



# COMMERCIAL SUBMITTAL CHECKLIST

[www.LasVegasNevada.gov/BuildingPermits](http://www.LasVegasNevada.gov/BuildingPermits)

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## GENERAL:

All plans must be submitted online at [Lasvegasnevada.gov/dashboard](http://Lasvegasnevada.gov/dashboard). Instruction and requirements can be found at:

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

All plans must be coordinated between design disciplines. Property lines must agree between Civil and Architectural site plan. Plans stamped "Preliminary" and/or "Not for Construction" are unacceptable. Sets of plans shall include the following items:

Plans shall be complete and shall consist of architectural, electrical, plumbing, and mechanical drawings, and supportive data that include the following:

**Note:** Plans that have revisions (deltas or clouds) will not be accepted on original submittals.

**Note:** Information on plans and specifications shall be drawn to scale fully dimensioned and shall be of **uniform** size not to exceed 42x30 inches in size. The plans and specifications shall be of sufficient clarity to indicate the location, nature, and extent of work proposed and to show in detail that the work will conform to the provisions of the technical codes and all relevant laws, ordinances, rules, and regulations.

**Note:** The following items are required regardless of the size or scope of the work:

- STATE WATER PLANNING FORM
- [DESERT CONSERVATION PLAN](#) DOCUMENTATION (Required when grading work is needed)

## SITE PLAN:

- A. Dimensions between structures and property lines.
- B. Property lines or boundaries with dimensions shall be clearly identified.
- C. All public or private easements and right-of-ways to be identified and shown. Width and location of utility easements to be shown.
- D. Location of all proposed and existing buildings, dimensions, setbacks, proposed use shall be shown including fences and type of construction.
- E. Plan for traffic ingress, egress, and parking lot layout. (Show typical space, driveway widths and locations, handicapped parking and accessible route of travel to building.)
- F. Landscaping plan showing size, type, and location of plant material.
- G. Service areas:
  1. Loading/delivery, ramps, and machinery locations.
  2. Location of trash facilities and method of screening. Trash enclosures must be roofed.
  3. Location of roof mounted mechanical equipment and method of screening.

## BUILDING PLANS:

- A. Plans shall be submitted to Building and Safety for Plan check and only a contractor licensed in the State of Nevada can be issued a permit for construction.
- B. Plans must be drawn by a Nevada State Registered Architect or Engineer, or Nevada State Licensed Contractor where used for his own work. The architect and/or engineer are responsible for the design and shall stamp and sign each sheet submitted. If plans are drawn by a licensed contractor, the plans shall be so identified and signed. The State of Nevada Contractors Board Owner/Builder exemption is not permitted for commercial projects
- C. Plans shall be complete and shall consist of architectural, structural, electrical, plumbing, and mechanical drawings, and supportive data which include the following:

CODE ANALYSIS: (See [Code Analysis Handout](#))

**FOUNDATION PLAN AND DETAILS:**

- A. Size and depth of all footings.
- B. Stem wall and slab.
- C. Reinforcing steel - sizing and spacing.
- D. Soils reports. Grading reports and pad certifications before pouring of concrete.

**STRUCTURAL:**

- A. Calculations to include vertical and lateral analysis.
- B. Plans to detail load path elements.
- C. List structural material specifications.
- D. Plans shall be compatible with engineering calculations and be digitally signed by the Engineer of Record.
- E. Identify all required Special Inspection Items

**FLOOR PLANS:**

- A. Names and use of rooms and spaces.
- B. Complete dimensions.
- C. Sizes of doors and windows and hardware specifications.
- D. Wall and ceiling finish materials and specifications.
- E. Illustrate all handicap required special requirements.

**FRAMING PLANS AND DETAILS:**

- A. Plans, sections, details, and schedules showing:
  1. All beams, supports and structural details.
  2. Roof construction, venting, openings, and materials.
  3. Exterior walls and bearing partitions.
  4. Joist and rafter size, spacing, and layout.
  5. Type and thickness of floors.
  6. Truss layouts and wet stamped calculations.
  7. Specify all material types
- B. Roofing type, class, and manufacturer.

