



REVISION SUBMITTAL CHECKLIST

333 North Rancho Drive, Las Vegas NV 89106-3703

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

Required Components of a revision submittal:

- Provide the current permit number the revision is modifying.
- Provide a completed application and contact sheet.
- Provide a narrative explaining each change by sheet.
 - The narrative shall indicate what revision number the package is referencing.
- Two sets of drawings are required for a non-structural submittal.
 - Three sets of plans and revised structural calculations are required for projects that have special inspection.
 - A "Planning set" may be required when the revision impacts the site, building elevations, landscaping, or in some instances, the floor plan.
- Provide only the sheets from every discipline of the drawing package that are impacted by the revision.
- Verify all sheets are sealed by the appropriate design professional.
- All changes from previous approved plans shall be clouded and the revision number (delta symbol) shall be provided in direct proximity to the plan modification.
- All previously approved revisions shall not be clouded on the current revision submittal but shall have the revision number (The delta that was assigned to that change by the design professional) remain next to the previously approved change.
- A fee of \$350.00 for Commercial projects or \$250.00 for Residential Projects shall be paid at the time of submittal. Any additional fees such as additional plan check fees will be paid at revision issuance.

If any of these components are not provided, the revision will not be processed in for review.

Notes:

The Permit Technician will verify the submittal is a revision and not a correction or deferred submittal to a plan in current review.

Depending on the number of reviews required for approval for the revision, additional plan check fees may be incurred. Our hourly fee of \$176.00 per hour will be applied for any time beyond a second review for a particular discipline at the time of revision issuance.

The plans will be routed to the affected disciplines within the Building Department as well as other departments such as Planning, Land Development, and the Fire Department depending on the scope of the revisions.

Once plans check has been completely approved, the Permit Technician will process the revision, to include tabulating all fees and notifying the contractor. Holds are automatically placed on the permit restricting any further inspections until the revision fees are paid.