representative  
Print name (circle one)

Acknowledge and understand that for the privilege and convenience of submitting my application before the scheduled application date, I am waiving my right to claim that the county has failed to process my application in a timely manner, as required by NRS 278.02327. I understand that my application will be assigned to a staff planner and processed during the next application cycle and the County will conform to the State and Washoe County Development Code mandated processing requirements as of the date of that application cycle.

Application Type and Case Number: WADMIN23-0013

Property Address or APN: 085-722-12

Date Submitted: 9/5/23

Application Date: 9/8/23

Signature: Carol Miller

Print Name: CAROL MILLER

## 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.

<b>Project Information</b>		Staff Assigned Case No.: _____	
Project Name: MILLER LYNCH GARAGE			
Project Description: 20ft x 40ft GARAGE TO STORE CARS + MOTORHOME			
Project Address: 5428 LUPIN			
Project Area (acres or square feet): 20ft x 40ft GARAGE			
Project Location (with point of reference to major cross streets AND area locator): 4TH ST + LUPIN SUN VALLEY, NV			
Assessor's Parcel No.(s):	Parcel Acreage:	Assessor's Parcel No.(s):	Parcel Acreage:
085 72212	1/3 ACRE		
Indicate any previous Washoe County approvals associated with this application: Case No.(s).			
<b>Applicant Information</b> (attach additional sheets if necessary)			
<b>Property Owner:</b>		<b>Professional Consultant:</b>	
Name: CAROL MILLER		Name:	
Address: 2576 CITY VIEW RENO, NV. Zip: 89512		Address:	
Phone: 775 848 3686 Fax:		Phone: Fax:	
Email: MILLER CAROL 1943@GMAIL		Email:	
Cell: SAME Other: .COM		Cell: Other:	
Contact Person: AARON LYNCH		Contact Person:	
<b>Applicant/Developer:</b>		<b>Other Persons to be Contacted:</b>	
Name: CAROL MILLER + AARON LYNCH		Name: AARON @ ON THE BOAT . NET	
Address:		Address: Phone 775-624-4445	
Zip:		Zip:	
Phone: Fax:		Phone: Fax:	
Email:		Email:	
Cell: Other:		Cell: Other:	
Contact Person:		Contact Person:	
<b>For Office Use Only</b>			
Date Received:	Initial:	Planning Area:	
County Commission District:		Master Plan Designation(s):	
CAB(s):		Regulatory Zoning(s):	

# Administrative Permit Application Supplemental Information

(All required information may be separately attached)

1. What is the type of project or use being requested?

GARAGE

2. What section of the Washoe County code requires the Administrative permit required?

WCC SECTION 110.306.10 (d)

3. What currently developed portions of the property or existing structures are going to be used with this permit?

EXISTING MOBILEHOME

4. What improvements (e.g. new structures, roadway improvements, utilities, sanitation, water supply, drainage, parking, signs, etc.) will have to be constructed or installed and what is the projected time frame for the completion of each?

NONE

5. Is there a phasing schedule for the construction and completion of the project?

ASAP

6. What physical characteristics of your location and/or premises are especially suited to deal with the impacts and the intensity of your proposed use?

JUST A GARAGE

7. What are the anticipated beneficial aspects or effect your project will have on adjacent properties and the community?

NONE

8. What will you do to minimize the anticipated negative impacts or effect your project will have on adjacent properties?

OBJECT

9. Please describe any operational parameters and/or voluntary conditions of approval to be imposed on the administrative permit to address community impacts.

NONE

10. How many improved parking spaces, both on-site and off-site, are available or will be provided? (Please indicate on site plan.)

4 - 6

11. What types of landscaping (e.g. shrubs, trees, fencing, painting scheme, etc.) are proposed? (Please indicate location on site plan.)

IT IS FENCED SHRUBS, TREES, GARDEN

12. What type of signs and lighting will be provided? On a separate sheet, show a depiction (height, width, construction materials, colors, illumination methods, lighting intensity, base landscaping, etc.) of each sign and the typical lighting standards. (Please indicate location of signs and lights on site plan.)

STANDARD PORCH LIGHT

13. Are there any restrictive covenants, recorded conditions, or deed restrictions (CC&Rs) that apply to the area subject to the administrative permit request? (If so, please attach a copy.)

