



TRACT EARLY MODEL HOME SUBMITTAL /AGREEMENT

www.LasVegasNevada.gov/BuildingPermits

Phone: (702) 229-6251

TRACT EARLY MODEL HOME AGREEMENT SUBMITTAL REQUIREMENTS

JUSTIFICATION LETTER: A justification letter requesting model home permits must be submitted.

FINAL MAP: Submit your map with the requested lots. The "recorder-ready" subdivision map will be reviewed against the approved Final Map Technical Review for compliance with redline corrections. Model home permits will not be issued if the "recorder-ready" map does not comply with the approved Final Map Technical Review.

FEE: No fee is required for the assignment of model home addresses.

SFD-TRACT: The developer must provide the plot plan building permit application information for each model home permit requested. A **maximum of 6** lots are allowed for early models.

FIRE DEPARTMENT REQUIREMENTS: On any residential or commercial installations fire hydrants shall be installed and fire apparatus access roads shall be maintained before

commencement of any combustible construction. All fire hydrants shall be in good working order and shall be capable of delivering the required fire flow.

ADDRESS ASSIGNMENTS: All structures within the Las Vegas city limits are assigned street addresses in accordance with the "City of Las Vegas Street Naming and Address Assignment Regulations, 2009 Edition." When there is knowledge of an incorrect address, and/ or a duplicate street name and/ or address, the affected property owners shall be promptly notified by the Planning and Development Division that a change of street name and/ or address number may occur. Property owners do not have vested rights to street names, address numbers, or suite numbers even if a street address has been used for many years. The City of Las Vegas will notify the affected public and utility agencies by letter if an address change has occurred.

If a correction is deemed necessary by the Addressing Official the proper procedure shall be as outlined in Title 19.04.050.

Here are instructions for the new online process:

1. Apply online at: LasVegasNevada.gov/Dashboard

Apply For

→ Business Licensing

→ Fire

↓ Building

- Building Permits with Plans

- Building Permits for Residential Photovoltaic (Solar) Permit

- Building Permits without Plans

- County Address/ City Sewer

- Disaster/Damage Assessment

- Tract Model Home Plans

- **Tract Early Model Home Agreement** ←

2. Select "Building" and "Tract Early Model Home Agreement":

3. To move through the application, select “Next Step” at the bottom of each page. If all required information has not been completed, the “next step” button will remain greyed out, or an error message will appear identifying the information that needs to be corrected before you can continue.

You can visually tract the application’s progress using the tabs located under the “Tract Early Permit” header. Enter your Final Map application number (the complete number is required) at the “Job Description” tab.

Tract Early Model Home Agreement

Select User ✓Job Description !LocationApplicant InformationSubmittal ChecklistContact InformationConfirmationAckno

Application Form

Final Map Application Number (or Tentative Map Number if not available)

Search By:

Project Number

Project Number

78576-FMP

Example: 123456-FMP or 123456-TMP

Search

Subdivision Map Name

4. Confirm your project name and location. Click “select” to continue:

Select Project



Found 1 project(s) matching your search criteria:

Application #	Project Name	Work Type	Location	Status	Action
78576-FMP	SUMMERLIN VILLAGE 21 PARCEL J ASCENT	Final Map	MSA 11581 KINDLE CORNER AVE	Completed	Select

Close

5. Click “next step” to continue with that subdivision submittal. The Subdivision Map Name will be the legal name from the Final Map.

Tract Early Permit

Select User ✓Job Description !LocationApplicant InformationSubmittal ChecklistContact InformationConfirmationAcknowledgementSubmittal Confirmation

Application Form

Selected Project

Project Name: SUMMERLIN VILLAGE 21 PARCEL J ASCENT

Location: MSA 11581 KINDLE CORNER AVE

Permit Number: 78576-FMP

Status: Completed

Work Type: Final Map

Application Date: 03/18/2020

Change Project

Subdivision Map Name

SUMMERLIN VILLAGE 21 PARCEL J ASCENT

Return to Dashboard

previous stepnext step

6. Enter your requested lots, the estimated valuation for the model and the Tract application number for the approved Model (example: T26-12345).

Select User ✓

Job Description ✓

Location

Applicant Information

Submittal Checklist

Contact Information

Confirmation

Acknowledgement

Submittal Confirmation

Select Location

Enter the location (lot #) and tract application number for the property.
You can add up to 6 locations.

