



# RESIDENTIAL APPLICATION CHECKLIST

[www.LasVegasNevada.gov/BuildingPermits](http://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 <sup>1</sup>	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 <sup>2</sup>	
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.

FOR OFFICE USE ONLY



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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](http://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. 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](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](mailto:techs@lasvegasnevada.gov) or 702-229-6251.



# RESIDENTIAL PERMIT APPLICATION

www.LasVegasNevada.gov/BuildingPermits

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

Project #: \_\_\_\_\_ (CLV USE ONLY) Parent Project #: \_\_\_\_\_

OVERALL PROJECT VALUATION: \$ \_\_\_\_\_

Project Scope of Work: \_\_\_\_\_

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

Current Zoning: \_\_\_\_\_ Land Use Applications: \_\_\_\_\_

**REQUIRED FOR SUBMITTAL OF NEW BUILDING CONSTRUCTION, REMODELS OR ADDITIONS:** (Please note that plan check fees are based on occupancy, use, construction type and square footage) (Minor permits for electrical, mechanical, or plumbing only in existing buildings do not require a code analysis)

**Building #1:** Scope of Work: \_\_\_\_\_ Building Valuation: \$ \_\_\_\_\_

OCCUPANCY GROUP(S): \_\_\_\_\_ USE: \_\_\_\_\_ CONSTRUCTION TYPE: \_\_\_\_\_

TOTAL SQUARE FOOTAGE: \_\_\_\_\_ AFFECTED SQUARE FOOTAGE: \_\_\_\_\_

SQUARE FOOT OF FLOOR AREAS: 1<sup>ST</sup>: \_\_\_\_\_ 2<sup>ND</sup>: \_\_\_\_\_ 3<sup>RD</sup>: \_\_\_\_\_

Garage: \_\_\_\_\_ Patio: \_\_\_\_\_ Balcony: \_\_\_\_\_ Number of Units: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

**Building #2** Scope of Work: \_\_\_\_\_ Building Valuation: \$ \_\_\_\_\_

OCCUPANCY GROUP(S): \_\_\_\_\_ USE: \_\_\_\_\_ CONSTRUCTION TYPE: \_\_\_\_\_

TOTAL SQUARE FOOTAGE: \_\_\_\_\_ AFFECTED SQUARE FOOTAGE: \_\_\_\_\_

SQUARE FOOT OF FLOOR AREAS: 1<sup>ST</sup>: \_\_\_\_\_ 2<sup>ND</sup>: \_\_\_\_\_ 3<sup>RD</sup>: \_\_\_\_\_

Garage: \_\_\_\_\_ Patio: \_\_\_\_\_ Balcony: \_\_\_\_\_

**Building #3** Scope of Work: \_\_\_\_\_ Building Valuation: \$ \_\_\_\_\_

OCCUPANCY GROUP(S): \_\_\_\_\_ USE: \_\_\_\_\_ CONSTRUCTION TYPE: \_\_\_\_\_

TOTAL SQUARE FOOTAGE: \_\_\_\_\_ AFFECTED SQUARE FOOTAGE: \_\_\_\_\_

SQUARE FOOT OF FLOOR AREAS: 1<sup>ST</sup>: \_\_\_\_\_ 2<sup>ND</sup>: \_\_\_\_\_ 3<sup>RD</sup>: \_\_\_\_\_

Garage: \_\_\_\_\_ Patio: \_\_\_\_\_ Balcony: \_\_\_\_\_

**\*\*IF THERE ARE MORE THAN 3 BUILDINGS PLEASE PROVIDE ADDITIONAL APPLICATIONS TO COVER ALL BUILDINGS\*\***

**Wall/Fences** Construction Valuation: \$ \_\_\_\_\_

NEW WALL/FENCE  ADDING COURSES TO EXISTING (ENGINEERING REQUIRED)

SNBO/CLV DESIGN "MASONRY FENCES"(B-100)  ENGINEERED DESIGN "MASONRY WALL"

FRONT		REAR		RETURN		RIGHT SIDE		LEFT SIDE	
LENGTH	HEIGHT	LENGTH	HEIGHT	LENGTH	HEIGHT	LENGTH	HEIGHT	LENGTH	HEIGHT

SNBO/CLV DESIGN "RETAINING WALLS"(B-100)  ENGINEERED DESIGN "RETAINING WALL"