Yes  No

14. Utilities:

a. Sewer Service	SV WATER
b. Water Service	PI

For most uses, the Washoe County Code, Chapter 110, Article 422, Water and Sewer Resource Requirements, requires the dedication of water rights to Washoe County. Please indicate the type and quantity of water rights you have available should dedication be required:

c. Permit #		acre-feet per year	
d. Certificate #	N/A	acre-feet per year	
e. Surface Claim #		acre-feet per year	
f. Other, #		acre-feet per year	

Title of those rights (as filed with the State Engineer in the Division of Water Resources of the Department of Conservation and Natural Resources):

ON FILE

b. Sewage (Sanitary Sewer) Service:

c. Garbage (Solid Waste) Service:

d. Electricity:

N/A

e. Natural Gas:

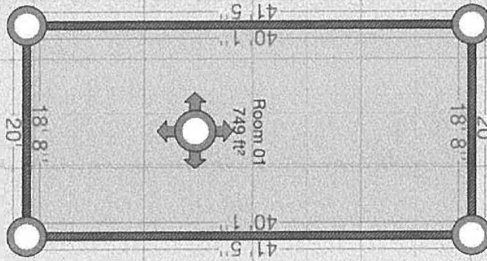
6. What will you do to minimize the anticipated negative impacts or effect your waiver will have on adjacent properties?

NORTH  
FRONT

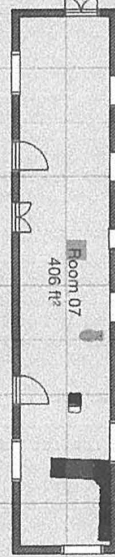
10  
10

- Land
- Room
- Wall
- Architecture
- Objects

20ft



20ft



Land 01  
14053 ft<sup>2</sup>

1156 ft<sup>2</sup>

REAR

SOUTH

10.0'

- Eraser
- Move
- Align
- Dimensions
- Selection



**SPRY STEEL**  
WHERE SPEED MEETS INTEGRITY

# GET THE SUPERIOR STANDARD

**VERSATILE. STRONG . BUILT TO LAST.**



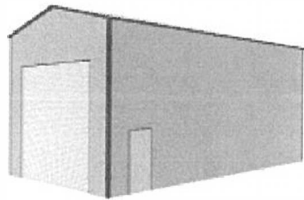
844-222-8051  [www.sprysteel.com](http://www.sprysteel.com)

Section	Description	Quantity	Amount
	<b>Structure Details</b>		
	Style: Garage	1	-
	Base Price: 20'x40'	1	\$5,655.00
	Installation Surface: Concrete	1	-
	Roof: Pebble Beige	1	-
	Trim: Barn red	1	-
	Gable End Wall: Pebble Beige	1	-
	Side Wall: Pebble Beige	1	-
	Roof Style: A-Frame Vertical	1	\$1,025.00
	Roof Pitch: 3 / 12	1	-
	Roof Overhang: 6"	1	-
	Trusses: Standard	1	-
	Gauge: 14-Gauge Framing	1	-
	Brace: Standard Brace	1	-
	Wind Warranty: 100mph Wind Warranty Package (Concrete)	1	-
	Leg Height: 18'	1	\$4,555.00
	Left Side: Fully Enclosed	1	\$1,212.50
	Left Side Siding: Horizontal	1	-
	Right Side: Fully Enclosed	1	\$1,212.50
	Right Side Siding: Horizontal	1	-
	Front End: Fully Enclosed	1	\$1,965.00
	Front End Siding: Horizontal	1	-
	Back End: Fully Enclosed	1	\$1,965.00
	Back End Siding: Horizontal	1	-
	<b>Roll Doors &amp; Ramps</b>		
	14' x 14' Roll-Up Door	1	\$3,420.00
	with Header Seal	1	\$225.00
	<b>Doors &amp; Ramps</b>		
	Walk-In Door (36 x 80)	1	\$380.00
	<b>Frameouts</b>		
	Corner Style: Square (Traditional)	1	-
	<b>Additional Options</b>		
	29 Gauge Ag Panel (Standard)		-
	<b>Additions and Adjustments</b>		
All	LABOR DAY SALE	1	-\$2,392.00
	<b>Additional Fees</b>		
	Labor Fee	1	\$2,300.00
		Building Estimate:	\$21,523
		Subtotal:	\$21,523
		Sales Tax:	-
		Total Order Amount:	\$21,523
		Deposit Required to Order:	\$3,658.91
		Final Balance Due at Installation:	\$17,864.09

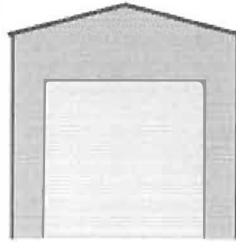


Building Info		Size		Color		Anchoring & Site Preparation			
Style:	Garage	20'	x	40'	x	18'	Installation Surface:	Concrete	
Roof Overhang:	6"						Roof:	Pebble Beige <input type="checkbox"/>	Installation Surface (Provided by Customer)
Roof Style:	A-Frame Vertical						Trim:	Barn red <input checked="" type="checkbox"/>	
Gauge:	14-Gauge Framing						Siding:	Pebble Beige <input type="checkbox"/>	
Brace:	Standard Brace								

