



Industry Advisory from the Building & Safety Department
**Changes to the submittal requirements
 for repetitive tract permits
 Effective November 30, 2015**

The City of Las Vegas Department of Building & Safety is pleased to announce changes to the submittal requirements for repetitive tract permits. In order to provide efficient customer service the following changes will be made:

What is changing?

- The application / plot plan for repetitive tract permits has been updated to include additional information needed from the applicant. Below is a snap shot of the top portion of the application with the information that needs to be filled out by the applicant.

	APPLICATION / PLOT PLAN FOR REPETITIVE TRACT PERMITS
	<p>1 ADDRESS: _____ 2 PARCEL NO. _____</p> <p>3 RECORDED SUBDIVISION NAME: _____ 4 ZONING: _____</p> <p>5 LAND USE ENTITLEMENTS (I.E. TMP, FMP, VAR): _____</p> <p>6 MINIMUM SETBACKS: FRONT TO HOUSE: _____ FRONT TO GARAGE: _____ SIDE YARD: _____</p> <p style="padding-left: 100px;">CORNER SIDE YARD: _____ REAR YARD: _____</p> <p>7 PLAN CHECK#: _____ 8 LOT#: _____ 9 BLOCK: _____ 10 BOOK: _____ 11 PAGE: _____</p> <p>12 APPROVAL FOR: SFD <input type="checkbox"/> PATIO COVER <input type="checkbox"/> BALCONY <input type="checkbox"/> 13 FIRE SPRINKLERS REQUIRED: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>AP# _____ NUMBER OF STORIES: ONE <input type="checkbox"/> TWO <input type="checkbox"/> THREE <input type="checkbox"/></p>

- 1 – Address: The address of the lot being permitted.
- 2 – Parcel No: The assessor’s parcel number for the lot being permitted.
- 3 – Recorded Subdivision Name: The subdivision name shown on the recorded final map, not the marketing name.
- 4 – Zoning: The current zoning classification for the project. If project lies within a PD (Planned Development) then the zoning within that development should be provided.
- 5 – Land Use Entitlements: Provide all land use entitlements associated with the project.
- 6 – Minimum Setbacks: Provide all setbacks in conformance with the approved zoning.
- 7 – Plan Check#: Provide the model plan check# that corresponds to the model being proposed on the lot.
- 8 – Lot #: The lot number of the lot being permitted 9 – Block #: If applicable, the block number of the lot being permitted.
- 10 – Book: The book number of the recorded final map. 11 – Page: The page number of the recorded final map.
- 12 – Approval For: Identify what the request is related to, i.e. single family dwelling, and number of stories.
- 13 – Fire Sprinklers Required: Identify if fire sprinklers are required.

The forms can continue to be emailed to plotplan@lasvegasnevada.gov. The new application is provided with this announcement, it will also be available at the following website: <http://www.lasvegasnevada.gov/faces/home/building-and-safety/residential-requirements-and-information> in both pdf and AutoCAD format.

In addition to the changes above, once the permit is approved and the permit fees paid, an electronic copy will be emailed to the applicant along with the permit card. An example of the new permit card is included with this announcement. The applicant will not need to come to the DSC to pick up a permit hard card.

The status of the permit and any requested inspections can be verified at the following website:
<http://www.lasvegasnevada.gov/faces/home/planning/check-status-of-permits-and-development-applications>

Please note, City of Las Vegas will continue to allow payments made online at the following website: <https://permits.lasvegasnevada.gov/Account/LogOn> using a credit card or check. To process a check all items marked with an * will need to be provided. A screenshot of the payment screen has been provided below.

The screenshot shows the 'Check Payment Help' section of the City of Las Vegas website. It includes a sidebar with the City of Las Vegas logo and navigation links like 'Pay Fees' and 'Pay Permit'. The main content area is titled 'Check Payment Help' and contains instructions: 'For the MICR field, please enter the entire line of numbers from the bottom of your check.' Below this is a 'Personal Check' section with a sample check image. The sample check is from 'THOMAS B. ANDERSON MARY ANDERSON' and includes fields for 'DATE', 'PAY TO THE ORDER OF', '\$', and 'DOLLARS'. The MICR line at the bottom is marked with '1', '2', and '3' corresponding to '1. Routing Number', '2. Account Number', and '3. Check Number'. Below the sample check is a 'Business Check' section with another sample check image. This check has a MICR line marked with '1', '2', and '3' corresponding to 'Check Number', 'Routing Number', and 'Account Number'.

