

# SUBDIVISION PLOT PLAN for RESIDENTIAL TRACT HOMES SUBMITTAL CHECKLIST



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## 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 revisions by City staff.

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### 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.

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### 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**
- Final Map Recorded**
- A Variance has been approved**
- A Planned Unit Development approved (if applicable)**

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### 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.**

#### ONE (1) PDF SET

- COMPLETED SEQUENCE SHEET**  
Application for Plot Plan Approval. Must indicate all addresses, parcel numbers and standard tract plan numbers (STP's) to be used
- PLANS SHOWING LOCATION OF TEMPORARY POWER POLES( 8 1/2" x 11")**  
If applicable
- COMPLETE SET OF PLOT PLANS**  
Must be DRAWN TO SCALE and in ink or reproduction. Prepared and stamped by a professional, where applicable.

## 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

### PLOT PLANS

#### **GENERAL**

- Plans shall be submitted to Building and Fire Safety for plan check
- Plans must be prepared by a Nevada State Registered Architect or Engineer, or a Nevada State licensed contractor where used for his own work, but not a client.
- If plans are performed by an Architect, Engineer, or Licensed Contractor, the plans shall be so identified and signed.

#### **PLAN REQUIREMENTS**

- Any related commission action numbers (i.e., zone change)
- Legal description, recorded subdivision name, and assessor's parcel numbers
- Location of tract in relation to major cross streets (Plot plans which are a segment or phase of the complete tract must also identify the area for review within the boundaries of the tract)
- For each lot or building site:
  - Property lines and dimensioned building footprint with dimensions to property lines
  - Lot and block numbers
  - Provision for pressure reducing valves
  - Lot drainage and Elevations, including finished floor elevations and percentage of slopes
  - Standard Tract Plan Approval Number (s)
  - Fault lines (if any)

**NOTE:** The standard tract plan numbers indicated on the permit applications must match the numbers identified on the respective lots on the plot plan.

## SECTION #6

### ADDITIONAL INFORMATION

\*Standard plan approval is valid from the adoption of the most current edition of the International Building Code to the adoption of the subsequent edition (approximately a three-year time period). With the adoption of the subsequent code, all approvals expire; however, permits may still be issued on approved plans during the grace period given after the effective date of the new code. Permits for standard plans are issued only to Nevada-licensed contractors with the appropriate City of North Las Vegas business license.