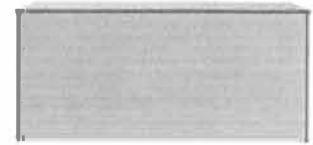
**Building Images**



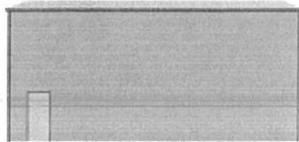
Perspective View



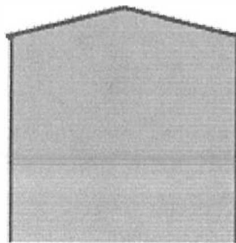
Front



Left Side

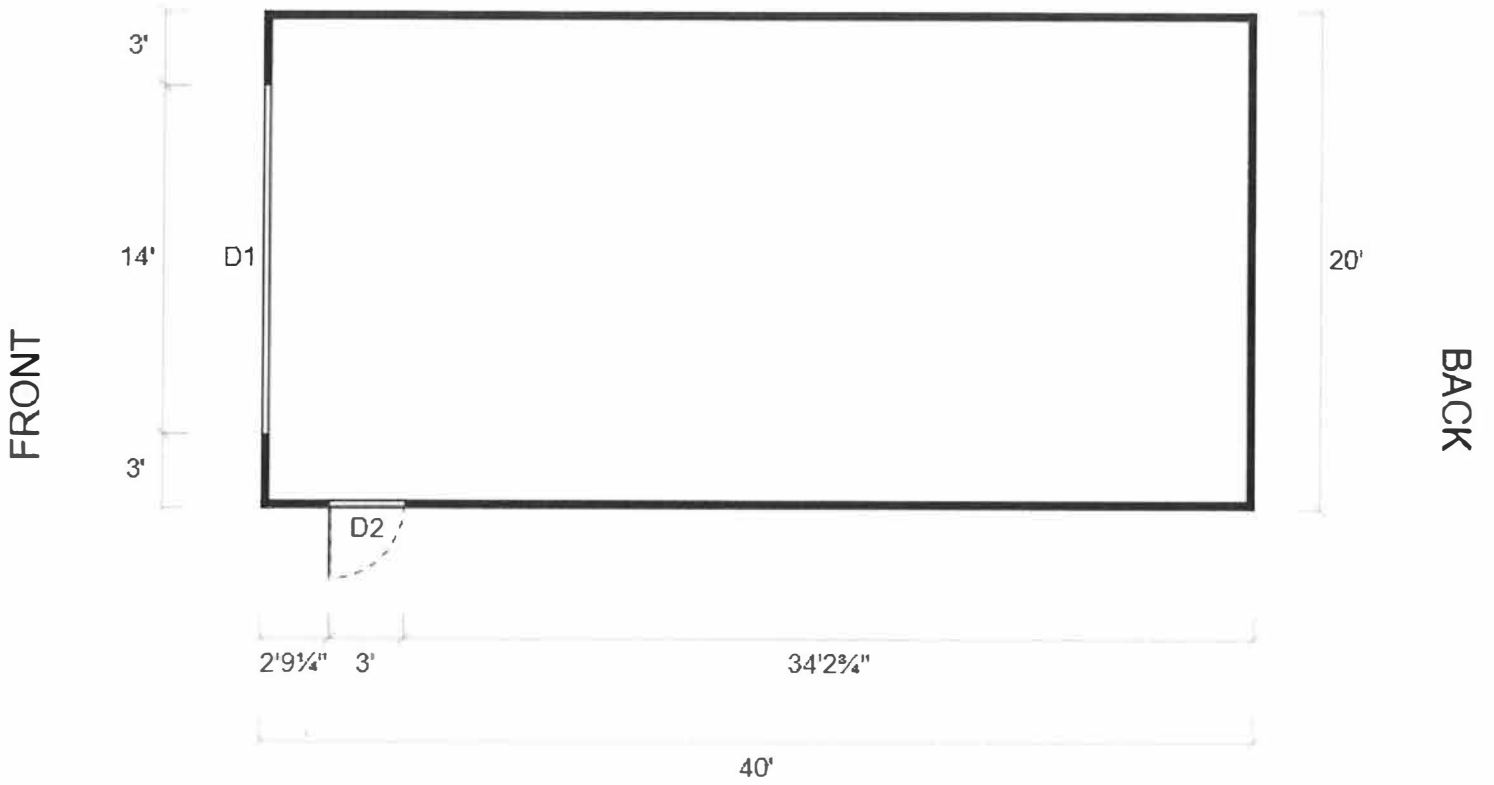


Right Side






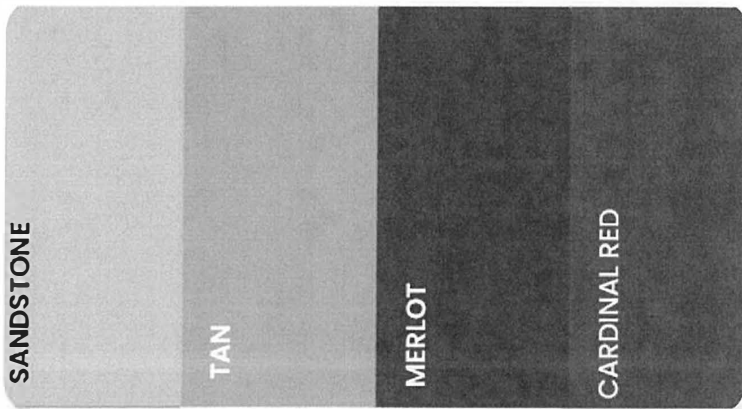
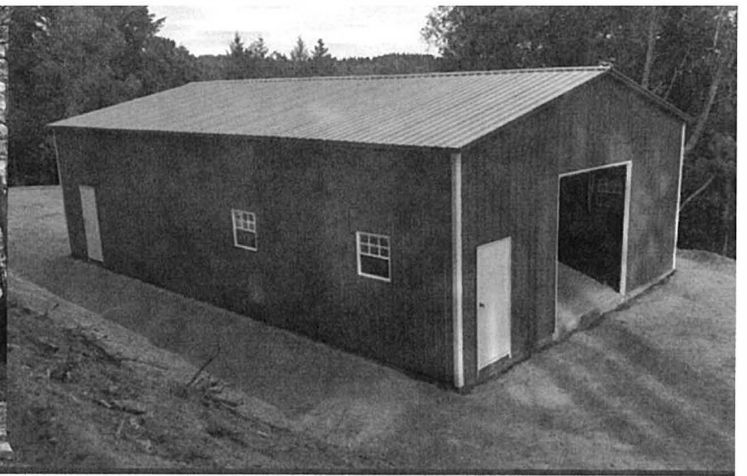
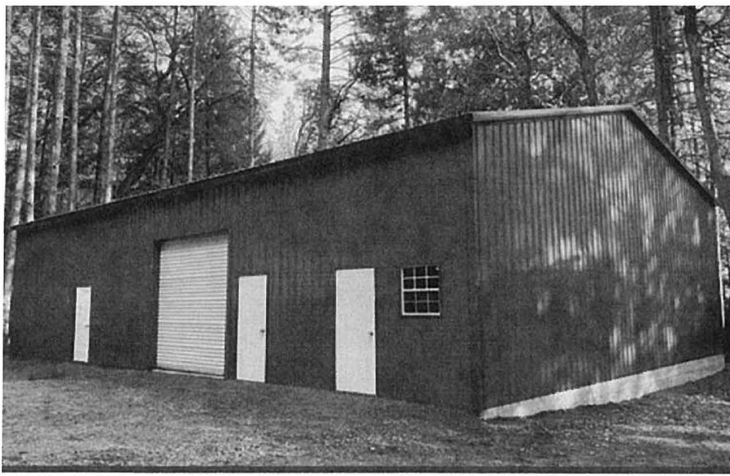
Back