**ELEVATIONS:**

- A. Exterior elevations to include all weather resistive construction.
- B. Cross sections: sufficient to reflect structural systems.
- C. Occupancy and area separation walls including hourly ratings.
- D. Rated corridors.
- E. Interior wall lateral support.
- F. Identify all finishes, i.e. EIFS, Masonry

**FIRE RESISTIVE CONSTRUCTION:**

- A. All fire resistive construction is to be shown in section view.
- B. Openings or penetrations of fire resistive construction are to be detailed in section view with applied references.
- C. Closure construction between fire resistive floors and walls and structural or exterior wall components shall be detailed in section view.
- D. Fire resistive assemblies shall be identified by their listings with complete listing assemblies. The assembly instructions shall be provided on the drawings in its entirety.

**MISCELLANEOUS DETAILS AND MATERIALS:**

- A. Details of construction features such as stairs, balconies, retaining walls, ramps, etc., including specifications of all materials.

**ELECTRICAL PLANS:**

- A. Single line diagram.
- B. Service and load calculations, to include all short circuit and fault current calculations.
- C. Panel schedules and descriptions of circuits with connected loads, panel ratings, and feeder size.
- D. All outlets, smoke detectors, equipment and feeders shown on plan with appropriate panel and circuit numbers at devices.
- E. Show emergency power system, type, and model.
- F. Show voltage drop calculations for all feeders to sub-panels, panels, area lighting, free standing signs, and air conditioning units

**MECHANICAL PLANS:**

- A. Show model and type of equipment and provide mechanical load calculation summary page on plans.
- B. Show AFUE/SEER rating.
- C. Energy demand, input, and BTU.
- D. Location, access and working space for mechanical equipment.
- E. Combustion air, flue sizes, and material.
- F. Dampers -- type, size, details and locations.
- G. Sizes of supply/return air ducts and grilles shown in plan view. CFM capacity of ducts, grilles, and diffusers.
- H. Location, material, and insulation of mechanical pipes and ducts.
- I. Size, location, and piping material of all air-conditioning condensate drains.
- J. Size, location, and ducting of all smoke control systems.

**PLUMBING PLANS:**

- A. Plan view of all water, drainage, waste and vent piping, with location, size, and material.
- B. Drainage, waste, vent, and water supply plans. Indicate types of fixtures with symbols.
- C. Location and size of gas, fuel oil, or LPG piping with appliance demands.

- D. Medium Pressure Gas approval from providing utility if used
- E. Size, location, and materials of P/T water relief valve, and table of existing and added fixtures.
- F. Size, type and Location of all water heaters and/or boiler combustion air and flues.
- G. Show location of cleanouts, backwater valves, and water shutoff valves.
- H. Provide grease interceptor location on plumbing plan.
- I. Provide calculations for grease interceptor size.

**2018 INTERNATIONAL ENERGY CONSERVATION CODE CALCULATIONS**

**FIRE PROTECTION SYSTEMS:**

- A. Separate submittal required to Fire Protection Engineers for the following fire protection systems:
  1. Fire alarm diagrams.
  2. Layout, size, location, material, and calculations of fire sprinkler systems.
  3. Halon system.
  4. Kitchen protection.
  5. Specialized system.
  6. Smoke control design and operation.
  7. Standpipe systems.
  8. Flammable/combustible liquid tanks/lines.
  9. Medical gas system design.
  10. Cut sheets for above systems (Catalog).
- B. Smoke control operation/design description.
- C. Please reference 2018 IFC and the Fire Department ordinance for more information on the following issues:
  1. Fire rating of fire pump rooms
  2. Automatic sprinkler requirements for stages
  3. Sprinkler requirements for E Occupancies
  4. Restrictions for equipment in fire pump rooms
  5. Requirements for firefighters' smoke control panel
  6. Smoke control system response time.
  7. Requirements for Fire Command Center
  8. Fire sprinkler requirements in existing buildings
  9. Size of buildings requiring sprinklers

For additional requirements of commercial kitchens, see the City of Las Vegas Plan Submittal requirements for [Food Service Establishments](#).