



SALES OFFICE GUIDELINE

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

Phone: (702) 229-6251

A **TEMPORARY REAL ESTATE SALES OFFICE** is allowed as a conditional use in all residential zoning districts. To review the conditions of approval, see the city of Las Vegas Unified Development Code Title 19.12.040 Conditional Uses, Temporary Estate Sales Office or call the Planning Division at (702) 229-6301 to speak with a planner.

The Planning Division will review the permit application you submit to the Building and Safety Division for compliance with the conditions regulating Temporary Real Estate Sales Offices. If you are unable to meet the conditions of approval, you will be required to apply for a Special Use Permit before the permit can be approved by the Planning Division.

Obtain a **BUILDING PERMIT** from the Building and Safety Division. Applications are available online at the following website <https://www.lasvegasnevada.gov/GeneralForms>. A complete set of plans must be submitted at the time application is being made and must contain the following items:

ARCHITECTURAL PLANS:

A. Floor Plan:

- Manufacturer's specifications. Proof of State of Nevada approval of trailer. [Plans shall be stamped approved by the State of Nevada]
- Dimensioned floor plan and code analysis. Label use of every room.
- Skirted or flush settings under-floor ventilation details and access details.

B. Site Plan:

- Legible and drawn to scale. Locate and dimension all proposed and existing structures from each other and property lines. All four property lines.
- Adjacent streets or roads. Designated handicapped parking and accessible route to the trailer.
- Location of points of connection for gas, electricity, water, and sewer lines to existing main lines. If no connections indicate how the utility service is provided (e.g., self-contained system, etc...)

ELECTRICAL PLANS:

- Routing, size and materials of onsite power. Size of main panel and locations.
- Size of sub-panel and location. Size of service conductors for main panel. Size of sub-feeders serving sub-panel. A/C rating for sub-panel. Load calculations. Panel schedule. Fault current rating and size of transformer.
- Voltage drop calculations if distance of conductors is over 100 feet.
- Floor plan showing location of receptacles, switches, etc.

PLUMBING PLANS:

- Location of points of connection for gas, water, and sewer lines, and plumbing system sizing criteria.
- Routing, size, and material list of gas, water, and sewer lines.

STRUCTURAL PLANS:

- Calculations, details and installation procedures for ground and/or tie-down anchors.
- Anchorage details showing support methods for lateral load and connection to trailer steel frame.
- Wood or masonry engineered retaining walls for flush sets. [Standard SNBO/CLV masonry retaining wall ok]
- Designs for elevated handicapped ramp (if required).
- Proof of State of Nevada approved product. [State of Nevada Compliance Label]
- Calculations and structural details digitally signed and sealed by Nevada licensed Professional Engineer.