# LEFT SIDE

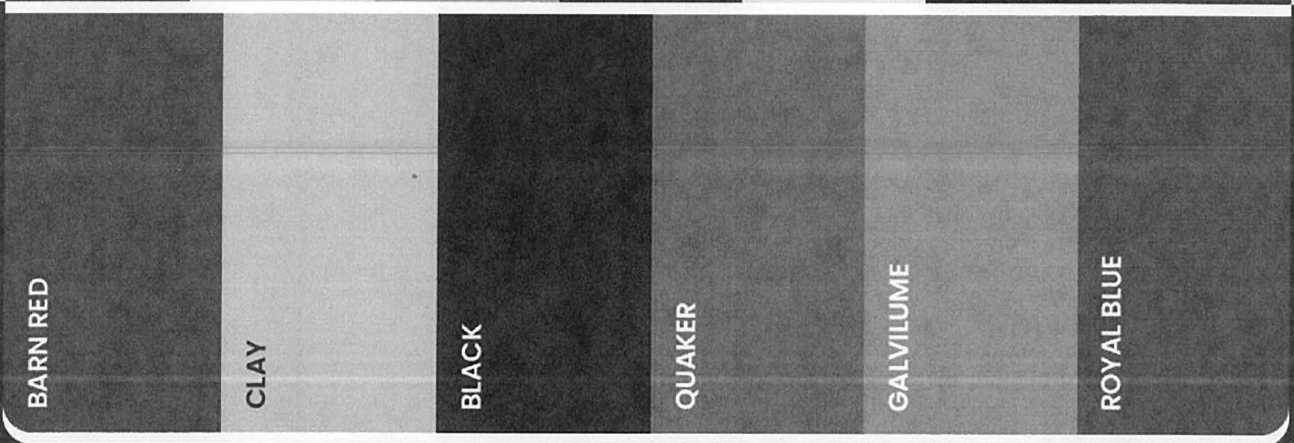
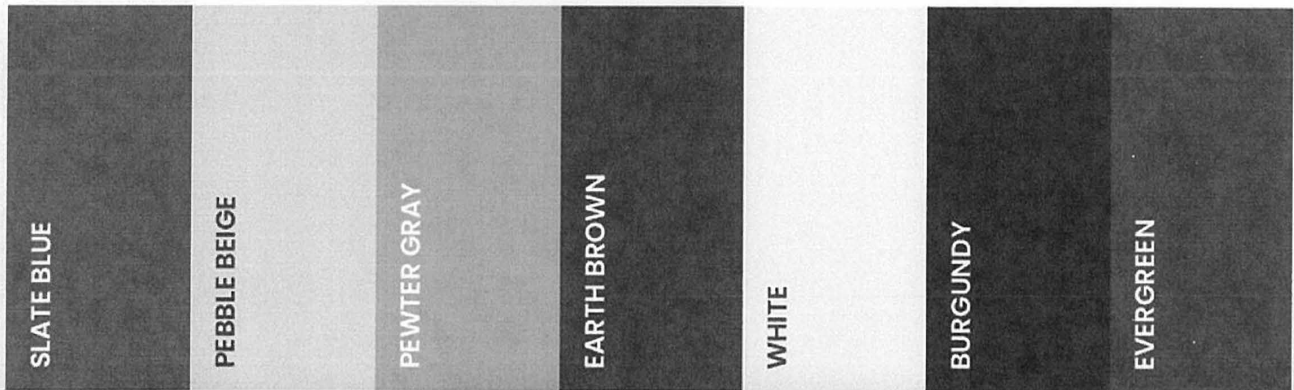


# RIGHT SIDE

SYMBOL LEGEND	
	D1 14' x 14' Roll-Up Door
	D2 Walk-In Door (36 x 80)
	Closed Wall



**SHERWIN-WILLIAMS.**  
COIL COATINGS



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# BIG BUILDINGS DIRECT



*We know more than anyone that construction projects can seem complicated at times, but we're here to help! Below we've laid out the typical steps that you need to take to turn the building of your dreams into reality.*

## Step 1: Placing Your Order with Us

The first step in this process is placing your order with your representative, signing your contract, and placing a small deposit on your building. This is what gets your building on order and allows you to lock in your price. Once your deposit is placed and you've signed the order form, we can send your building into the installers for them to begin their processing which typically takes **4-6 business days** after you have completed those three things. If you are planning to pull a permit or need to pull a permit, this is also what gives you the ability to begin the engineering process to receive your plans! Please remember to reach out to your permitting office if needed to figure out needs for all possible documentation, ground snow load requirements, wind speed requirements, foundation requirements and anything pertaining to your project that needs attention. Placing the order with us is the true starting point to your building's construction rolling. After the processing time, if you need either site specific plans or generic engineered plans, you will need to reach out to them, give them your name and address so they can pull up your order, and out those plans on order too.

## Step 2: Permitting Requirements & Documentation

Once you have placed your deposit, you're ready to take the next step in the process, permitting, which is also the exciting part! I wish... Understandably this may seem like the biggest headache of the entire process but don't worry! Although we're not able to pull the permits for you, we are here to offer our knowledge and assist you in getting the plans that may be required for your local area from our installers. Reaching out to your local permitting office ahead of time and knowing what they require ahead of time can always help to make this step in the process as smooth as possible. Ask them for what type of plans they need to approve you - Generic plans? Site specific plans? Calculations? You will also want to ask if there are anything on those plans that is required. Besides the basics, typically they do not need extra, but always safe to ask. You will want to figure out if they have specific foundation requirements too (For example: For concrete installs you will need to ask how deep the footers need to be). Other than that, we are sure you may be adding electrical power, plumbing, heating & cooling, and other functional and cosmetic aspects that may need their attention so they can advise what's needed on those separate items. Please do not forget to order those plans you need as soon as possible as some types of plans take longer than others.

