



TENANT IMPROVEMENT GUIDELINE

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

Phone: (702) 229-6251

Definition: A tenant improvement (TI) is a construction project within an existing building.

Note: Plans must be drawn up by a Nevada Registered Design Professional, or Nevada State Licensed Contractor were used for their own work. The design professional is responsible for the design and shall stamp and digitally sign each sheet submitted in accordance with NAC 625. A licensed contractor must sign the plans designed by them. The State of Nevada Contractors Board Owner/Builder exemption is not permitted for commercial projects.

Note: Original plan submittals with clouds or deltas will not be accepted. 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. Electronic Submittals will be accepted according to the State of Nevada approved guidelines and technological capabilities.

Plans shall be complete and shall consist of Architectural, Electrical, Plumbing, Structural and Mechanical drawings, and supportive data that include the following:

SUBMITTAL REQUIREMENTS:

Permit Application

Architectural Plans

- 2024 IBC Code Analysis
- Detailed scope of work of the project.
- Site plans showing all buildings on the site with the location of the tenant improvement shaded and handicapped parking, route of access, and facility accessibility.
- A floor plan drawn to an appropriate scale showing the tenant space, adjacent occupancies, complete exit ways leading to the exterior of the building, and other pertinent information.
- Typical section views showing wall construction, connection details, and material specifications designed by a Nevada Licensed Engineer or designed using the City of Las Vegas wall design.
- A floor plan showing the location, size and material specification of all water and drainage piping. Show drain-waste piping as solid line. Show vent piping as dotted line. Indicate types of fixtures with symbols. Show the location and size of gas or fuel oil piping. Show the location, type, and size of water heater. Show the location and size of cleanouts.

Plumbing Plans

- Include the count and type of all plumbing fixtures being removed. Call the Sewer/Sanitation Division, 702-229-5250 for survey of fixtures before they are removed to ensure sewer credits are given.

Mechanical Plans

- A layout of mechanical equipment, air duct systems, and fire/smoke dampers. Indicate equipment by model, type, size, BTU, location, and material specification. Along with all existing and new equipment.

Electrical Plans

- Single line diagram, Service and load calculations, to include all short circuit and fault current calculations
- Panel schedules and descriptions of circuits with connected loads, panel ratings, and feeder size
- All outlets, smoke detectors, equipment, and feeders shown on plans 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.
- Submit the 2024 International Energy Conservation calculation (See IECC handout).