FRONT		REAR		RETURN		RIGHT SIDE		LEFT SIDE	
LENGTH	HEIGHT	LENGTH	HEIGHT	LENGTH	HEIGHT	LENGTH	HEIGHT	LENGTH	HEIGHT

CMU BLOCK/IRON COMBO  CMU BLOCK/RETAINING COMBO  ORNAMENTAL IRON  SOLID WOOD

OTHER (DESCRIPTION) \_\_\_\_\_

FRONT		REAR		RETURN		RIGHT SIDE		LEFT SIDE	
LENGTH	HEIGHT	LENGTH	HEIGHT	LENGTH	HEIGHT	LENGTH	HEIGHT	LENGTH	HEIGHT

**Permit Expires 180 Days After Abandonment of Work**  
Permits expire when no inspection has been approved for any 180-day period after the permit has been issued.

**\*\*\*Required Information\*\*\***  
**Contractor's/Property Owner Information**  
Name: \_\_\_\_\_  
Representative: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
State Contractor License #: \_\_\_\_\_  
CLV Business License #: \_\_\_\_\_  
If Contractor is not known at time of submittal type TBD  
Property Owner information only applies for Owner/Builder Applications.



# RESIDENTIAL SUBMITTAL REQUIREMENTS

[www.LasVegasNevada.gov/BuildingPermits](http://www.LasVegasNevada.gov/BuildingPermits)

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## GENERAL:

All plans must be submitted online at [Lasvegasnevada.gov/dashboard](http://Lasvegasnevada.gov/dashboard). Instruction and requirements can be found at:

<https://www.lasvegasnevada.gov/Government/Departments/Building-Safety/Building-Safety-Resources?tab=4>

All plans must be coordinated between design disciplines. Property lines must agree between Civil and Architectural site plan. Plans stamped "Preliminary" and/or "Not for Construction" are unacceptable. Sets of plans shall include the following items:

Plans shall be complete and shall consist of architectural, electrical, plumbing, and mechanical drawings, and supportive data that include the following:

**Note:** Plans that have revisions (deltas or clouds) will not be accepted on original submittals.

### 1.1 PLOT/SITE/GRADING PLANS

- A. Legal description of plot or lot.
- B. Property lines or boundaries with dimensions shall be clearly identified.
- C. Show all easements, right-of-ways, and street names.
- D. Show location of all proposed and existing buildings. Dimensioned setbacks and building use shall be identified.
- E. Show septic tank, leach field, and well locations.
- F. Soil Report for new structures with a 600 square foot or greater footprint.

### 1.2 BUILDING PLANS:

- A. Plans shall be complete and shall consist of architectural, structural, electrical, plumbing and mechanical drawings, and supportive data.
- B. Plans must be drawn by a Nevada State Registered Architect or Engineer. The architect and/or engineer is responsible for the design and shall date, stamp, and sign each sheet submitted. Plans may also be drawn by a Nevada State Licensed Contractor or owner/builder when used for his own work.

### 1.3 STRUCTURAL PLANS AND DOCUMENTS,

- A. Structural calculations, specifications, soils report, and other documents as required. Each set of documents shall be stamped, digitally signed and dated by the licensed engineer who has responsible charge of these documents.

## B. Foundation:

- Foundation plan showing all footings, posts, bearing walls, slabs, basement walls, stem walls, anchor bolts and spacing, hold-downs.
- Size, depth and reinforcement of foundation.
- Post-tensioned slab foundation where required.
- Sections and details.
- Material specifications and foundation notes.

## C. Framing Plans and Details:

- Roof and floor framing plans showing location and spacing of trusses, joists and rafters, beams, headers, posts, trimmers, king studs, exterior and interior bearing walls, framing hardware, connections and details.
- Lateral force resisting system including shear walls, rigid frames, cantilevered columns, drag struts, collectors, diaphragm, nailing schedule, hold-downs, framing hardware and connections.
- Structural details depicting explicit and complete load path and shear transfer details from point of load application to vertical and lateral load resisting elements.
- When trusses are to be used, framing layouts and connection details are to be included. Truss design and shop drawings prepared, stamped and signed by a Nevada licensed engineer must be submitted prior to permit issuance or [deferred application](#) must be submitted (if requested by applicant). Truss fabricator must be included in the current Clark County listing of approved truss fabricators. Truss calculations must be stamped by EOR prior to submittal as complying to the EOR design intent.

- D. General structural notes, material specifications, loading and structural design criteria are to be included with the plans.

