

# TENANT IMPROVEMENT



## 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.

### SECTION #1

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#### 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

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#### 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

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#### 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:

#### 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
  
- STRUCTURAL CALCULATIONS**
- ENERGY CONSERVATION CODE CALCULATIONS**
- ELECTRICAL LOAD CALCULATIONS** (if not on plans)
- MATERIAL SPECIFICATIONS OR SUPPORTIVE DATA**
- 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.

## 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 2024 International Energy Conservation Code. Refer to the energy code for additional information.

<p><b>MISCELLANEOUS DETAILS AND MATERIALS</b></p> <ul style="list-style-type: none"> <li>• Details of construction features such as stairs, balconies, retaining walls, block walls, ramps, etc., including specifications of all materials</li> <li>• Details of shaft enclosure construction for Type I hoods</li> <li>• Hazardous materials reports for any hazardous occupancy</li> </ul>	<p><b>CODE ANALYSIS</b></p> <p>See the City of North Las Vegas Code Analysis Detail for further details</p> <ul style="list-style-type: none"> <li>• Type of Construction (include if the building is sprinkled or not)</li> <li>• Occupancy Classification</li> <li>• Actual/Allowable floor area</li> <li>• Actual/Allowable building height</li> <li>• Actual/Allowable stories</li> <li>• Exit analysis</li> <li>• Fire resistive requirements</li> <li>• Code reference and year for design</li> </ul>
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**ARCHITECTURAL**

<p><b>SITE PLAN</b></p> <p>(CIVIL SITE PLANS ARE NOT ACCEPTABLE)</p> <ul style="list-style-type: none"> <li>• Property lines or boundaries with dimensions shall be clearly identified.</li> <li>• Location of all buildings on the site, dimensions, setbacks, type of construction, <u>with the location of the proposed tenant improvement shaded.</u></li> <li>• Handicapped parking, route of access and facility accessibility.</li> </ul>	<p><b>ELEVATIONS AND SECTIONS</b></p> <ul style="list-style-type: none"> <li>• Exterior elevations (if exterior elevation changes are being made)</li> <li>• Cross sections for framing</li> <li>• Occupancy and area separation walls , including hourly rating. Provide numbers for all listed assemblies</li> <li>• Rated Corridors</li> <li>• Interior wall lateral support</li> </ul>
<p><b>ROOF PLAN</b></p> <ul style="list-style-type: none"> <li>• Show roof plan layout in plan view with location of all roof drains, overflows and scuppers</li> <li>• Show drainage flow and slope of roof</li> </ul>	<p><b>FLOOR PLAN</b></p> <ul style="list-style-type: none"> <li>• Names and use of rooms and spaces</li> <li>• Complete dimensions</li> <li>• Sizes and type of doors and windows</li> <li>• Hardware specifications</li> <li>• Wall and ceiling finish materials and specifications</li> <li>• Kitchen and equipment plans</li> </ul>

**STRUCTURAL**

<p><b>STRUCTURAL NOTES (if applicable)</b></p> <ul style="list-style-type: none"> <li>• <b>Electronic-stamped set</b> of calculations to include vertical and lateral analysis</li> <li>• List structural material specifications</li> <li>• Plans shall be compatible with engineering calculations and shall be wet-stamped, signed and dated by the Engineer of Record</li> </ul>	<p><b>FOUNDATION PLAN AND DETAILS (if applicable)</b></p> <ul style="list-style-type: none"> <li>• Size and depth of all footings</li> <li>• Stem wall and slab design and requirements to comply with geotechnical report</li> <li>• Reinforcing steel-sizing and spacing</li> <li>• Hold down and/or strap locations</li> </ul>
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**SUB-CLASSIFICATIONS**

<p><b>FIRE RESISTIVE CONSTRUCTION</b></p> <ul style="list-style-type: none"> <li>• All fire resistive construction is to be shown in section view</li> <li>• Openings or penetrations of fire resistive construction are to be detailed in section view with applied references</li> <li>• Closure construction between fire resistive floors and walls and structural or exterior wall components shall be detailed in section view</li> <li>• Fire resistive assemblies shall be identified by their listings</li> </ul>	<p><b>ELECTRICAL PLANS</b></p> <ul style="list-style-type: none"> <li>• Electrical code/year used and single line diagram</li> <li>• Service and load calculations, to include all short circuit and fault current calculations</li> <li>• Panel schedules and descriptions of circuits with connected loads, panel ratings and feeder sizes</li> <li>• All outlets, smoke detectors, equipment and feeders shown on plan with appropriate panel and circuit numbers at devices</li> <li>• Show emergency power system, type and model</li> <li>• Show location of all exit signs and exit illumination</li> <li>• Show voltage drop calculations for all feeders to sub-panels, panels , area lighting, free standing signs, and air-conditioning units</li> </ul>
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<input type="checkbox"/> <b>MECHANICAL PLANS</b>	<input type="checkbox"/> <b>PLUMBING PLANS</b>
<ul style="list-style-type: none"> <li>● Mechanical code/year used</li> <li>● A layout of mechanical equipment, air duct systems, and fire-smoke dampers. Equipment to be indicated by model, type, size, BTU, location and material specification. <u>(All existing and new equipment to be indicated)</u></li> <li>● Show model and type of equipment</li> <li>● Show AFUE/SEER rating</li> <li>● Energy demand, input and BTU</li> <li>● Location, access and working space for mechanical equipment</li> <li>● Combustion air, flue sizes, and material</li> <li>● Dampers-type, size and location</li> <li>● Sizes of supply/return air ducts and grilles shown in plan view. CFM capacity of ducts, grilles and diffusers</li> <li>● Location, material, and insulation of mechanical ducts and pipes</li> <li>● Size, location and piping material of all air conditioning condensate drains</li> <li>● Size, location and ducting of all smoke control systems</li> <li>● Location of all duct detectors</li> <li>● Heating / cooling load calculations on plans per IECC</li> </ul>	<ul style="list-style-type: none"> <li>● Plumbing code/year used and plan view of all water, drainage, waste and vent piping, with location, size and material.</li> <li>● Drainage, waste, vent and water supply plans, Indicate type of fixtures with symbols</li> <li>● Location and size of gas, fuel oil, or LPG piping appliance demands</li> <li>● Size, location, and materials of P/T water relief valve</li> <li>● Location of all water heaters and/or boiler combustion air and flues</li> <li>● Show location of cleanouts, backwater valves, and water shutoff valves</li> <li>● 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.</li> <li>● Location of any grease/sand/oil interceptors with details to comply with the City of North Las Vegas standards of design.</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 SOUTHERN NEVADA HEALTH DISTRICT WHEN A PAINT BOOTH/FOOD HANDLING FACILITIES AND MEDICAL & DENTAL IS INVOLVED.**
- APPROVAL FROM THE SOUTHERN NEVADA HEALTH DISTRICT FOR SEPTIC TANKS.**