## Step 3: Land Preparation

Whether you are putting your building on dirt, gravel, asphalt, or concrete, one of the most important steps is getting your land prepared for the arrival of your structure. This step should only be done once the permits for your building are fully approved to ensure that your building can be put up on your property in the first place, essentially protecting you from investing in a certain foundation type before you know if it will be allowed on your property per the

building department. While preparing your land, make sure that you abide by what your permitting office says and what the building requires so that your building is in compliance with your local ordinance's requirements, and it is structurally sound to accommodate the surrounding environment the building is installed on. Prior to the arrival of your building make sure as well that the area is clear of any obstructions within 3 - 6 feet (depends on size) and it is level within 1-3 inches. For Concrete we get a lot of questions on how to prep the concrete and you can follow the below:

For your concrete we will need:

- 4"-6" thick concrete pad
- at least the frame of your structure (WxL) if not larger at your discretion or per the permitting office
- Footer depth is determined by your city/county
- No predrilling anchor bolts as we use our own certified anchors and install them ourselves.
- Optional, but if you can do a concrete notch or Ratledge for your concrete to provide leak protection that would certainly be ideal. Ask your representative to explain further!

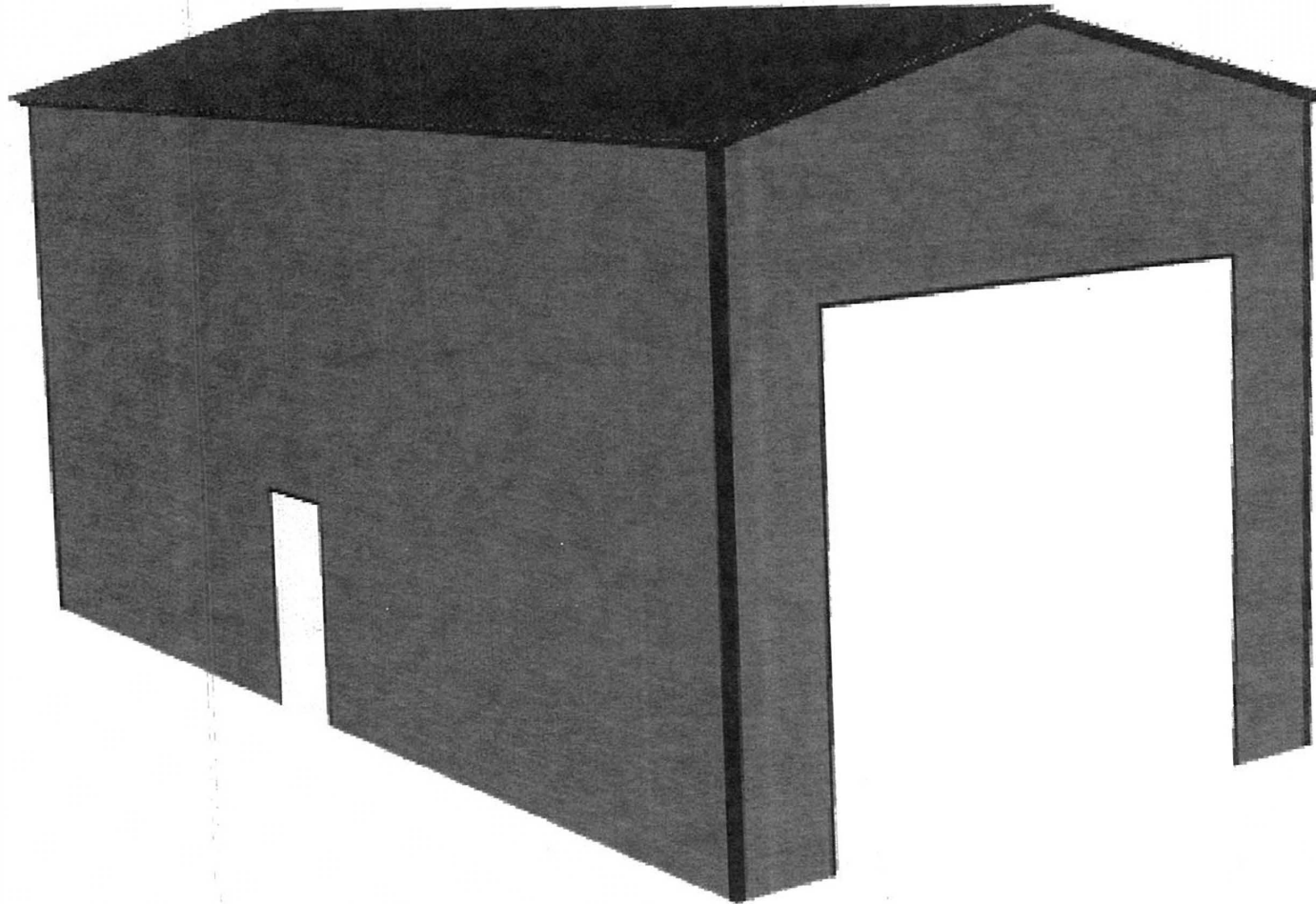
## **Step 4: Scheduling/Fabrication**

One step closer to having the building completed and, on your property, would be the scheduling. The reason we can offer these buildings installed at such a great price point without sacrificing quality, is by putting them up in runs. Anywhere from 3-5 buildings will go out at one