Location (lot #) *

* Estimated Cost:

Tract Application Number *

Enter Location (lot #)

Enter Tract Application Number

Search

Added Locations (6/6):

#	Location (lot #)	Tract Application Number	Project Name	Estimated Cost	Plot Plan	Action
1	1	T26-00045	Summerlin V30A Parcel C (Plan 5547-7)	\$100,000.00		
2	2	T26-00044	Summerlin V30A Parcel C (Plan 5545-7)	\$100,000.00		
3	3	T26-00043	Summerlin V30A Parcel C (Plan 5539-7)	\$100,000.00		
4	4	T26-00043	Summerlin V30A Parcel C (Plan 5539-7)	\$100,000.00		
5	5	T26-00044	Summerlin V30A Parcel C (Plan 5545-7)	\$100,000.00		
6	6	T26-00045	Summerlin V30A Parcel C (Plan 5547-7)	\$100,000.00		

Maximum of 6 locations reached. Please remove a location to add another.

7. Confirm the lot number requested and the Model (the Tract Application number with the Project Name). If it's not correct, then "Remove" and add again.

8. Add up to **6 lots** or applications are allowed for the Early Model requests.

9. Upload the plot plan for each location/application.

Added Locations (3/6):

#	Location (lot #)	Tract Application Number	Project Name	Estimated Cost	Plot Plan	Action
1	1	T26-00045	Summerlin V30A Parcel C (Plan 5547-7)	\$100,000.00	SFD TRACT PLOT PLAN.pdf	
2	2	T26-00044	Summerlin V30A Parcel C (Plan 5545-7)	\$100,000.00	P20-01317-M.pdf	
3	3	T26-00045	Summerlin V30A Parcel C (Plan 5547-7)	\$10,000.00	SFD Tract Plot Plan 2.pdf	

[Return to Dashboard](#)

[← previous step](#)

[Save for Later](#)

[next step →](#)

10. Confirm the contact information for emails under “Applicant Information”.

Tract Early Permit

Select User ✓Job Description ✓Location ✓Applicant Information !Submittal ChecklistContact InformationConfirmationAcknowledgementSubmittal Confirmation

Developer

Company Information

Set as Primary Applicant

Selected Company: KB Home Nevada Inc

Contact Information

For each plan submitted, please indicate the contractor / designer who drew up the plan by searching for or manually entering contact below

First Name:

Yolanda C

Last Name:

Palomo

Select this contact to be:

Notified on Plan Review Comments

Use my Profile Information

Email Address:

ypalomo@lasvegasnevada.gov

Primary Phone:

(702) 229-1239

Return to Dashboard

previous stepSave for Laternext step →

11. Upload the Final Map and approval letter under the “Submittal Checklist” tab.

Tract Early Permit

Select User ✓Job Description ✓Location ✓Applicant Information ✓Submittal Checklist !Contact InformationConfirmationAcknowledgementSubmittal Confirmation

Upload Your Plans

Upload your plans using the plan type list below. If the plan type isn't relevant to your project, please select N/A. Large files may take longer for the upload to be completed. Only one file may be uploaded for each discipline. Do not include characters other than letters, numbers, and periods in the file name.

Please note that all files will be scanned for viruses.

1

Final Map (Site Plan) (Required)

Please upload the full site plan that indicates the lot(s) associated with the early model agreement.

Browse

Click the Browse button to upload a file or drag and drop a file here

Allowed file type: .pdf , Maximum allowable size: 500 MB
Files cannot have special characters in the name or the file will not be accepted by the system

2

Approval Letter

Please upload Approval Letter if not included with the Plot Plan. A stamp on the Plot Plan is acceptable for some subdivisions

Browse

Click the Browse button to upload a file or drag and drop a file here

Allowed file type: .pdf , Maximum allowable size: 500 MB
Files cannot have special characters in the name or the file will not be accepted by the system

☐ N/A

Return to Dashboard

previous stepSave for Laternext step →

4 | Page

12. Add any additional contacts for email notifications, under the “Contact Information” tab.

Tract Early Permit

Select User ✓ Job Description ✓ Location ✓ Applicant Information ✓ Submittal Checklist ✓ **Contact Information !** Confirmation Acknowledgement Submittal Confirmation

Name	Email	Phone
Yolanda C Palomo	ypalomo@lasvegasnevada.gov	(702) 229-1239

Add Additional Contacts Add

The individuals listed here are the designated contacts for this application. They will receive all email correspondence and may be contacted by phone as needed.

When done adding contacts, click next step

Return to Dashboard

← previous step Save for Later next step →

13. Under the “Confirmation” tab, review your submittal and print a summary if needed. This confirmation summary will also be available in your Dashboard under “View Documents” after submittal.