If you have any questions or concerns, please feel free to contact me at (702) 229-2002 or email me at mcunningham@lasvegasnevada.gov.

Sincerely,

Michael Cunningham, P.E.
Building and Safety Manager

THIS CARD AND APPROVED PLANS
SHALL BE ON JOB SITE UNTIL PROJECT IS
COMPLETED



City of Las Vegas

BUILDING & SAFETY

Permit Number: 291365

**FOR INSPECTION REQUEST or RESULTS CALL 229-4677 or
ON THE WEB AT**

permits.lasvegasnevada.gov

Inspection comments are also on the WEB. When viewing inspections
click on Details

Permit Type SFD TRACT

Plan Check # 55739

Address 3245 GRAYSON LAKE CT

Area 01914-88

Project Name CHEYENNE WEST OF HUALAPAI

KEY NUMBER: 549611

Primary Applicant ADAVEN HOMES LLC

Plan 2 - 2012 IRC

Please schedule 180 inspections with (LVVWD) 702-258-7171 prior to scheduling CLV 140 inspection.

PERMIT EXPIRES 180 DAYS AFTER ABANDONMENT OF WORK

FOR SCHEDULING ASSISTANCE MONDAY - FRIDAY CALL 229-6914

Issue Date 6/25/15

Print Date 11/19/2015

CONDITIONS OF THE PERMIT: The approval of this permit is conditional upon the agreement of the permittee that all work will be done in accordance with all the provisions of applicable ordinances and standards adopted by the city of Las Vegas and all applicable state statutes, whether or not specified herein. The issuance of this permit does not allow for any violation of codes or ordinances currently adopted by this jurisdiction. The permittee is responsible for determining the location of all property lines and easements prior to the submittal of an application for a building permit.

SUBCONTRACTOR: When mechanical, plumbing, and electrical permits are issued to the principal contractor, subcontractor registration is required to validate them. No work shall be started nor inspections made for mechanical, plumbing, and electrical work unless the properly licensed subcontractor has made such registration with the Building Department. Registration will require a PIN number issued by the Building Department. For information call 229-6251. If the contractor already has a PIN number the automated inspection request system will add the subcontractor to the record when the inspection is scheduled using their PIN.

INSPECTION: Work normally requiring inspections shall not be covered without an approved inspection. The front of this card indicates all inspection types. If you do not know which inspections to request, please ask your inspector. **Note:** Verify work is ready for inspection prior to scheduling an inspection. Additional charges may be assessed if work is not ready.

INSPECTION REQUEST: Requests for inspections must be made by 7:00 p.m. on workdays prior to the day the inspection is needed. The request can be made by calling our automated inspection request system, 229-4677, or by visiting our website at www.lasvegasnevada.gov. The system will provide instructions. You will need your PIN, address, permit number, type of inspection number (see your inspection card), and phone number to use either system. If you need to leave "special instructions" such as gate codes and contact phone numbers, requests for the inspector to call you 30 minutes prior to the inspection, or to request a same day inspection, etc., please call Dispatch at 229-6914 on the day you schedule your inspection. It is too late to call in your comments on the same day of the actual inspection. If you wish to speak to an inspector, you must call 229-6769 between 6:30-7:00 a.m.

PERMIT EXPIRATION: Every permit issued by the Building Official with respect to work governed by the technical codes shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within 180 days from the date of such permit, as documented by an approved inspection, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days, as documented by an approved inspection. A qualifying approved inspection is a complete inspection that is passed for all aspects of the subject of the inspection and does not include "partial passed" inspections.

Any permittee holding an unexpired permit may apply for an extension of the permit. The Building Official may extend permits for a period not exceeding 180 days upon written request by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken. An administrative fee of \$53.00 will be charged for permit extensions. The Building Official may extend a permit more than once. However, no such extension shall exceed a period of two (2) years. After two (2) years, new permits shall be required with full fees at each renewal.

