

PALLET RACKING



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
- ✓ 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
- WASTE WATER SURVEY**
Filled out completely and signed by the Business Owner

ONE (1) PDF SET

- STRUCTURAL CALCULATIONS AND DETAILS**
- MATERIAL SPECIFICATIONS OR SUPPORTIVE DATA**
- MANUFACTURER SHOP DRAWINGS**
- SPINKLER LAYOUT**
- 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.
- NARRATIVE OF ITEMS STORED**
- PLOT PLANS**
- FLOOR PLANS**

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

- MISCELLANEOUS DETAILS AND MATERIALS**
 - Elevation details and specifications of all materials
 - Exiting plans
 - Dimensioned layout and locations of all pallet racking.

- 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

ARCHITECTURAL

**SITE PLAN**

- Vicinity Map
- Show Public Streets and Alley Ways
- North Arrow
- Property Lines
- Building Foot Print
 - Type of Construction
 - Type of Occupancy Use(s)

**FLOOR PLAN**

- Names and use of rooms and spaces
- Complete dimensions and layout of all pallet racking
- Types to identify all types of pallet racking
- Setbacks from adjacent walls and existing structures.
- Spacing, setbacks, and length of pallet racking.
- Egress / exiting plan (path layout of exit access travel, maximum allowable and maximum actual exit access travel distance, location of exits / exit access....)

STRUCTURAL**STRUCTURAL NOTES**

- Electronically-stamped sets of calculations to include vertical and lateral analysis
- Plans to detail load path elements
- Plans to include basis for design criteria and building code/year used, statements of special inspections and frequency, and elevations / connection details.
- List structural material specifications
- Plans shall be compatible with engineering calculations and shall be electronically-stamped, signed and dated by the Engineer of Record

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

