

# COMMERCIAL INDUSTRIAL MULTI-FAMILY 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 revisions 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**
- ✓ **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
- MULTI-FAMILY DWELLING FLOOR PLAN**  
Provide a floor plan for **EACH TYPE** of basic unit, **EACH TYPE** of "B" dwelling unit (per ICC), and **EACH TYPE** of "A" dwelling unit (per ANSI) and show all accessible clear floor spaces, grab bars, and indicate all requirements to comply with Type B and Type A dwelling units
- DETACHED STRUCTURE**  
Any detached structures on site (ie: trash enclosures, carports, block walls, walk-in coolers and paint booths) must have all supporting plans and documents to be approved and included with the building permit
- STRUCTURAL CALCULATIONS**
- ENERGY CONSERVATION CODE CALCULATIONS**
- ELECTRICAL LOAD CALCULATIONS** (on plans)
- MATERIAL SPECIFICATIONS OR SUPPORTIVE DATA**
- TRUSS CALCULATIONS**  
Must be "electronically stamped / signed" by the Engineer of Record. NOTE: Truss calculations may include generic truss repairs
- 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.
- 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  
**Provide shear wave velocity test if using soil site class "C".**
- LANDSCAPE PLANS**  
All landscape plans must be in compliance with the recommendations as outlined in the Geotechnical Soils Report and the requirements as set forth by the Planning and Zoning Division

## 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. Also include a complete code analysis of the proposed building and state type of construction. State occupancy classification, occupancy loads, exiting requirements, fire sprinkler and fire alarms, energy schedule, and accessible parking and dwelling requirements. Cover sheet must have a legend of symbols and abbreviations used throughout the plan set

#### MODEL ENERGY

**Electronic set** of model energy code calculations. “Designed and stamped/signed by a State of Nevada Registered Architect or Engineer”. Current edition is 2018 International Energy Conservation Code. Refer to the energy code for additional information. These need to be scanned on respective plan disciplines.

#### MISCELLANEOUS DETAILS AND MATERIALS

- Details of construction features such as stairs, balconies, retaining walls, block walls, ramps, etc., including specifications of all materials
- Details for all light pole bases
- Details for all handicap parking stall signs
- Details of shaft enclosure construction for Type I hoods
- Hazardous materials reports for any hazardous occupancy
- Master Exit plans (when required)
- Life Safety Packages (when required)

#### CODE ANALYSIS

See the City of North Las Vegas Code Analysis Detail for further details

- Code reference and year for design
- Type of Construction (include if the building is sprinkled or not)
- Occupancy Classification
- Actual/Allowable floor area
- Actual/Allowable building height
- Actual/Allowable stories
- Exit analysis
- Fire resistive requirements
- Required and provided number of plumbing fixtures calculations on plans

### ARCHITECTURAL

#### SITE PLAN

- (CIVIL SITE PLANS ARE NOT ACCEPTABLE)
- Property lines or boundaries with dimensions shall be clearly identified.
  - North arrow symbol
  - All public or private easements and rights-of-ways to be identified and shown. Width and location of utility easements to be shown
  - Location of all proposed and existing buildings, dimensions, setbacks, type of construction, and proposed use shall be shown, including fences, block walls, retaining walls, and trash enclosures
  - Plan for traffic ingress, egress, and parking lot layout. (Show typical space, driveway widths and locations, handicapped parking and accessible route of travel to the building)
  - Service areas, including loading/delivery, ramps, and machinery locations, location of trash facilities and method of screening, location of mechanical equipment and method of screening
  - Location of all parking lot lighting
  - Parking analysis to include required and provided number of accessible and van accessible parking spaces.

#### 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
- Kitchen and equipment plans

#### ELEVATIONS AND SECTIONS

- Exterior elevations to include all weather resistive construction
- Cross sections on at least 2 directions sufficient to reflect structural systems
- Show building thermal envelope (wall and roof) insulation symbol and R values on wall sections
- Occupancy and area separation walls, including hourly rating. Provide numbers for all listed assemblies
- Rated corridors, non-rated and fire-rated assemblies/penetrations, rated details
- Interior wall full height details and lateral support
- Identify all exterior material finish
- Vertical dimensions and heights of all components

#### ROOF PLAN

- Show roof plan layout in plan view with location of all parapets, roof drains, overflows and scuppers
- Show drainage flow and slope of roof
- Roof finish and details

## STRUCTURAL



### STRUCTURAL NOTES

- Electronically-stamped set of calculations to include vertical and lateral analysis
- Plans to detail load path elements
- List structural material specifications
- Applicable design criteria on plans (IBC Section 1603)
- Statement of special inspections / frequency on plans
- Plans shall be compatible with engineering calculations & shall be electronically-stamped, signed and dated by the EOR



### 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
- One (1) PDF set of soils reports (must be dated within one year or have update letter included)

## 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

- Electrical code/year used and single line diagram
- Service and load calculations, to include all short circuit and fault current calculations
- Panel schedules with room numbers 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

- Mechanical code/year used
- 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
- Heating / cooling load calculations on plans per IECC



### PLUMBING PLANS

- Plumbing code/year used and 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.

