



DEPARTMENT OF BUILDING & SAFETY

TENANT IMPROVEMENT & MODEL HOME SALES OFFICE CHECKLIST

333 North Rancho Drive, Las Vegas NV 89106-3703

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

Definition: A tenant improvement (TI) or a sales office is a construction project within an existing building.

Plans must be drawn by a Nevada Registered Design Professional, or Nevada State Licensed Contractor where used for their own work. The design professional is responsible for the design and shall stamp and sign each sheet submitted in accordance with NAC 625. If plans are performed by a licensed contractor, the plans shall be so identified and signed. The State of Nevada Contractors Board Owner/Builder exemption is not permitted for commercial projects.

Note: Plans drawn in pencil / pen or with colored highlighting are not acceptable.

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

Note: Information on plans and specifications shall be drawn to scale upon substantial paper whose sheets shall be of uniform size not to exceed 42x30 inches in size. The plans and specifications shall be of sufficient clarity to indicate the location, nature, and extent of work proposed and to show in detail that the work will conform to the provisions of the technical codes and all relevant laws, ordinances, rules, and regulations. Electronic Submittals will be accepted per State of Nevada approved guidelines and technological capabilities of the Department.

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

SUBMITTAL REQUIREMENTS:

- A. Two sets of dimensioned drawings must be submitted with each application for a tenant improvement. The plan sheets must be copied on substantial paper.
 - 1. Site plans showing all buildings on the site with the location of the tenant improvement shaded.
 - 2. Handicapped parking, route of access, and facility accessibility. For sales offices, show route of access to the sales office.
 - 3. A floor plan drawn to an appropriate scale showing the tenant space, adjacent occupancies, complete exit ways leading to the exterior of the building, and other pertinent information.
 - 4. Typical section views showing wall construction, connection details, and material specifications. They must be designed by a Nevada Licensed Engineer or designed using the City of Las Vegas wall design.

- 5. A floor plan showing the location, size and material specification of all water and drainage piping. Show drain-waste piping as solid line. Show vent piping as dotted line. Types of fixtures are to be indicated with symbols. Show the location and size of gas or fuel oil piping. Show the location, type, and size of water heater. Show the location and size of cleanouts.
- 6. Plans shall include the count and type of all plumbing fixtures being removed. Call the Building Department, 702-229-6251 and ask for the Sewer/Sanitation Department for survey of fixtures before they are removed to ensure sewer credits are given.
- 7. A layout of mechanical equipment, air duct systems, and fire/smoke dampers. Equipment is to be indicated by model, type, size, BTU, location, and material specification. All existing and new equipment is to be indicated.
- 8. Electrical:
 - a. Single line diagram
 - b. Service and load calculations, to include all short circuit and fault current calculations
 - c. Panel schedules and descriptions of circuits with connected loads, panel ratings, and feeder size
 - d. All outlets, smoke detectors, equipment, and feeders shown on plans with appropriate panel and circuit numbers at devices.
 - e. Show emergency power system, type, and model.
 - f. Show voltage drop calculations for all feeders to sub-panels, panels, area lighting, freestanding signs, and air conditioning units.
- 9. Submit the 2018 International Energy Conservation calculation: If the sales office is being installed in a garage attached to a residence, calculations must be based on the entire residence plus garage area. If it is being installed in a detached garage on a residential lot, only the garage area must be considered. In both cases, compliance shall be based on residential (not commercial) requirements. (See IECC handout).
- B. 2018 IBC Code Analysis (See Code Analysis Handout).