time to be installed in your local area and the installers move from one site to the next until each one is constructed. To do this logistically, we must make sure that all the steps prior to this point are complete before we can start the actual scheduling process. Once your building is on order, your permits have been cleared, and your site is completely ready for install, all you must do is reach out to the installers and they will be clear to begin their scheduling and manufacturing of your building! You need to call and email them as soon as the land is ready to go and if permits are approved. Your lead time does **NOT** start when you order the structure. It starts when you have verbally gotten confirmation from your installers and typically have sent over the photo of your install ready foundation site. Lead times are dynamic and ever changing so even if you are planning on preordering for the future, we highly recommend you complete this step-in advance to make sure everything is all set and you can look forward to smoother sailing for the remaining step of this process.

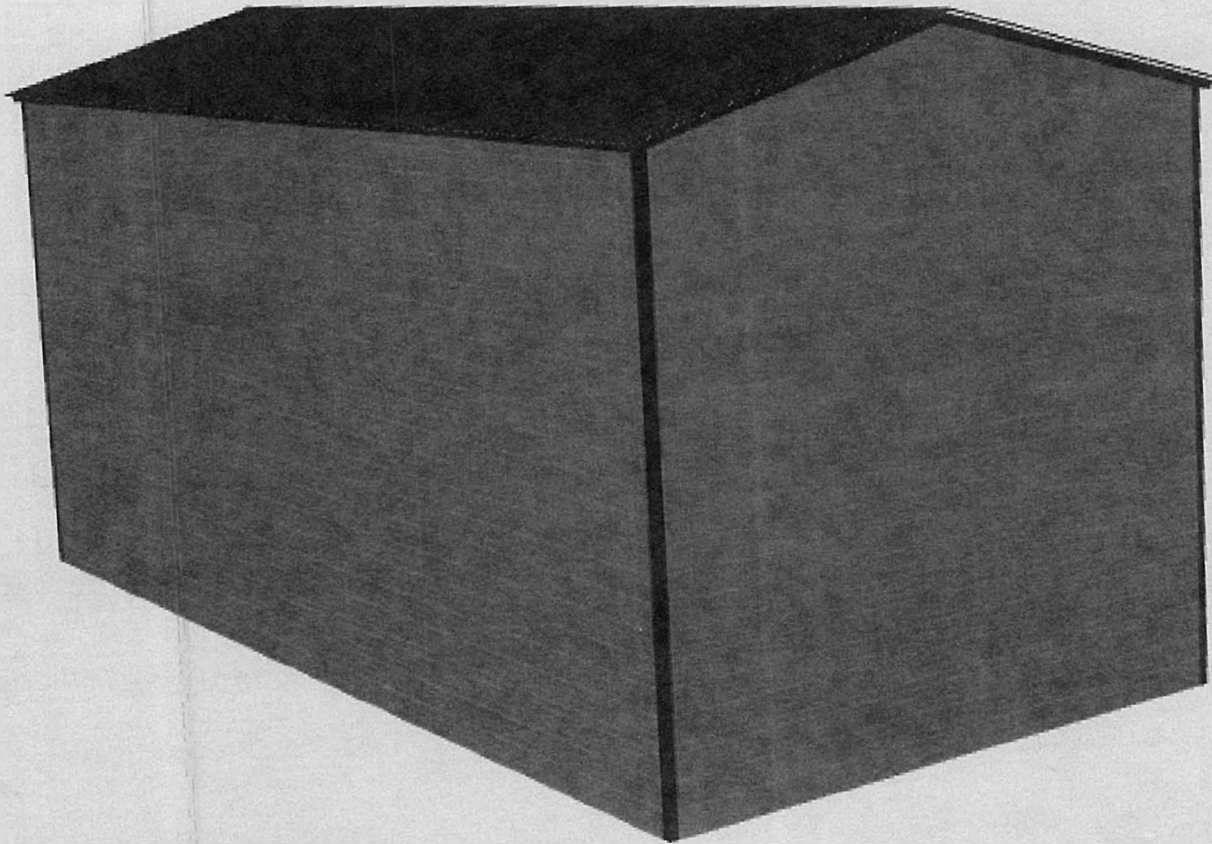
## **Step 5: Delivery/Installation**

The final step in the process is the delivery and installation of your structure! Depending on the size of your building this could take a few hours to multiple days, but the great thing is with our process you don't have to lift a finger. Our installers will come out and put the building up while you can sit back, enjoy a beverage of your choice, and watch those long-awaited dreams come true. After completion of the project the installers will give you a walk-through of the building and you just must trade them the remaining balance for the keys to your building! Please note, some installers require the remaining balance upon delivery when they arrive, and others require payment before they leave your property and after completion of you dream structure.