In order to renew action on a permit after expiration, the permittee shall request the renewal in writing and pay a new full permit.

SWIMMING POOLS: All required access barrier elements shall be in place prior to:

- Setting a manufactured pool, spa, or water feature.
- The pre-plaster inspection of a conventionally constructed pool, spa, or water feature.
- The filling with water of artificial bodies of water.

WALL/FENCES:

- The height and location of a fence, wall, and/or retaining wall shall comply with all zoning ordinances and regulations of authority having jurisdiction. *For more information, call Planning & Development at 229-6301.*
- No fence, wall, and/or retaining wall shall be placed within a right-of-way unless granted permission by the authority having jurisdiction.
- Fences, walls, and/or retaining walls shall not be constructed closer than 18 inches from the back of any light standard or 36 inches from either side. *Uniform Standard Drawings Clark County Area. For more information, call Land Development at 229-6371.*
- Clearances for gas meters or water meters shall be in accordance with published standards of the department or agency having authority. *For more information, call Southwest Gas at 365-1555 and/or the Las Vegas Valley Water District at 870-2011.*
- Fences, walls, and/or retaining walls shall not be constructed closer than 36 inches from the back or 72 inches (6 feet) from either side of a fire hydrant. *For more information, call Fire Prevention at 229-5397.*
- Fences, walls, and/or retaining walls shall have a clearance no closer than to 36 inches from any electrical transformer concrete pad. *For more information, call NV Energy at 657-4300.*
- The permit holder is responsible for verifying that all footings are properly located in relation to property lines and structure, and in compliance with the approved plans and permit.
- Concrete foundations shall not be poured until footings have been inspected and approved by the authority having jurisdiction.
- No wall and/or retaining wall shall be grouted until the reinforcing required has been inspected and approved by the authority having jurisdiction.
- No retaining wall shall be backfilled until verification of the required damp proofing and drainage had been inspected and approved by the authority having jurisdiction.
- Walls and fences shall not block the natural flow of surface water across the property, nor shall they divert the flow of surface water onto another property.

STORM WATER: All projects that disturb one (1) acre or greater require an NDEP permit. Contact NDEP at (775) 687-9417 for more information.

REFER TO THE CITY OF LAS VEGAS ADMINISTRATIVE CODE FOR INFORMATION ON FEES.

FOR SCHEDULING ASSISTANCE MONDAY - FRIDAY CALL 229-6914



APPLICATION / PLOT PLAN FOR REPETITIVE TRACT PERMITS

ADDRESS: _____ PARCEL NO. _____

RECORDED SUBDIVISION NAME: _____ ZONING: _____

LAND USE ENTITLEMENTS (I.E. TMP, FMP, VAR): _____

MINIMUM SETBACKS: FRONT TO HOUSE: _____ FRONT TO GARAGE: _____ SIDE YARD: _____

CORNER SIDE YARD: _____ REAR YARD: _____

PLAN CHECK#: _____ LOT#: _____ BLOCK: _____ BOOK: _____ PAGE: _____

APPROVAL FOR: SFD PATIO COVER BALCONY FIRE SPRINKLERS REQUIRED: YES NO

AP# _____

NUMBER OF STORIES: ONE TWO THREE



CONTRACTOR/AGENT/OWNER _____ DATE _____ STATE LICENSE NO. _____ CITY LICENSE NO. _____

CONTACT NAME: _____ PHONE NUMBER: _____ FAX NO: _____

EMAIL CONTACT FOR READY NOTICE: _____

BUILDING DEPARTMENT _____ DATE _____

I HEREBY CERTIFY THAT I HAVE REVIEWED THIS APPLICATION AND THE PROPOSED PLANS AND HAVE FOUND THAT THE PROPOSED DEVELOPMENT MEETS THE REQUIREMENTS OF THE CITY OF LAS VEGAS FLOOD HAZARD REDUCTION ORDINANCE FOR THE ISSUANCE OF DEVELOPMENT PERMIT.