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 and Community Services Department at 702-633-1580 or email Valarie Evans at evansv@cityofnorthlasvegas.com

The following documents must be **accepted** or signed off by city staff *prior* to submittal to the City:

☐ Final Site Plan   ☐ Civil Improvement Plans per PW

☐ Updated Tenant List   ☐ Landscape Plan

☐ Parcel or Final Map   ☐ Address Verification

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

☐ Self-Certification Permit Application *   ☐ Waste Water Survey **

☐ Professional of Record Statement *   ☐ Structural Peer Review Certificate
                                                 by city-approved structural peer reviewer if
☐ Owner/Tenant Certification Statement *   required

☐ Hold Harmless Letter *   ☐ Structural Engineering Calculations

☐ Plans including the Self- Certification   ☐ Geotechnical Report
   Signature of Notation on each sheet *

☐ Copy of Professional Liability Insurance
   Certificate *   Special Inspection Certificates

Energy Code Compliance Certificate
                                              ☐ Geotech   ☐ Structural
                                              ☐ Electrical   ☐ Mechanical
   ☐ Arch   ☐ Elec   ☐ Mech'l

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: _____