## 1.4 FLOOR PLANS:

- A. Names of rooms and spaces with complete dimensions.
- B. Sizes and types of doors and windows.

### 1.5 EXTERIOR ELEVATIONS:

- A. Wall coverings shall be specified by components, thickness, and material specification.
- B. One-coat stucco systems require an approved applicator. Owner/builders cannot apply these systems.
- C. Roofing shall be specified by its type, manufacturer's name, and the product name.

### 1.6 MISCELLANEOUS DETAILS

- A. Construction features such as stairs, fireplaces, showers, sunken tubs, etc. shall be detailed on the plans.
- B. The location and size of readily accessible attic access scuttles and attic ventilation shall be shown on the plans with all necessary calculations.
- C. Attic ventilation and calculations must be shown.
- D. For room additions and remodeling of existing buildings, including mobile homes and manufactured buildings, provide plans and details of adjacent areas and connections for structural and weather resistive information.
- E. When basements are installed, provide a cross sectional detail showing materials used, water proofing of exterior side and egress window wells.

### 1.7 ELECTRICAL PLAN REQUIREMENTS:

- A. For new structures provide the following:
  - Provide service load calculations.
  - Plans showing outlets, lights, smoke detectors, and other electrical equipment served.
- B. For additions or alterations to electrical systems, provide the following:
  - Plan of original structure showing areas being added or altered.
  - Size and location of existing and proposed electrical service and sub-panels. Provide service and calculations to include the old and new loads. Load calculations not required if adding five (5) or less devices.
  - Identify the names or uses of the new areas (bedrooms, porch, etc.).
  - New outlets, switches, light fixtures, smoke detectors, and special outlets.

### 1.8 MECHANICAL PLAN REQUIREMENTS:

- A. Heating/Cooling unit capacity, location, and working space for the following equipment:
  - Evaporative cooler -- Number of Horse Power.
  - Heat Pump -- tonnage and KW strip.
  - Electrical AC/furnace -- total KW demand.
  - Gas furnace -- BTU demand or input. Note: Access and working space must be provided for all concealed equipment.
- B. Type of duct work to be used.
  - Duct insulation information.
- C. Exhaust fans -- size, type, and location.
- D. Dryer vent location.
- E. Attic mounted/roof mounted equipment to show method of support and engineering calculations if required. Access and a platform are to be detailed when a roof pitch exceeds 4:12.

### 1.9 PLUMBING PLAN REQUIREMENTS:

- A. Location, size and material specification of all water and DVW piping to be shown on the plumbing floor plan. Fixture types to be indicated with appropriate symbols. Individual fixtures and fixture groups may have pipe sizes indicated in a fixture schedule. Provide water supply fixture unit count with required meter size. UPC Table 610.4 or Appendix L.
- B. Location and size of gas piping with Btu/h demands, pipe lengths and material used.
- C. Location, type and size of water heater. Detail combustion air requirements if gas.
- D. Location and size of cleanouts to be shown.

### 1.10 ADDITIONS OR ALTERATIONS TO PLUMBING/MECHANICAL:

- A. Plan view of existing piping to appliance/fixtures together with point of connection and new system.
- B. BTU demand and distance of existing gas appliances to meter is required.

### 1.11 INTERNATIONAL ENERGY CONSERVATION CODE:

- A. Provide 2018 International Energy Conservation Code calculations. Include a completed Residential Energy Schedule applied to the plans. Window values should be taken from manufacturer's NFRC label information. For windows without NFRC labels, use the listed default values. (go to [www.energycodes.gov](http://www.energycodes.gov) - click on ResCheck)
- B. System Analysis: "Designed and stamped/signed by a State of Nevada licensed architect or engineer.
- C. \*Component performance
- D. \*Prescriptive requirements

\* No signature or stamp required



## REPETITIVE TRACT HOUSING APPLICATION / PLOT PLAN GUIDELINES

[www.LasVegasNevada.gov/BuildingPermits](http://www.LasVegasNevada.gov/BuildingPermits)

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

Following these guidelines will help your application to be processed in a timely and efficient manner. Incomplete and incorrect applications will not be processed, and will be returned to applicant with corrections marked for your convenience.

