



# OFFICE & PROFESSIONAL Submittal Checklist

7/5/11 V8

## City of Henderson Development Services Center

240 Water Street  
PO Box 95050  
Henderson, Nevada 89009-5050  
(702) 267-3600 phone  
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This checklist is provided for the convenience of our customers. Complete and accurate plan submittals help speed the plan review process. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for revisions by City staff. Please use the following information to ensure that your application includes all of the information that is necessary for a complete review of your plans.

### Part. 1 Applicant's Responsibility

**Applicants are responsible for submitting complete applications.**  
Incomplete applications will result in plans being rejected for acceptance, or returned to the applicant during the review process. City service commitments will not apply to incomplete submittals.

### Part. 2 Prerequisites

The following items must be completed before a building permit application can be accepted for processing:

- Final map or parcel map recorded**
- Appropriate zoning is currently in place for this proposed use**  
*Contact Community Development at (702) 267-3640 for more information.*
- Permanent Address assigned, including suite numbers [if applicable]**
- A Drainage [Hydrology] Study**  
*Approved for this site.*
- A Traffic Study**  
*Approved for this site.*
- Associated Civil Improvement Plans**  
*Must have previously approved plans or plans must be submitted and in the review process. A building permit cannot be issued until the accompanying civil improvement plans are approved. Delays in getting civil improvement plans approved will delay the issuance of the building permit.*
- A Conditional Use Permit or Variance has been approved, if required**
- A Design Review or Planned Unit Development**  
*Approved for this site.*
- Compliance with Planning Commission and/or City Council actions**  
*Related to this parcel and the associated conditions of development.*

### Part. 3 Applicable Codes

Project is designed to meet the requirements of the following adopted codes, ordinances, and regulations:

- 2009 International Building Code with local amendments
- 2009 International Fire Code with local amendments
- 2009 Uniform Mechanical Code with local amendments
- 2009 Uniform Plumbing Code with local amendments
- 2008 National Electrical Code with local amendments
- 2009 International Energy Conservation Code with local amendments
- Development Code, of the Henderson Municipal Code (Titles 13 & 19)
- Conditions of approval from prior zoning, design review, and map applications
- Building & Fire Safety Department Shell Policy

**Part. 4**  
Submittal Package

Provide the following information at the time you submit your application for a building permit. Please submit the required number of copies of plans and related documents for routing to reviewing departments:

- Completed Building Permit application**  
*An application must be submitted for each building.*
- Detached Structures** [if applicable]  
*Any detached structure on site, such as trash enclosures, carports, fences/walls must have a separate permit application.*
- 5 complete sets of blueprints**  
*At least 2 of the 5 sets must be "wet sealed" by the registered design professional.*
- NEW!**  **1 Copy of Site Plan [24" x 36"]**  
*This additional copy is separate from the Site Plan required in each of the 5 plan sets and must show entire parcel.*
- 2 copies of Geotechnical (soils) reports**  
*The reports must be "wet sealed" by the registered design professional who is responsible for the report. The date of the report must be within one year of the building permit application date unless an updated letter is provided by the design professional who prepared the report.*
- 2 copies of energy code analysis**  
*Must be signed by preparer using the City of Henderson form, designer's form, or approved program.*
- 2 copies of Electrical Load Calculations**  
*Must be signed by preparer using the City of Henderson form or designer's form.*
- 2 copies of Structural Calculations**  
*The calculations must be "wet sealed" by the registered design professional.*
- 2 copies of Truss Calculations** [if applicable & may be deferred]  
*The calculations must be "wet sealed" by the registered design professional. The truss calculations must be reviewed and accepted by the design professional responsible for the structural design of the building.*
- An Entitlement Approval Letter**  
*From the Community Development Department.*

**Part. 5**  
Plan Contents

Plans must contain the following minimum content requirements. This list is not intended to be all inclusive of every detail required on a set of Office & Professional building plans. Rather, it is provided to give an overview of the basic plan contents needed for the review of plan sets. *See the State of Nevada 2009 Blue Book for more information.*

- General**  **Cover Sheet**  
Include general project information, such as: address, location map, and square footage of the structures. Also include a complete code analysis of the proposed building and state type of construction. State occupancy classification, occupancy loads, exiting requirements, fire sprinklers and fire alarms, energy schedule, and accessible parking and dwelling requirements. Cover sheet must have a legend of symbols and abbreviations used throughout the plan set.
- Architectural**  **Site Plan**  
A dimensioned site plan that is in compliance with the approved entitlements for the project and any conditions of approval. Show structures on the site and set backs. Include fire lanes, landscaped areas, fences, and mail boxes. If applicable, show patios, balconies, and accessory structures.
- Site Details**  
Include trash enclosures, parking areas, accessibility, wall details, and screening methods for all ground mounted mechanical equipment.
- Floor Plan**  
Dimensioned floor plans showing all walls, structural elements, exits, windows, fire assemblies, draft stops, separations, and related information.
- Roof & Ceiling Plans** [ceiling plans may not apply to shell applications]  
Show all elements, assemblies, fire ratings, and material. Include dimensions and details as required.

