

BLOCK WALL RETAINING WALL



SUBMITTAL CHECKLIST

Permit Application Center

2250 Las Vegas Blvd North, 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 Site Plan 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:

- ✓ **2024 International Building 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. **Submittals need to comply with CNLV Electronic Submittal Guidelines.**

ONE (1) PDF SET

- ENTITLEMENT APPROVAL LETTERS**
From the Planning and Zoning Division
- 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
- APPROVED GRADING PLANS**
- EXPANSIVE SOIL RECOMMENDATION FROM GEOTECHNICAL ENGINEER**
- COLORED WALL ELEVATIONS OR PHOTOS**
- SITE PLAN INDICATING WALL TYPE AND LOCATION**
- COLORED LEGEND INDICATING SOIL EXPANSION TYPES**
- WATER PROOFING MATERIAL UTILIZED**
- MULTI-BLOCK WALL SUMMARY**
- STRUCTURAL CALCULATIONS**
Must be "electronically stamped / signed" by the Nevada Design Professional or Engineer of Record
Structural calculations and drawings/details must be specific to the block wall / retaining wall permit scope only. Do not include calculations and details that are irrelevant and not applicable to the block wall / retaining wall permit.
- GEOTECHNICAL (SOILS) REPORTS**
The reports must be "electronically sealed / signed" by a Nevada registered design professional. All reports must be dated within one (1) year of the application or be accompanied by an update letter dated within one (1) year. Note: The soil report work order number and date will need to match the Structural Engineers general notes where applicable.
Provide shear wave velocity test if using soil site class "C".
- QUALITY ASSURANCE AGENCY SPECIAL INSPECTION AGREEMENT**
Must be "electronically signed" by the owner, owner's representative, or design professional prior to permit issuance. The contractor can not sign the QAA form unless he is also the owner.

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 current State of Nevada Blue Book for more information.

<u>GENERAL</u>	
<p>GRADING PLANS</p> <ul style="list-style-type: none"> • The PDF copy of city approved grading plans will need to identify the block/retaining wall locations, height of each block/retaining wall. • Provide two high-lighted colors - one for retaining walls and one for screen walls. This may be achieved by highlighting the grading plans. • The submittal will need to include the average length of each block/retaining wall and each return wall • All block/retaining walls exceeding (12') twelve feet in height will require fence wall deviation approval from the Planning and Zoning Division (to be included with each submittal) • If there is a Project Development Agreement then the block/retaining wall design requirements must be incorporated into the design. The design should be shown on the approved grading plans, but a separate plan showing the design will be accepted. 	<ul style="list-style-type: none"> <input type="checkbox"/> SOILS REPORTS (WHEN REQUIRED) <ul style="list-style-type: none"> • (1) one PDF copy of an update letter if over (1) year old. The soil report recommendations must be based on the 2014 IBC • The soil report work order number and date will need to match the Structural Engineers general notes where applicable. <input type="checkbox"/> EXPANSIVE SOIL RECOMMENDATION <ul style="list-style-type: none"> • Must be completed by the geotechnical engineer • The criteria must be lot specific - this is applicable where different footing designs are required by the soil report based on the soil conditions of each lot (i.e. low, moderate, high or critically expansive soils) • The structural engineer needs to provide a design that meets the minimum requirements of the soil report (i.e. footing, width, depth and allowable soil bearing capacity)

SITE PLAN

<p>RESIDENTIAL DEVELOPMENTS</p> <ul style="list-style-type: none"> ● A final approved grading plan shall be submitted as the site plan ● The site plan must be a minimum of 24x36 PDF paper size ● Show highlighted location(s) of the block/retaining wall(s) to be constructed with respect to lot lines, streets, other right-of-ways, existing buildings, landscaping, driveways, and existing drainage courses. ● Show the length, height, thickness and square footage of the blockwall or retaining wall ● If walls are retaining, show depth of earth retained 	<p>MULTI-FAMILY AND COMMERCIAL</p> <ul style="list-style-type: none"> ● The site plan must be a minimum of 24x36 PDF paper size ● Show the highlighted location(s) of the block/retaining wall(s) to be constructed with respect to lot lines, streets, other right-of-ways, existing buildings, landscaping, driveways and existing drainage courses. ● Show the length, height, thickness and square footage of the blockwall or retaining wall ● If walls are retaining, show depth of earth retained ● Multi-Family, Commercial and Industrial must show the location of all light standards, gas and water meters and fire hydrants
<p>SINGLE FAMILY RESIDENTIAL</p> <ul style="list-style-type: none"> ● Show highlighted location(s) of the block/retaining wall(s) to be constructed with respect to lot lines, streets, other right-of-ways, existing buildings, landscaping, driveways, and existing drainage courses. ● Show the length, height, thickness and square footage of the blockwall or retaining wall ● If walls are retaining, show depth of earth retained 	

SECTION #6

ADDITIONAL INFORMATION

See below for additional documents that may be required, depending on the specific construction and/or use that is being permitted:

- ❑ **If the wall is over 8' in height or if it is a retaining wall with a sloping surcharge, provide structural drawings, specifications and analysis prepared by a Nevada-registered professional, civil or structural engineer. In addition, soils report must be submitted containing all pertinent information as required from the City of North Las Vegas Geotechnical checklist for block/retaining walls. CNLV checklist needs to be included on the report.**
- ❑ **If block/retaining wall is to be located on the property line, provide a letter from the adjacent property owner(s) authorizing construction of block/retaining wall(s). **NOTE** If a contractor is obtaining the permit, a contract showing the signatures of both property owners is acceptable.**
- ❑ **If the block/retaining wall is a perimeter wall around a development, an elevation of the wall is required to be submitted. Planning and Zoning Division will verify the materials, height and design of such wall is in compliance with the Planning Commission conditions of approval.**
- ❑ **When you begin construction, you will be REQUIRED to call the Building Safety and Fire Prevention Division scheduling at 633-1576 for inspections of each phase of construction. All inspections called in prior to 4:45p.m. will be performed the following business day. These inspections must be done in sequence as shown on the inspection card. Concrete foundations for block or retaining walls shall NOT BE POURED until footings have received an APPROVED inspection. Masonry walls or retaining walls shall NOT BE GROUTED until the required reinforcing has received an APPROVED inspection. In addition, the permit, inspection card, approved plans, calculations (when required) and soils report (when required), along with paperwork stating the design requirements for Planning Commission conditions, must be kept on-site for convenient access by the inspection staff.**

