



*Industry Advisory from the Building & Safety Department*

## **Changes to the requirements for Initial Submittals for Offsite Permits Effective Immediately**

The City of Las Vegas Department of Building & Safety is pleased to announce changes to the requirements for initial submittals for offsite permits. Effective immediately the following changes will be made:

What is changing?

- When a project requires a soils report review one (1) additional set of grading plans and one (1) additional set of grading details will need to be submitted in addition to the 5 full set of improvement plans already required. This will provide all departments a full set of plans to ensure a timely and complete review. Prior to June 1<sup>st</sup> submittals not containing the additional plans will be accepted at the Land Development Counter but an electronic copy of the required grading and detail sheets will need to be emailed to the following email address:

[landdev@LasVegasNevada.GOV](mailto:landdev@LasVegasNevada.GOV)

The electronic copy will need to be received within one (1) business day to ensure no delays in the review process. After June 1<sup>st</sup> incomplete submittals will not be accepted at the Land Development Counter.

The initial submittal checklist has been updated and is included with this notice. It is also available online at:

<http://www.lasvegasnevada.gov/Publications/forms.htm>

The "Initial Civil Plan Submittal Checklist" is located within the Land Development Forms.

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

Sincerely,

A handwritten signature in blue ink that reads "Mil Cunningham".

Michael Cunningham, P.E.  
Building and Safety Manager  
City of Las Vegas

# INITIAL SCREENING CHECKLIST

PROJECT NAME: \_\_\_\_\_

RTS: \_\_\_\_\_ MAP LOCATION: \_\_\_\_\_

LOCATION: \_\_\_\_\_ PROJECT #: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ENGINEER: \_\_\_\_\_ COMPANY/CONTRACTOR ID# \_\_\_\_\_

DEVELOPER: \_\_\_\_\_ COMPANY/CONTRACTOR ID# \_\_\_\_\_

GEOTECHNICAL ENGINEER: \_\_\_\_\_ COMPANY/CONTRACTOR ID# \_\_\_\_\_

ACCEPTED	<input type="checkbox"/>
<b>FOR REVIEW</b>	
REJECTED	<input type="checkbox"/>

## INITIAL PACKAGE

*(An initial submittal will not be "accepted for review" until all of the following items are satisfied)*

- |    | SATISFIED                | NOT<br>SATISFIED         |   |
|----|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | 5 sets of rolled 24" x 36" check prints   |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | 1 completed bond estimate form showing quantities for private streets, curb to curb, and all public improvements                      |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | *2 copies of soils report (Required if streets are being constructed)   |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | **Copy of Drainage Study approval (if required) with all fees paid  |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | **Copy of Traffic Study approval (if required)  |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Copy of "conditions of approval" as provided to the developer from Planning Commission and/or City Council, or Administrative Reviews |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Plans shall be stamped and signed in accordance with NAC 625.611  |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Master street light plan submitted and approved (if required by conditions of approval)   |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Plan Check Fees & \$54 Admin Fee GR #: _____  |

\*1 extra set of grading plan and details is required if a soils report review is necessary.

\*\* Drainage studies are submitted directly to CLV Flood Control and TIAs are submitted directly to Transportation Planning and go through an independent screening process. **Plans will not be "accepted for review" until the drainage study and TIA have been "approved."**