

# OFFICE / SALES / CONSTRUCTION TRAILER SUBMITTAL CHECKLIST



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## 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.**

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### 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.

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### 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**

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### 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**
- ✓ **2006 Uniform Mechanical Code with local amendments**
- ✓ **2006 Uniform Plumbing 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

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### 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

- ENTITLEMENT APPROVAL LETTERS**  
From the Planning and Zoning Department
- 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, MECHANICAL AND PLUMBING APPLICATIONS**  
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 3<sup>rd</sup> Party Special Inspector, prior to permit issuance

### THREE (3) SETS

- STRUCTURAL DRAWINGS AND CALCULATIONS**
- FLOOR PLANS (APPROVED BY THE STATE OF NEVADA)**
- ELECTRICAL DRAWINGS AND CALCULATIONS**
- PLUMBING DRAWINGS AND CALCULATIONS**

### FIVE (5) SETS

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

## SECTION #5

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### 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.

## ARCHITECTURAL



### **SITE PLAN**

- Use Residential Plot Plan Requirement Checklist.
- Add sewer line location or clarify holding tanks, etc..
- Parking lot requirements per Planning and Zoning
- Parking lot requirements per Traffic - parking lot shall be paved and street shall be paved all the way to a main arterial way.
- Show power source / generator (see MFG Installation Instructions)
- Accessibility requirements per ICC / ANSI A 117.1



### **FLOOR PLAN**

- Names and use of rooms and spaces
- Complete dimensions
- Sizes and type of doors and windows
- Hardware specifications
- Wall and ceiling finish materials and specifications

## STRUCTURAL



### **STRUCTURAL NOTES**

- 2 wet-stamped sets of calculations to include vertical and lateral analysis
- Plans to detail load path elements
- List structural material specifications
- Plans shall be compatible with engineering calculations and shall be wet-stamped, signed and dated by the Engineer of Record



### **FOUNDATION PLAN AND DETAILS**

- Size and depth of all footings
- Stem wall and slab design and requirements to comply with geotechnical report
- Reinforcing steel-sizing and spacing
- Hold down and/or strap locations
- Three soils reports (must be dated within one year or have update letter attached)

## SUB-CLASSIFICATIONS



### **FIRE RESISTIVE CONSTRUCTION**

- All fire resistive construction is to be shown in section view
- Openings or penetrations of fire resistive construction are to be detailed in section view with applied references
- Closure construction between fire resistive floors and walls and structural or exterior wall components shall be detailed in section view
- Fire resistive assemblies shall be identified by their listings



### **ELECTRICAL PLANS**

- Single line diagram
- Service and load calculations, to include all short circuit and fault current calculations
- Panel schedules and descriptions of circuits with connected loads, panel ratings and feeder sizes
- All outlets, smoke detectors, equipment and feeders shown on plan with appropriate panel and circuit numbers at devices
- Show emergency power system, type and model
- Show location of all exit signs and exit illumination
- Show voltage drop calculations for all feeders to sub-panels, panels, area lighting, free standing signs, and air-conditioning units



### **MECHANICAL PLANS**

- Show model and type of equipment
- Show AFUE/SEER rating
- Energy demand, input and BTU
- Location, access and working space for mechanical equipment
- Combustion air, flue sizes, and material
- Dampers-type, size and location
- Sizes of supply/return air ducts and grilles shown in plan view. CFM capacity of ducts, grilles and diffusers
- Location, material, and insulation of mechanical ducts and pipes
- Size, location and piping material of all air conditioning condensate drains
- Size, location and ducting of all smoke control systems
- Location of all duct detectors



### **PLUMBING PLANS**

- Plan view of all water, drainage, waste and vent piping, with location, size and material
- Drainage, waste, vent and water supply plans, Indicate type of fixtures with symbols
- Location and size of gas, fuel oil, or LPG piping appliance demands
- Size, location, and materials of P/T water relief valve
- Location of all water heaters and/or boiler combustion air and flues
- Show location of cleanouts, backwater valves, and water shutoff valves
- Plumbing isometrics for hot and cold water piping, drain, waste and vent piping and gas piping. For gas piping, indicate the total developed length, the length of each branch, the demand for each appliance and the total demand.
- Location of any grease/sand/oil interceptors with details to comply with the City of North Las Vegas standards of design.

