BUILDING & SAFETY

COMMERCIAL SUBMITTAL GUIDELINE

http://www.lasvegasnevada.gov/BuildingPermits

Phone: (702) 229-6251

Follow link for Instructions on creating the dashboard: www.lasvegasnevada.gov/ePlanGuideline

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 Calculations or SNBO Standards	X	X	X	X	X			X	X	
2024 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.

COMMERCIAL BUILDING APPLICATION – We do not accept incomplete applications

SITE PLAN - Show all property line dimensions, existing and proposed structures (identifying all projections) property setbacks, adjacent roads, driveways, and all easements. Example site plans: www.lasvegasnevada.gov/SitePlanExamples

CONSTRUCTION DRAWINGS – Draw to scale, with electronic or digital signatures. Instructions on creating a digital signature: www.lasvegasnevada.gov/EplanGuideline.

STRUCTURAL ENGINEERING AND CALCULATIONS – Is required if a standard drawing from CLV Website or SNBO is not used The Structural plans and calculations must be digitally signed.

INTERNATIONAL ENERGY CONSERVATION CODE CALCULATIONS – Go to www.energycodes.gov and click on ComCheck.

TRUSS CALCULATIONS OR DEFERRED SUBMITTAL – When required, submit digitally signed trusses with original application. The deferred application agreement: www.lasvegasnevada.gov/DeferredSubmittalApplication

SOILS REPORT – A digitally signed soils report that is less than a year old is required for structures larger than 599 sqft.

***LIST OF POSSIBLE NECESSARY FORMS*.**

OFF-SITE CONSTRUCTION PERMIT – A Land Development permit is required If there is any work within the public right of way or a public easement.

FOOD SERVICE KITCHEN DRAWINGS – Requirements for the Food Establishment. www.lasvegasnevada.gov/FoodService

SEPTIC TANK INSTALLATION OR ABANDONMENT – are permitted by The Southern Nevada Health District

DESERT CONSERVATION PROGRAM (DCP FORM) – This form must be submitted with the initial application on lots that have not been previously developed or graded. www.lasvegasnevada.gov/DCP-Handout.pdf

If you have any questions regarding our processes, please contact us at techs@lasvegasnevada.gov or 702-229-6251.

SUBMITTAL GUIDELINES:

A. SUBMIT ALL PLANS AT: LASVEGASNEVADA.GOV/DASHBOARD
B. Coordinate all plans between design disciplines. Civil and Architectural site plans must match property lines. "Preliminary" and/or "Not for Construction" stamped plans are unacceptable
C. Make sure plans are completed and have necessary supporting data. All Plans must show existing and proposed areas of work.
D. A Nevada State Registered Architect or Engineer must draw plans. As well as date, stamp, and sign each sheet. A Nevada State Licensed Contractor may also draw plans.
E. Draw information on plans to scale fully dimensioned not to exceed 42x30 inches in size. Show in detail with sufficient clarity indicating the location, nature, and extent of work proposed. Show in detail that the work will conform to the provisions of the technical codes and all relevant laws, ordinances, rules, and regulations.
F. We do not accept plans that have revisions (deltas or clouds) on original submittals.

NOTE: The following items are required regardless of the size or scope of the work:
Commercial Permit Application - State Water Planning Form - Desert Conservation Plan (Required for grading) - Code Analysis Handout)

ARCHITECTURAL PLANS: ***(provide architect's contact info with submittal)***

Plot/Site/Grading Plans

- Legal description of plot or lot. Clearly identify property lines or boundaries with dimensions.
- Show location of proposed and existing buildings, dimensions, setbacks, including fences and type of construction.
- Identify and show all public or private easements and right-of-way, as well as width and location of utility easements
- Plan for traffic ingress, egress, and parking lot layout, showing typical space, driveway widths, locations, handicapped parking and accessible route of travel to building.
- Landscaping plan showing size, type, and location of plant material.
- Service areas:
  - Loading/delivery, ramps, and machinery locations.
  - Location of trash facilities and methods of screening. Trash enclosures must be roofed.
  - Location of roof mounted mechanical equipment.

FLOOR PLANS

- Names and use of rooms with complete dimensions. Sizes and types of doors and windows with hardware specifications.
- Wall and ceiling finish materials, specifications and listing.
- Illustrate all handicap required special requirements.

EXTERIOR ELEVATIONS

- Exterior elevations to include all weather resistive construction, Cross-sections: sufficient to reflect structural systems.
- Occupancy and area separation walls including hourly ratings of corridors, interior wall lateral support
- Identify all finishes, i.e. EIFS, Masonry

FIRE RESISTIVE CONSTRUCTION TO BE SHOWN IN SECTION VIEW)

- Detail openings or penetrations of fire resistive construction in section view with applied references.
- Detail closure construction between fire resistive floors, walls and structural or exterior wall components in section view.
- Identify complete fire resistive assemblies. Provide the assembly instructions on the drawings in its entirety.

MISCELLANEOUS DETAILS AND MATERIALS

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

STRUCTURAL PLANS AND DOCUMENTS: ***(provide licensed engineer's contact info with submittal)***

A licensed engineer must submit stamped and digitally signed structural calculations, specifications, soils report, and other documents.