\*If you have any questions or concerns, please contact your assigned representative to discuss your thoughts and inquiries\*

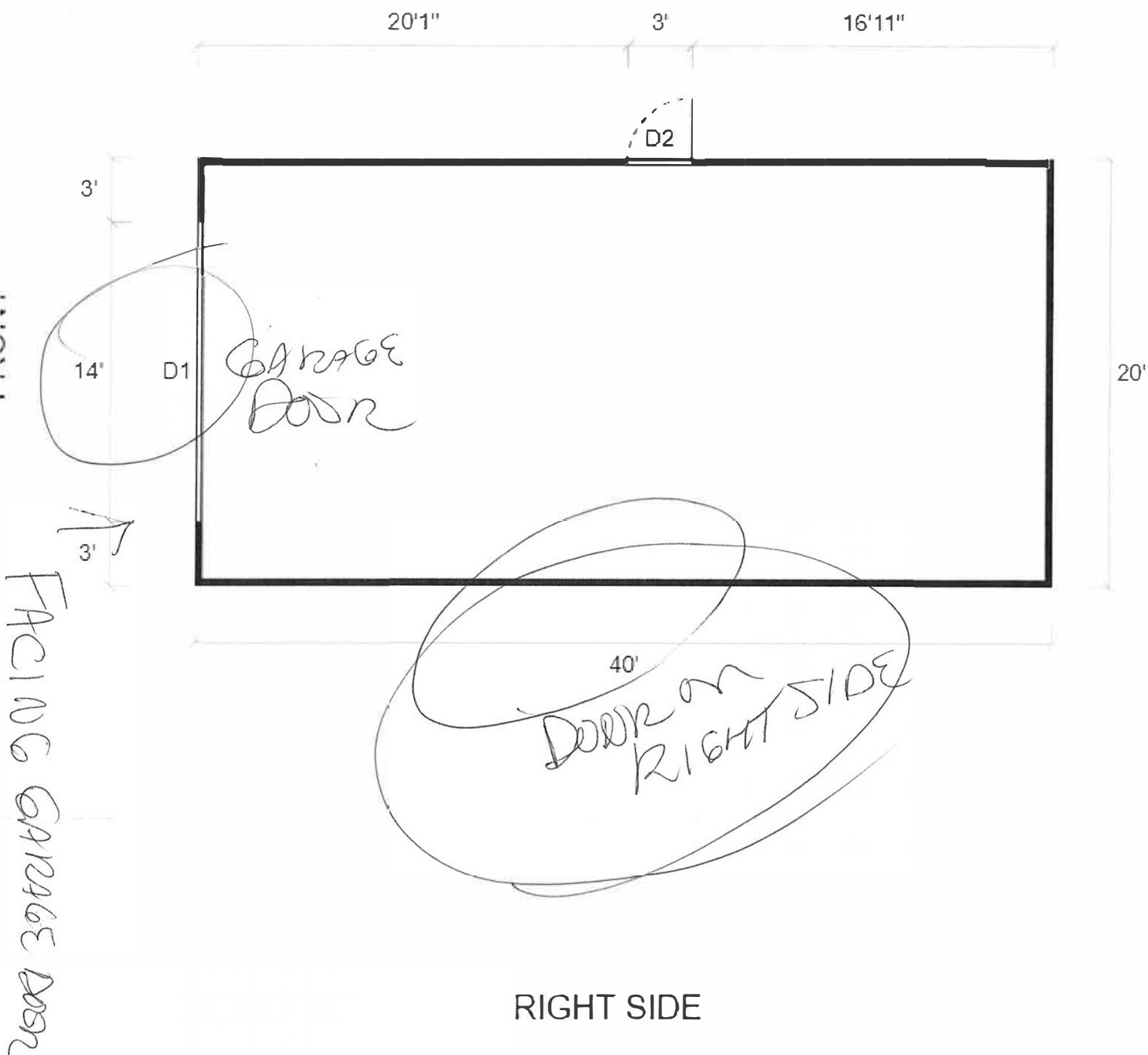


Garage  
20' W x 40' L x 18' H






Garage  
20' W x 40' L x 18' H

LEFT SIDE



RIGHT SIDE

SYMBOL LEGEND	
	D1 14' x 14' Roll-Up Door
	D2 Walk-in Door (36 x 80)
	Closed Wall