



Self-Certification Program Building Plan Submittal Checklist

This checklist provides information on the required documents and information that must be provided for Self-Certification Program projects. A completed checklist must be provided with the plans and supporting documentation. For additional information please contact the Land Development & Community Services Department at 702-633-1580 or email Valarie Evans at evansv@cityofnorthlasvegas.com

The following documents must be approved or signed off as N/A by city staff prior to submittal to the City:

- | | |
|--|--|
| <input type="checkbox"/> Final Site Plan | <input type="checkbox"/> Civil Improvement Plans |
| <input type="checkbox"/> Updated Tenant List | <input type="checkbox"/> Landscape Plan |
| <input type="checkbox"/> Parcel or Final Map | <input type="checkbox"/> Address Verification |

The following documents, if applicable, must be provided with this checklist:

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|---|--|
| <input type="checkbox"/> Self-Certification Permit Application * | <input type="checkbox"/> Waste Water Survey ** |
| <input type="checkbox"/> Professional of Record Statement * | <input type="checkbox"/> Structural Peer Review Certificate
by city-approved structural peer reviewer if required |
| <input type="checkbox"/> Owner/Tenant Certification Statement * | <input type="checkbox"/> Structural Engineering Calculations |
| <input type="checkbox"/> Hold Harmless Letter * | <input type="checkbox"/> Geotechnical Report |
| <input type="checkbox"/> Plans including the Self- Certification
Signature of Notation on each sheet * | |
| <input type="checkbox"/> Copy of Professional Liability Insurance
Certificate * | |

Special Inspection Certificates

Energy Code Compliance Certificate

- Arch Elec Mech'l

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|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Geotech | <input type="checkbox"/> Structural |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Mechanical |

**** Required for every project***

***** required if any plumbing is included***

I CERTIFY THAT I HAVE RECEIVED THE NECESSARY APPROVALS AS LISTED ABOVE AND THAT I HAVE COMPLETED THE DOCUMENTS REQUIRED TO SUBMIT BUILDING PLANS THROUGH THE SELF-CERTIFICATION PROGRAM.

Professional of Record's Name & Organization (Please print): _____

Professional of Record's Signature: _____ Date: _____