STRUCTURAL

- Calculations to include vertical and lateral analysis. Identifying all required special inspection items
- Plans to detail load path elements, listing all structural material specifications.
- In accordance with the 2024 International Building Code, the Building Official shall approve the steel fabricator. The City of Las Vegas considers fabricators approved by the American Institute of Steel Construction (A.I.S.C.) and/or Clark County Department of Building and Fire Prevention, Las Vegas, Nevada (CC) and/or International Accreditation Services (I.A.S.) and/or International Code Council Evaluation Services (I.C.C.E.S.) and/or International Association of Plumbing and Mechanical Officials (I.A.P.M.O.) and/or City of Los Angeles. Copies of these certifications (unexpired) shall be submitted to the Structural Plans examiner prior to permit issuance or as a deferred submittal (additional fees apply).

FOUNDATION

- Size and depth of all footings, stem wall and slab.
- Reinforcing steel – sizing and spacing. Material specifications and foundation notes.
- Soils reports. Grading reports and pad certifications before pouring of concrete.
- Foundation plan showing all footings, posts, walls, slabs, anchor bolts and spacing, hold-downs, sections and details.

FRAMING PLANS AND DETAILS

- Plans, sections, details, and schedules showing: all beams, supports and structural details.
- Roof construction, venting, openings, and materials. Exterior walls and bearing partitions.
- Joist and Rafter size, spacing and layout. Type and thickness of floors. Roofing type, class, and manufacturer.

- Truss layouts and wet stamped calculations. Specify all material types, Type I hoods for commercial kitchens
- Framing layouts and connection details are included when trusses are used. Truss design and shop drawings prepared, stamped and signed by a Nevada licensed engineer must be submitted prior to permit issuance or Deferred Application must be submitted (if requested by applicant). Truss fabricator must be included in the current Clark County listing of approved truss fabricators. Plans not stamped will not be accepted.

ELECTRICAL PLANS: ***(provide licensed engineer or contractor's contact info with submittal)***

- Single Line Diagram.
- Service and load calculations to include all short circuit and fault current calculations. (Main Load Summary)
- Panel schedules and descriptions of circuits with connected loads, panel ratings, and feeder size.
- All outlets, smoke detectors, equipment and feeders shown on plan with appropriate panel and circuit numbers at devices.
- Show emergency power system, type and model.
- Show voltage drop calculations for all feeders to sub-panels, panels, area lighting, freestanding signs and air conditioning units.

MECHANICAL PLANS: ***(provide licensed engineer or contractor's contact info with submittal)***

- Show model / type of equipment and provide mechanical load calculation summary on plans.
- Show AFUE/SEER rating.
- Energy demand, input and BTU.
- Location, access and working space for mechanical equipment, insulation of pipes and ducts
- Combustion air, flue sizes and material, Dampers – type, size, details and locations.
- Size of supply/return air ducts and grills shown in plan view. CFM capacity of ducts, grilles and diffusers.
- Size, location and piping material of all air conditioning condensate drains and ducting of all smoke control systems
- For additional requirements of commercial kitchens, see the Food Service Establishment Checklist

PLUMBING PLANS: ***(provide licensed engineer or contractor's contact info with submittal)***

- Plan view of all water, drainage, waste and vent piping, with location, size, and material
- Drainage, waste, vent and water supply plans. Indicate types of fixtures with symbols.
- Location and size of gas, fuel, or LPG piping with appliance demand, cleanouts, backwater valves, and water shutoff valves
- Medium Pressure Gas approval from providing utility if used
- Size, type and location of all water heaters and materials of P/T water relief valve, and table of existing and added fixtures.
- Show location of cleanouts, backwater valves, and water shutoff valves.
- Water sizing for TI form if less than 10 fixtures (wsfu).
- Provide grease interceptor location on plumbing plan.
- Provide calculations for grease interceptor size.
- For additional requirements of commercial kitchens, see the Food Service Establishment Checklist

INTERNATIONAL ENERGY CONSERVATION CODE:

- Provide 2018 International Energy Conservation Code calculations.

FIRE PROTECTION SYSTEMS: ***(provide licensed engineer or contractor's contact info with submittal)***

- Separate submittal required to Fire Protection Engineers for the following fire protection systems:
  - Fire alarm diagrams. Layout, size, location, material, and calculations of fire sprinkler systems.
  - Halon system. Kitchen protection. Specialized system. Smoke control design and operation.
  - Standpipe systems. Flammable/combustible liquid tanks/lines. Medical gas system design.
  - Cut sheets for above systems (Catalog).
- Smoke control operation/design description.
- Please reference 2024 IFC and the Fire Department ordinance for more information on the following issues:
  - Fire rating of fire pump rooms, Automatic sprinkler requirements for stages and E Occupancies
  - Restrictions for equipment in fire pump rooms, Smoke control system response time.
  - Requirements for Fire Command Center and smoke control panel
  - Fire sprinkler requirements in existing buildings, Size of buildings requiring sprinkler