

POLICY FOR CHANGE OF OCCUPANCY



SUBMITTAL CHECKLIST

Permit Application Center

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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.

INTRODUCTION:

Approval by Planning Commission for a special use permit, zoning reclassification, or any related Planning Commission approval does not mean that it has been approved by the Building Safety and Fire Prevention Division or Fire Department.

All changes in occupancy or use types requires to submit the items in the submittal checklist below even if no alterations are being done. Following issuance of the Change of Occupancy permit, a Building Safety and Fire Prevention Division inspections will be necessary prior to issuance of a new Certificate of Occupancy.

Change Of Occupancy: Per the 2024 IEBC chapter and section 506.1, no changes shall be made in the use or occupancy of any building that would place the building in a different division of the same group of occupancies or in a different group of occupancies, unless such building is made to comply with the requirements of this code for such division or group of occupancies. If you are going to change the proposed occupancy with work that needs a permit then the following shall apply.

The project must comply with the 2024 IEBC Chapter 10 for the change of occupancy types Partial or Complete.

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 Existing 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 ANSI A117.1 Accessible and Usable 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**

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.

The project must comply with the 2024 IEBC Chapter 10 for the change of occupancy types Partial or Complete.

1. Provide electronic PDF sets of all the plans that are electronically stamped and signed.
2. Provide plans drawn to scale, a North Arrow on the site plan, and a legal description of the property.
3. Provide a Site Plan which needs to be prepared by licensed Architect, Civil Engineer, or a General Contractor which can be a copy of the plan that was prepared when the building was built. Consideration may be allowed if there is a hardship and a letter needs to be submitted for the building officials approval The owner or property manager should have the original plans which you may use for reference.
4. Provide complete building and plumbing code analysis to include:
 - a. Type of Construction (include if the building is sprinkled or not)
 - b. Occupancy Classification
 - c. Actual/Allowable floor area
 - d. Actual/Allowable building height
 - e. Actual/Allowable stories
 - f. Exit analysis
 - g. Fire resistive requirements
 - h. Code reference and year for design
 - i. Required/provided number of water closets, lavatories
 - j. Required/provided number of service sinks, drinking fountains
5. Provide architectural floor plan
 - a. Floor plans shall be fully dimensioned.
 - b. All rooms to be shown and labeled with size and intended use.
 - c. Provide schedule of door sizes and hardware installed.
 - d. Indicate location of all exits, including where they lead.
6. Provide architectural, electrical, mechanical, and plumbing plans if they are part of the changes that you are proposing.
7. Where a change of occupancy results in a building being assigned to a higher risk category, the building shall satisfy the requirements of Sections 1609 and 1613 of the International Building Code for the new risk category using the applicable wind and full seismic forces.
8. Accessible access and egress will be required to be provided per the 2024 IBC Chapter 10 and applicable items from International Building Code 2024 Chapters 10 and 11 for the building where it affects the whole area that is being considered.
9. Partial change in occupancy shall comply with 2024 IEBC section 1001.2.2.1.
10. The new occupancy classification shall comply with 2024 IECC Section C505 requirements; spaces undergoing a change in occupancy that would result in an increase in demand for fossil fuel or electrical energy, and total interior lighting wattage.