
CONVERSION OF SINGLE FAMILY RESIDENTIAL GARAGE TO TEMPORARY SALES OFFICE SUBMITTAL CHECKLIST



Permit Application Center

2250 Las Vegas Boulevard 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 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:

- ✓ **2024 International Building Code with local amendments**
- ✓ **2024 International Fire Code with local amendments**
- ✓ **2024 Uniform Mechanical Code with local amendments**
- ✓ **2024 Uniform Plumbing Code with local amendments**
- ✓ **2023 National Electrical Code with local amendments**
- ✓ **2024 International Energy Conservation Code with local amendments**
- ✓ **2009 ICC ANSI A117.1 Accessible and Useable Buildings and Facilities**
- ✓ **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
- ELECTRICAL, MECHANICAL AND PLUMBING APPLICATIONS**
Must be completed and "electronically 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 "electronically signed" by the owner, owner's representative, or "electronically sealed / signed" by the 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. All drawing sheets for all disciplines shall have the same paper size.

GENERAL

COVER SHEET

Include general project information, such as: address, location map, and square footage of the structures. State occupancy classification, occupancy loads, exiting requirements, fire sprinkler and fire alarms, energy schedule, and accessible parking. Cover sheet must have a legend of symbols and abbreviations used throughout the plan set

INTERIOR ELEVATIONS

Provide details for the interior wall framing. Indicate size, type and height of studs, floor and ceiling connections, and wall coverings.

ARCHITECTURAL

SITE PLAN

- Lot locations
- Location of existing model homes
- North Arrow
- Location of parking lot and stalls
- Location of accessible route from the right-of-way and parking area to the front door of each model home
- Accessibility slopes

FLOOR PLAN

- Dimensioned floor plan
- Floor plan shall show accessible clearances within the sales office
- Indicate changes to doors and /or window locations, sizes or types
- Provide accessible route of travel to such room. (An accessible porta-potty may be provided to meet this requirement)
- Sales office need to be thermally insulated per IECC.

SUB-CLASSIFICATIONS

<p>☐ FIRE RESISTIVE CONSTRUCTION</p> <ul style="list-style-type: none"> • 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 	<p>☐ ELECTRICAL PLANS</p> <ul style="list-style-type: none"> • Electrical code/year used. • Electrical floor plan indicating all receptacles, switches and light locations • Indicate location of egress signage • Any additional electrical to be added or relocated • If an accessible restroom is added within the sales office, please provide emergency lighting and indicate on plan
<p>☐ MECHANICAL PLANS</p> <ul style="list-style-type: none"> • Mechanical code/year used. • Mechanical floor plan indicating location of any supply and/or return registers that need to be relocated or added • Show any changes in duct work, indicate size of ducts and cfm's for the registers served 	<p>☐ PLUMBING PLANS</p> <ul style="list-style-type: none"> • Plumbing code/year used. • Plumbing floor plan indicating location of any plumbing to be relocated, added or altered. • Enlarged plan of accessible restroom if located within sales office. Indicate accessible clearances within the restroom.

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:

- ☐ **ZONING REQUIREMENTS**
 - ▶ A minimum of five (5) paved off-street parking spaces shall be provided
 - ▶ All signage shall be in accordance with applicable zoning ordinance requirements
 - ▶ Use of the model homes shall cease upon the sale of the last unit of the development
 - ▶ Any sales office shall be converted back to a garage prior to the final sale of the home in which it is located

- ☐ **BUILDING AND FIRE SAFETY REQUIREMENTS**
 - ▶ The **Building Safety and Fire Prevention Division** shall have access to the model homes. A complete “building finals” inspection by the City of North Las Vegas building staff is required prior to the conversion of the model homes to residential use.
 - ▶ The form “post construction certificate” Section 2, shall be completed and filed with the **Building Safety and Fire Prevention Division** when the model homes are converted to residences. Forms are available at the **Building Safety and Fire Prevention Division** office located at 2250 Las Vegas Boulevard North.