## LANDSCAPE



### GENERAL

Landscaping plans showing size, type and location of plant material (all landscaping plans) must be in compliance with the recommendations as outlined in the Geotechnical Report. This may require modifications to the Geotechnical Report of record to accommodate the required landscaping, such as an appropriate moisture barrier and/or cutoff walls as recommended by the Geotechnical Engineer.

- For complete details of all applicable landscaping guidelines, go the website below:  
<http://municipalcodes.lexisnexis.com/codes/nolasvegas/index.htm>



### COMMERCIAL DEVELOPMENTS

- Appropriate sloping and landscaping. (Section 17.24.200.C.1)
- Landscaping for natural features. (Section 17.24.200.C.2)
- Drainage ways. (Section 17.24.200.C.3)
- Foundation landscaping. (Section 17.24.200.D.7)
- Parking lots and landscaped islands. (Sections 17.24.200.E.2, 17.24.200.E.3, and 17.24.200.E.4)
- Service and loading zones. (Section 17.24.200.G.3)
- Refuse collection areas. (Section 17.24.200.G.4)
- Perimeter, buffer, street and street median landscaping. (Section 17.24.200.J)
- Pedestrian Open Spaces and Plazas. (Section 17.24.200.K)

<input type="checkbox"/> <b>INDUSTRIAL DEVELOPMENTS</b>	<input type="checkbox"/> <b>MULTI-FAMILY DEVELOPMENTS</b>
<ul style="list-style-type: none"> <li>● Appropriate sloping and landscaping. (Section 17.24.205.C.1)</li> <li>● Landscaping for natural features. (Section 17.24.205.C.2)</li> <li>● Drainage ways. (Section 17.24.205.C.3 and Section 17.24.205.D.7)</li> <li>● Foundation landscaping. (Section 17.24.205.D.6)</li> <li>● Parking lots and landscaped islands. (Sections 17.24.205.E.2, 17.24.205.E.3, and 17.24.205.E.4)</li> <li>● Service and loading zones. (Section 17.24.205.G.3)</li> <li>● Refuse collection areas. (Section 17.24.205.G.4)</li> <li>● Perimeter, buffer, street and street median landscaping. (Section 17.24.205.J)</li> <li>● Pedestrian Open Spaces and Plazas. (Section 17.24.205.K)</li> </ul>	<ul style="list-style-type: none"> <li>● Peripheral landscaping. (Section 17.24.195.B.4)</li> <li>● Landscaped buffer areas. (Section 17.24.195.C.3)</li> <li>● Open space areas. (Section 17.24.195.C.4)</li> <li>● Streetscape. (Section 17.24.195.C.5)</li> <li>● Recreational and parking areas. (Sections 17.24.195.C.6.b)</li> <li>● Parking lots. (Section 17.24.195.C.7.b)</li> <li>● Screen from adjacent single-family homes. (Section 17.24.195.D.4.c)</li> <li>● Refuse collection areas. (Section 17.24.195.D.5)</li> <li>● General landscaping requirements. (Section 17.24.100.E.3)</li> </ul>

**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:

- CERTIFICATE OF APPROVAL FROM THE SOUTHERN NEVADA HEALTH DISTRICT WHEN FOOD PREPARATION IS INVOLVED.**
- APPROVAL FROM THE CLARK COUNTY AIR QUALITY DIVISION FOR ABOVE GROUND FUEL TANKS OR BELOW GROUND STORAGE TANKS.**
- APPROVAL FROM THE SOUTHERN NEVADA HEALTH DISTRICT WHEN A PAINT BOOTH IS INVOLVED.**
- APPROVAL FROM THE SOUTHERN NEVADA HEALTH DISTRICT WHEN TRUCK WASH/CAR WASH FACILITIES ARE INVOLVED.**
- APPROVAL FROM THE SOUTHERN NEVADA HEALTH DISTRICT FOR SEPTIC TANKS.**
- APPROVAL FROM THE SOUTHERN NEVADA HEALTH DISTRICT FOR WALK-IN COOLERS**

