



# INITIAL DRY UTILITY PLAN SUBMITTAL CHECKLIST

www.LasVegasNevada.gov/BuildingPermits

Phone: (702) 229-6251 Fax: (702) 382-1240

Project Name: \_\_\_\_\_

APN(s) (Parcel Number): \_\_\_\_\_

Disturbed Acreage Area of Site(s): \_\_\_\_\_

Company Name (& customer # if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## SUBMITTAL REQUIREMENTS

### Acknowledged

1.  Submittal will not be accepted for review until all of the following items are satisfied and the Admin, & Plan Check Fees are paid\* (if applicable).

Provided

Not Applicable

- |     |                          |                          |  |
|-----|--------------------------|--------------------------|--|
| 2.  | <input type="checkbox"/> |                          | Dry Utility Improvement Plans (36" x 24") in pdf format.   |
| 3.  | <input type="checkbox"/> |                          | CLV approval block (provide enough space for approval stamp, approval stamp is approximately 1.5" x 1").   |
| 4.  | <input type="checkbox"/> | <input type="checkbox"/> | Bond Estimate Form with all public quantities listed (private quantities only for residential subdivision projects or within public easements).                        |
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> | SWPPP Form (if less than 1 acre only fill out the first half of the first sheet, if 1 acre or more fill out entire form and provide NOI, and Letter of Authorization). |
| 6.  | <input type="checkbox"/> | <input type="checkbox"/> | Deviation from Standards and/or Waiver Form(s).  |
| 7.  | <input type="checkbox"/> | <input type="checkbox"/> | Small Cell Site Survey Form.   |
| 8.  | <input type="checkbox"/> | <input type="checkbox"/> | Structural Design and Calculations digitally signed**.   |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | Developer Contractors Request for Permit Form (if contractor is not the applicant).  |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | NVE Design Agreement.  |

**Note:** If the Dry Utility Submittal is associated with a civil project then it must be submitted through the civil plan process. The Dry Utility plans must be incorporated into the associated civil plans to be reviewed concurrently or as a revision to the civil plan to incorporate the additional sheets into the civil plan.

\* Plans will not enter our **submittal intake** queue until the fees have been paid. Your place in the **review queue** does not begin until we have approved the submittal intake review. If fees are not paid within 10 days of submittal, your submittal will be expunged from our system and you must resubmit.

\*\* See the State Board of Professional Engineers and Land Surveyors digital signature guide at

<https://nvbpels.org/wp-content/uploads/2020/11/Digital-Signature-Guide-FINAL.pdf>