



RESIDENTIAL APPLICATION CHECKLIST

www.LasVegasNevada.gov/BuildingPermits

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

This checklist should be used as a guideline when submitting residential applications to the Building and Safety Department. Please note all submittals to the department shall be made electronically at the following website:

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

Instructions on creating a dashboard account and the submittal process can be found by clicking the link below:

<https://files.lasvegasnevada.gov/building-safety/BuildingSafety-Electronic-Submittal-Instructions.pdf>

Application Checklist	Single Family, Duplex, Townhomes, or addition	Owner/Builder Application	Manufactured Home	Remodel	Garage, Carport, or Patio Cover,	Detached Accessory Structure	Demolition	Swimming Pool	Retaining/Screen Wall	Received
An "X" in the box indicates it must be submitted with your initial application for it to be accepted for review.										
Residential Building Application	X	X	X	X	X	X	X	X	X	
Site Plan	X	X	X	X	X	X	X	X	X	
Construction Drawings	X	X	X ¹	X	X	X	X	X	X	
Structural Engineering and Calculations or SNBO Regional Standard Detail	X	X		X	X	X		X	X	
2018 International Energy Conservation Code Calculations	X	X				X				
Truss Calculations or Deferred Submittal	X	X			X	X				
Soils Report	X	X			X	X		X	X ^{2,3}	
State of Nevada Contractor's Board Owner/Builder Affidavit		X								
The following items may be required:										
Off-Site Construction Permit	X	X				X		X		
Septic Tank Installation or Abandonment	X	X	X			X	X	X		
Desert Conservation Program (DCP Form)	X	X	X							

1 - State of Nevada Approved Drawings are required for submittal.
 2 - Soils report is not required if designing using the default design values in the IBC.
 3 - A soils report is required for retaining walls over 4.0' in height.

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Residential Building Application – Must be filled out completely and submitted with the online application.

Site Plan - Show all property line dimensions, existing and proposed structures (show and identify all projections) with setbacks to the property lines, adjacent roads, driveways, and all easements. An example site plan is provided on the City of Las Vegas website at <https://files.lasvegasnevada.gov/planning/Plot-Plan-8.5-x-11-Walls-and-Detached.pdf> and can be used, if applicable.

Construction Drawings – Shall be drawn to scale and electronically or digitally signed. Instructions on creating a digital signature can be found at: <https://files.lasvegasnevada.gov/building-safety/BuildingSafety-Electronic-Submittal-Requirements.pdf>. The Residential Submittal Requirements handout, <https://files.lasvegasnevada.gov/planning/Residential-Room-Attached-Detached-Submittal-Requirements.pdf> can be used as a guide for minimum requirements to be shown on the drawings.

Structural Engineering and Calculations – Will be required if the prescriptive method within the IRC is not followed or a standard drawing from City of Las Vegas Website or Southern Nevada Building Officials is not used. The plans and calculations shall be digitally signed. Instructions on creating a digital signature can be found at: <https://files.lasvegasnevada.gov/building-safety/BuildingSafety-Electronic-Submittal-Requirements.pdf>.

International Energy Conservation Code Calculations – Complete and submit all required worksheets. You can go to www.energycodes.gov and click on ResCheck.

Truss Calculations or Deferred Submittal – Structures requiring a truss design will need to submit the truss calculations with the initial application or submit a deferred application agreement to defer the design. The truss calculations when submitted shall be digitally signed. Instructions on creating a digital signature can be found at: <https://files.lasvegasnevada.gov/building-safety/BuildingSafety-Electronic-Submittal-Requirements.pdf>. The deferred application agreement is available at:

<https://files.lasvegasnevada.gov/building-safety/Deferred-Submittal-Agreement.pdf>

Soils Report – For structures larger than 600 sf a soils report is required. For retaining walls that exceed 4.0-ft in height a soils report is required. The soils report shall be digitally signed. Instructions on creating a digital signature can be found at: <https://files.lasvegasnevada.gov/building-safety/BuildingSafety-Electronic-Submittal-Requirements.pdf>.

State of Nevada Contractor's Board Owner/Builder Affidavit – Applications being submitted, as an owner/builder shall include the signed affidavit as part of their application with proof of ownership. The affidavit is available at:

http://www.nvcontractorsboard.com/pdfs/Forms/Owner%20Builder%20Affidavit%20Revised%203_1_2011.pdf

The following items may be needed prior to permit issuance.

Off-Site Construction Permit – If there is, any work needed that is within the public right of way or a public easement a separate submittal to the Land Development division is required. A separate permit will be issued for this work.

Septic Tank Installation or Abandonment – The Southern Nevada Health District permits the installation and abandonment of septic tanks.

Desert Conservation Program (DCP Form) – For lots that have not been previously developed/graded this form must be completely filled out and submitted with the initial application. The form can be found at:

<https://files.lasvegasnevada.gov/building-safety/DCP-Handout.pdf>

If you have any questions about the submittal process or required submittal documents please contact us at techs@lasvegasnevada.gov or 702-229-6251.