Tract Early Permit

Select User ✓ Job Description ✓ Location ✓ Applicant Information ✓ Submittal Checklist ✓ Contact information ✓ **Confirmation !** Acknowledgement Submittal Confirmation

Confirmation

Please review each section and edit as needed, then click “Next” to proceed.

→

Print Confirmation Summary

User

Name	Yolanda C Palomo
Address	495 S Main Street, Las Vegas, NV 89101
Primary Phone	(702) 229-1239
Email	ypalomo@lasvegasnevada.gov

Locations (1)

#	Lot #	Tract Application Number	Project Name	Estimated Cost	Plot Plan
1	1	T20-00036	SUMMERLIN VILLAGE 21 PARCEL J ASCENT	\$100,000.00	✓ R26-07492-SP-V01.pdf

Application Form

Project Name	SUMMERLIN VILLAGE 21 PARCEL J ASCENT
Estimated Cost of Project	100000
Scope of Work	FMP-78576 - SUMMERLIN VILLAGE 21 PARCEL J - ASCENT - APPLICANT: KB HOMES, INC. - OWNER: KB HOME LV ASCENT LLC - For possible action on a request for a Final Map Technical Review FOR A 137-LOT SINGLE-FAMILY RESIDENTIAL SUBDIVISION on 11.74 acres at the southwest corner of Kindle Corner Way and Carriage Hill Drive (APN 137-26-112-002), P-C (Planned Community) Zone (SFSD (Single Family Special Lot Development - Summerlin Special Land Use Designation)), Ward 2 (Seaman).

Documents Submitted

	File	Company	Notify
Final Map (Site Plan) (Required)	100419-FMP MAP.pdf	KB Home Nevada Inc	☒ Plan Reviews
Approval Letter	Not Applicable		

Contact Information

Name	Email	Phone
Yolanda C Palomo	ypalomo@lasvegasnevada.gov	(702) 229-1239

14. Next is the “Acknowledgement” tab with the standard early model agreement understanding:

Tract Early Permit

The screenshot shows the 'Acknowledgement' tab in the 'Tract Early Permit' system. The top navigation bar includes tabs: Select User ✓, Job Description ✓, Location ✓, Applicant Information ✓, Submittal Checklist ✓, Contact Information ✓, Confirmation ✓, Acknowledgement !, and Submittal Confirmation. The 'Acknowledgement' tab is active, indicated by a red exclamation mark and a purple underline. The main content area is titled 'Acknowledgement' and contains a checkbox labeled 'Developer: KB Home Nevada Inc' which is checked. Below this, a paragraph states: 'The Developer attached to this submittal acknowledges that upon City Departmental approvals, the City of Las Vegas will issue building permits for the model homes of the above-listed subdivision prior to the recording of the final subdivision map, upon the following conditions:'. This is followed by a numbered list of five conditions. Below the list, a line of text reads: 'The Developer enters into this Agreement on this date: 07/13/2026 08:21:23 AM (Pacific Time Zone)'. At the bottom of the form, there is a 'Return to Dashboard' link on the left and navigation buttons on the right: '← previous step' and a red 'next step →' button.

15. The “Submittal Confirmation” tab will provide you with your early model permit numbers.

Tract Early Permit

The screenshot shows the 'Submittal Confirmation' tab in the 'Tract Early Permit' system. The top navigation bar includes tabs: Select User ✓, Job Description ✓, Location ✓, Applicant Information ✓, Submittal Checklist ✓, Contact Information ✓, Confirmation ✓, Acknowledgement ✓, and Submittal Confirmation ✓. The 'Submittal Confirmation' tab is active, indicated by a purple underline. The main content area is titled 'Application Submitted' and contains a paragraph: 'Thank you for submitting your application.' Below this, it states: 'Your Tracking # is: P26-00686-M'. Another line of text reads: 'An email will be sent when permit fees are available to be paid.' At the bottom of the form, there is a 'Return to Dashboard' link.

16. The submittal is complete and you can now check the progress on our Check Status page:
LasVegasNevada.gov/CheckStatus

17. Planning will create the Addresses under the Addressing review.

18. When the Addressing is complete, then the normal three-day permit review process will begin with standard reviews.

19. All reviews and comments can be seen on Check Status. Any corrections to the plot plan or resubmittals will be done through the **Dashboard**.

20. The system will send automated emails when fees are due and permits are ready for issuance.