

SINGLE FAMILY RESIDENTIAL



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 Tentative Map and/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 Residential 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.** Some of the following items may not be applicable to your project.

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. If this is owner/builder project under NRS 623 and NRS 624, owner may sign the application.
- 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
- MATERIAL COLOR SAMPLES**
For stucco, trim, roofing and walls. Body, trim finish, and roofing materials shall be earth tone, warm pastel or neutral colors.

- STRUCTURAL CALCULATIONS**
- ENERGY CONSERVATION CODE CALCULATIONS**
- ELECTRICAL LOAD CALCULATIONS** (if not on plans)
- MATERIAL SPECIFICATIONS OR SUPPORTIVE DATA**
- GRADING AND DRAINAGE PLANS**

- TRUSS CALCULATIONS**
Must be "electronically sealed / signed" by the Nevada Design Professional and reviewed, approved and "electronically stamped" 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".

- PLANS**
Set of plans must be "electronically sealed and signed" by a Nevada registered design professional. Plans need to be plan checked by Fire Protection Specialist if building total square footage is greater than 4,000 sf.

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

- Details of construction features such as stairs, balconies, retaining walls, block walls, ramps, etc., including specifications of all materials
- Location and size of attic access, and attic ventilation. Provide calculations and cut sheets of vents to be used.
- Detail for Mechanical unit installed in attic. Specify clearances within trusses and webs, and show working clearances, platform, etc. Clearances for equipment shall include the clearances for the cooling coil.
- FOR ROOM ADDITIONS AND REMODELING OF EXISTING BUILDINGS: provide plans and details of adjacent areas and connections for structural and weather resistive information

☐ MODEL ENERGY

Electronic set of IECC calculations to be submitted under one of the following methods:

- Designed and stamped/signed by a State of Nevada Registered Architect or Engineer
- Component Performance Approach
- Prescriptive Requirements
- Refer to the energy code for additional information.
- Manual J calculations
- R values of building envelope insulation on building sections
- U-factors and SHGC values of fenestrations (doors, windows, skylights, ...) on details or schedule.

ARCHITECTURAL

☐ SITE PLAN

- Property lines or boundaries with dimensions shall be clearly identified.
- 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, utilities and driveways
- Show septic tank, leach field and well locations
- Corner/site lot landscaping plans required

☐ ELEVATIONS AND SECTIONS

- Exterior elevations, to include all weather resistive construction
- Cross sections for framing, sufficient to reflect structural systems
- Fireplace chimney termination dimensions
- Occupancy separation walls (R3/U1)
- Interior wall lateral support
- Type of stucco system or exterior wall covering . For one-coat systems, provide ICC #.

☐ FRAMING PLANS AND DETAILS

Plans, sections, details, and schedules showing the following:

- All beams, headers, supports, and structural details
- Roof Construction, venting, openings and materials
- Exterior walls and wall framing, including posts, bracing, shear panels, hold downs, framing hardware and nailing schedules
- Joist and rafter size, spacing and layout
- Sections and details of fire rated walls required due to location of property line or occupancy separation
- Truss layouts and wet-stamped calculations
- Type and thickness of floors (where applicable)
- Roofing type, class and manufacturer
- Plans to detail structural elements resisting vertical and horizontal forces and shall display a compatibility of framing details with engineering analysis when engineering analysis is required
- Specifications and lumber grades are to be included with the plans

☐ ROOF PLAN

- Show roof plan layout in plan view
- Show drainage flow and slope of roof
- Attic ventilation calculations, indicate all vents to be used, the type and size, and net-free venting area

☐ FLOOR PLAN

- Names and use of rooms and spaces
- Square footage breakdown for living area, patios, porches, and garages
- Complete dimensions
- Sizes and type of doors and windows
- Fireplace locations and make. (Include ICC# or AGA#)
- Wall and ceiling finish materials and specifications

STRUCTURAL

☐ STRUCTURAL NOTES

- Electronic-stamped set of calculations to include vertical and lateral analysis
- Plans to detail load path elements
- List structural material specifications
- Plans shall be compatible with engineering calculations and shall be electronically-stamped, signed and dated by the Engineer of Record

☐ FOUNDATION PLAN AND DETAILS

- Size and depth of all footings.
- Basement walls, stem wall and slab design and requirements to comply with geotechnical report
- Reinforcing steel-sizing and spacing
- Hold down and/or strap locations, anchor bolts and spacing

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>

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
- Location of all panels and sub-panels
- Service and load calculations
- All outlets, smoke detectors, lights, switches, equipment and feeders shown on plan with appropriate panel and circuit numbers at devices

FOR ADDITIONS OR ALTERATIONS TO EXISTING BUILDINGS:

- Show plan of original structure, size and location of existing and proposed service and subpanels, existing and new load calculations.
- Show all new outlets, switches, light fixtures, smoke detectors and special outlets.

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. Provide detail for unit in access, indicating all clearances for working space, platform, and clearances between the trusses and webs.
- Combustion air, flue sizes and material
- Attic mounted/roof mounted equipment to show method of support and engineering calculations.
- 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 (primary and secondary)
- Exhaust fans, size, type and location

PLUMBING PLANS

- Plumbing code/year used
- Plan view of all water, drainage, waste, and vent piping and cleanouts, 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 flues. Detail combustion air requirements, if gas
- Show location of cleanouts, backwater valves, water shutoff valves, and backflow preventors
- Plumbing isometrics for gas piping. For gas piping, indicate the total developed length, the length of each branch, the demand for each appliance and the total demand.

ADDITIONS OR ALTERATIONS TO PLUMBING/MECHANICAL

- Plan view of existing piping to appliance/fixtures together with point of connection

SECTION #6

ADDITIONAL INFORMATION

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

- APPROVAL FROM THE SOUTHERN NEVADA HEALTH DISTRICT FOR SEPTIC TANKS**