1. Complete application for each address / building permit being requested.
  - a. Fill in the application with all the required information:
    - 1) Plans Check Number (e.g., 20123 AC)
    - 2) Complete Address (include type: ST, AV, LA, BL, etc.)
    - 3) Contractor Name
    - 4) Contact Phone Number, Contact Fax Number and Email address
    - 5) State of Nevada License Number (5 digits)
    - 6) City of Las Vegas License Number (e.g., C-12-00345)
    - 7) Lot
    - 8) Block
    - 9) Recorded Subdivision Name (Not Marketing name)
    - 10) Approved Zoning, if project lies within a PD (Planned Development) then the zoning within that development should be provided.
    - 11) Minimum Setbacks
    - 12) Signature of Owner/Agent for contractor (Unsigned applications cannot be processed)
    - 13) Subdivision Book and Page Numbers
    - 14) Parcel Number
    - 15) Number of stories
    - 16) Fire Sprinkler requirement
    - 17) Identify if the application is a model home
  - b. Plot plan part of form:
    - 1) Printed on application/plot plan form.
    - 2) The plan must be drawn to appropriate scale for clarity.
    - 3) The building footprint and lot property lines must be distinguishable from other graphics.
    - 4) Dimensions of the lot and setbacks must be shown.
    - 5) **Address, lot and block must be indicated.**
    - 6) Recorded subdivision name must be indicated.
    - 7) No civil engineering stamp is required except when plot plan is also being used as a grading plan. It must be stamped by a Registered Civil Engineer showing existing and proposed elevations, existing and proposed walls or fences, and any other pertinent information affecting drainage.
2. Each submittal package must contain applications for one recorded subdivision only. **DO NOT MIX DIFFERENT SUBDIVISIONS IN THE SAME SUBMITTAL PACKAGE.** (Package contains your scheduled release.
  - a. Application/plot plan forms must be in numerical, alphabetical order, NOT lot and block order.
  - b. Submit one application/plot plan for each address. Each application should be attached as an individual pdf file.
3. Include copies of any other documents such a “waiver of park impact fees” to insure proper credit.
4. Application/plot plans are submitted to the Development Services Center via the following email: [plotplan@LasVegasNevada.gov](mailto:plotplan@LasVegasNevada.gov). The status of the reviews can be checked on our website at [LasVegasNevada.Gov/CheckStatus](http://LasVegasNevada.Gov/CheckStatus).



# 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  MODEL HOME: YES  NO



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.



DEPARTMENT OF BUILDING & SAFETY

## REPETITIVE TRACT HOUSING PLOT PLAN REVISIONS

[www.LasVegasNevada.gov/BuildingPermits](http://www.LasVegasNevada.gov/BuildingPermits)

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### FOR PERMITS THAT HAVE BEEN ISSUED:

1. Submit one (1) new application/plot plan for each lot.
2. Indicate on the application that it is a revised plot plan and add the permit number.
3. Submit to Planning and Land Development for approval.

### FOR PERMITS THAT HAVE NOT BEEN ISSUED, BUT APPLICATIONS AND PLOT PLANS HAVE BEEN SUBMITTED:

1. Planning & Land Development needs to review the new application/plot plan.
2. Give to Permits so the new application/plot plan can be processed with other permits.

**This procedure is for REVISED PLOT PLANS (changing footprint only) and not to be used for Model Changes.**





## REPETITIVE TRACT HOUSING MODEL CHANGE SUBMITTALS

[www.LasVegasNevada.gov/BuildingPermits](http://www.LasVegasNevada.gov/BuildingPermits)

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

### FOR PERMITS THAT HAVE BEEN ISSUED:

1. New application/plot plans must be submitted with the new Plans Check Number and option(s) indicated on the Plans check Number line, and "Model Change" indicated on the special conditions line.
2. Application/plot plans are submitted at via email at [plotplan@lasvegasnevada.gov](mailto:plotplan@lasvegasnevada.gov)
3. A Claim for Refund must be submitted to Permits staff. This form is available at the Information Desk or our website. List the old permit number(s) on the Refund Request and use "Model Change" as the reason for the Refund Request.

### FOR PERMITS THAT HAVE NOT BEEN ISSUED, BUT APPLICATIONS ARE BEING PROCESSED:

1. Email: [plotplan@lasvegasnevada.gov](mailto:plotplan@lasvegasnevada.gov) to notify tract permit staff that you are going to submit a model change and to hold the application/plot plans that have already been submitted. The revised application/plot plans will be processed instead.
2. The tract permit staff will locate the application/plot plans and make a notation to hold them until the revised application(s) and plot plans are signed and stamped.
3. You can add the following options with a supplemental permit if the model stays the same and you are adding a:
  - a. patio cover, balcony
  - b. fireplace
  - c. detached casita