



COMMERCIAL APPLICATION CHECKLIST

www.LasVegasNevada.gov/BuildingPermits

Phone: (702) 229-6251 Fax: (702) 382-1240

This checklist should be used as a guideline when submitting commercial applications to the Building and Safety Department. Please note all submittals to the department shall be made electronically at the following website:

<http://www.lasvegasnevada.gov/dashboard>

Instructions on creating a dashboard account and the submittal process can be found by clicking the link below:

<https://files.lasvegasnevada.gov/building-safety/BuildingSafety-Electronic-Submittal-Instructions.pdf>

Application Checklist	New Commercial Building	Exterior Remodel	Interior Remodel	Tenant Improvement	Photovoltaic System	Modular Buildings	Demolition	Swimming Pool ³	Retaining/Screen Wall	Received
An "X" in the box indicates it must be submitted with your initial application for it to be accepted for review.										
Commercial Building Application	X	X	X	X	X	X	X	X	X	
Site Plan	X	X	X	X	X	X	X	X	X	
Construction Drawings	X	X	X	X	X	X ¹	X	X	X	
Structural Engineering and Calculations or SNBO Regional Standard Detail	X	X	X	X	X			X	X	
2018 International Energy Conservation Code Calculations	X		X	X						
Truss Calculations or Deferred Submittal	X									
Soils Report	X							X	X ²	
The following items may be required:										
Off-Site Construction Permit	X			X		X	X			
Food Service Kitchen Drawings	X			X						
Septic Tank Installation or Abandonment	X						X			
Desert Conservation Program (DCP Form)	X					X				

1 - State of Nevada Approved Drawings are required for submittal.
 2 - Soils report is not required if designing using the default design values in the IBC.
 3 - Southern Nevada Health District Approval is required prior to permit issuance.

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Commercial Building Application – Must be filled out completely and submitted with the online application.

Site Plan - Show all property line dimensions, existing and proposed structures (show and identify all projections) with setbacks to the property lines, adjacent roads, driveways, and all easements. An example site plan is provided on the City of Las Vegas website at <https://files.lasvegasnevada.gov/planning/Plot-Plan-8.5-x-11-Walls-and-Detached.pdf> and can be used, if applicable.

Construction Drawings – Shall be drawn to scale and electronically or digitally signed. Instructions on creating a digital signature can be found at: <https://files.lasvegasnevada.gov/building-safety/BuildingSafety-Electronic-Submittal-Requirements.pdf>. There are submittal checklists available on the website that can be used as a guide for your project. They are located at:

<https://www.lasvegasnevada.gov/Government/Departments/Building-Safety/Building-Safety-Resources?tab=4>

Structural Engineering and Calculations – Will be required if a standard drawing from City of Las Vegas Website or Southern Nevada Building Officials is not used. The plans and calculations shall be digitally signed. Instructions on creating a digital signature can be found at: <https://files.lasvegasnevada.gov/building-safety/BuildingSafety-Electronic-Submittal-Requirements.pdf>.

International Energy Conservation Code Calculations – Complete and submit all required worksheets. You can go to www.energycodes.gov and click on ComCheck.

Truss Calculations or Deferred Submittal – Structures requiring a truss design will need to submit the truss calculations with the initial application or submit a deferred application agreement to defer the design. The truss calculations when submitted shall be digitally signed. Instructions on creating a digital signature can be found at: <https://files.lasvegasnevada.gov/building-safety/BuildingSafety-Electronic-Submittal-Requirements.pdf>. The deferred application agreement is available at:

<https://files.lasvegasnevada.gov/building-safety/Deferred-Submittal-Agreement.pdf>

Soils Report – For structures larger than 600 sf a soils report is required. The soils report shall be digitally signed. Instructions on creating a digital signature can be found at: <https://files.lasvegasnevada.gov/building-safety/BuildingSafety-Electronic-Submittal-Requirements.pdf>.

The following items may be needed prior to permit issuance.

Off-Site Construction Permit – If there is, any work needed that is within the public right of way or a public easement a separate submittal to the Land Development division is required. A separate permit will be issued for this work.

Food Service Kitchen Drawings – Projects that require the installation of a commercial kitchen shall include the requirements in the Food Establishment Handout.

<https://files.lasvegasnevada.gov/planning/Food-Service-Establishments.pdf>

Septic Tank Installation or Abandonment – The Southern Nevada Health District permits the installation and abandonment of septic tanks.

Desert Conservation Program (DCP Form) – For lots that have not been previously developed/graded this form must be completely filled out and submitted with the initial application. The form can be found at:

<https://files.lasvegasnevada.gov/building-safety/DCP-Handout.pdf>

If you have any questions about the submittal process or required submittal documents please contact us at techs@lasvegasnevada.gov or 702-229-6251.