



DEPARTMENT OF BUILDING & SAFETY

REPETITIVE TRACT HOUSING APPLICATION / PLOT PLAN GUIDELINES

333 North Rancho Drive, Las Vegas NV 89106-3703

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); include Model Option Letter
 - 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
 - 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. The status of the reviews can be checked on our website at LasVegasNevada.Gov/CheckStatus.



APPLICATION / PLOT PLAN FOR REPETITIVE TRACT PERMITS

ADDRESS: _____ PARCEL NO. _____

REC. SUBDIV: _____ 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

NUMBER OF STORIES ONE TWO THREE

AP# _____

CONTRACTOR/AGENT/OWNER _____ DATE _____ STATE LICENSE NO. _____ CITY LICENSE NO. _____

CONTACT NAME _____ PHONE NO. _____ 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 this Development Permit.