

AUTOMATIC GATE



SUBMITTAL CHECKLIST

Permit Application Center

2240 Civic Center Drive, North Las Vegas, Nevada 89030
(702) 633-1536 phone, (702) 649-9643 fax

This checklist is provided for the convenience of our customers and is intended to provide only general information. Please contact our Permit Application Center for additional information on your specific project. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for corrections by City staff.

SECTION #1

APPLICANTS RESPONSIBILITY

Applicants are responsible for submitting complete applications.

Incomplete applications will result in plans being rejected for acceptance or delayed during the review process. City staff is committed to assist in coordinating the approval process, however, applicants are responsible for monitoring and providing all requested corrections and/or information during the review process in a timely manner. All applications expire 180 days from the date of submittal if permits are not issued. Upon expiration, all applications, plans, and documents will be disposed of by staff, unless a written request is submitted to have the documents returned.

SECTION #2

PREREQUISITES

Any items below which are applicable to your project must be completed **before** a building permit application can be accepted for review:

- Appropriate zoning is currently in place for this proposed use**
- A Special Use Permit, Conditional Use Permit or Variance has been approved**
- A Design Review or Planned Unit Development approved for this site**
- Compliance with Planning Commission and/or City Council action**

SECTION #3

APPLICABLE CODES

Projects must be designed to meet the following adopted codes, ordinances and regulations:

- ✓ **2006 International Building Code with local amendments**
- ✓ **2000 Uniform Fire Code with local amendments**
- ✓ **2005 Uniform Electrical Code with local amendments**
- ✓ **2006 International Energy Conservation Code with local amendments**
- ✓ **City of North Las Vegas Municipal Code (Title 15, 16 & 17)**
- ✓ **Conditions of approval for the site from any applicable land development application**

SECTION #4

SUBMITTAL PACKAGE

The following information is required at the time you submit your application for a building permit. Submit the required number of copies of plans and related documents for routing to reviewing departments. Plans stamped "Preliminary" and/or "Not for Construction" are unacceptable:

ONE (1) SET

- COMPLETED BUILDING PERMIT APPLICATION**
Accurately describe entire scope of work in the description. The application must be signed by the General Contractor, who must be licensed with the City of North Las Vegas
- ELECTRICAL APPLICATION (IF APPLICABLE)**
Must be completed and "wet signed" by each sub-contractor licensed with the City of North Las Vegas. The percentage method is optional - please contact the Permit Application Center for further details
- WASTE WATER SURVEY**
Filled out completely and signed by the Business Owner
- QUALITY ASSURANCE AGENCY SPECIAL INSPECTION AGREEMENT**
Must be "wet signed" by the Owner, Contractor and 3rd Party Special Inspector, prior to permit issuance

TWO (2) SETS

- STRUCTURAL CALCULATIONS**

THREE (3) SETS

- MANUFACTURER SHOP DRAWINGS WITH MATERIAL SPECIFICATIONS**
- QUEUING REPORT (TRAFFIC OPTION)**

FIVE (5) SETS

- SITE PLANS**
At least (2) of the (5) sets must be "wet sealed" by a Nevada registered design professional

SECTION #5

PLAN CONTENTS

Plans must contain the following minimum content requirements. This list is not intended to be all inclusive of every detail required on a set of plans. Rather, it is provided to give an overview of the basic plan contents needed for the review of plan sets. Certain items may not be applicable to your specific project. See the State of Nevada 2004 Blue Book for more information.

SITE PLAN

- SITE PLAN**
 - Provide copies of pre-approved Civil Drawing sheets from Development and Flood Control
 - Grading plans showing access location(s)
 - Copies of drawing sheets with Fire Department signature block
 - Typically this drawing sheet is either the one marked Traffic, Utilities or the Fire Access Plan can be used