- Architectural continued
  - Exterior Elevations**  
Show all views, openings, vertical dimensions and heights, and identify all materials and approved colors. Provide elevations of exterior walls, including screening methods for all mechanical, electrical, utility, and communications equipment [if applicable].
  - Building & Wall Sections**  
Show dimension of all heights, materials of construction, non-related and fire-rated assemblies, and fire-rated penetrations.
  - Architectural Details**  
Building sections, wall sections, waterproofing, fire proofing, weather proofing, door and window information, finishes, and accessibility requirements.
- Structural
  - Structural Notes**  
Material specifications and requirements for all structural elements and assemblies, including design requirements, special inspection requirements, and structural observation.
  - Foundation Plans**  
Show all foundations and footings. Indicate size, locations, thicknesses, materials, strengths, and reinforcing. Show all imbedded anchoring such as anchor bolts, hold-downs, and post bases. Reference soil report for the proposed structure at that site as required.
  - Floor & Roof Framing Plans**  
Show all structural members, their size, methods of attachment, location, and materials for roof.
  - Structural Details**  
Show all details of connection, interfaces, assemblies, fabrication units, etc.
- Electrical
  - Electrical Plans**  
Show the size and location of the main electrical service equipment and all sub-panels. Show the location of all outlets, switches, light fixtures (interior and exterior and site), smoke detectors, and special outlets. Identify the locations of all required GFCI and AFCI protected outlets and light fixtures.
  - One Line Diagram**  
Provide One Line Diagrams of all major wiring and design.
- Plumbing
  - Water & Waste Water Plumbing Plans**  
Show all points of connection to water and sewer lines, with call outs identifying each plumbing fixture.
  - Plumbing Fixture Schedule** [may not apply to shell applications]  
List each individual fixture and indicate whether each fixture is connected to water, direct waste, and/or indirect waste in a fixture table.
  - Gas Plan** [if applicable]  
Provide gas demand schedule showing individual and total appliance BTU/CFH demands. Provide plan view or isometric drawing showing gas pipe type, size, and length.
  - Gas Calculations** [if applicable]  
If medium pressure gas is used, a letter from Southwest Gas indicating availability is required.
- Mechanical
  - Mechanical Plans** [may not apply to shell applications]  
Provide dimensioned mechanical plans showing duct layouts and sizes, fire, smoke and combination fire/smoke dampers. Location of mechanical units on roof, ground, or walls. Provide cross-section of roof showing mechanical units and parapet walls.
  - Equipment Schedules** [may not apply to shell applications]  
Provide a detailed schedule of all mechanical equipment and sizes.
- Landscape
  - Landscape & Irrigation Plans**  
Show locations, quantities, and sizes of all landscape material used, such as plant species, mulch types, boulders, turf and planter areas, earth contouring, detention facilities, fencing, hardscape, and edging. Include an irrigation layout plan showing point of connection and location of backflow prevention device and emitter schedule. Include backflow prevention detail and emitter placement.

*Drought tolerant landscaping materials are encouraged.*

**Part. 6**

Other Information

Construction Debris

**A completed Debris Containment Form**

Trash Collection Service

**A letter of approval from Republic Services of Nevada** [trash collection provider]  
*Recognizing and approving of the trash enclosure location.*

AutoCAD disk

**An AutoCAD disk**

Generally submitted during the entitlement process as a requirement for updating city mapping when the project is constructed, and typically includes building footprints, driveways, parking, fire hydrants, Fire Department connections and unit numbers.

Fire Protection

**Fire Sprinkler & Alarm Plans**

See fire protections systems checklist. Fire protection system plans and calculations are typically submitted after the main set of building plans are accepted for review. For more information, please call (702) 267-3630.

Exiting Plan

**Exiting Plans**

Complex structures may require exiting plans. For more information in determining exiting plan requirements, please call (702) 267-3650.

Redevelopment

If your project is located within a Redevelopment Area, a signed Redevelopment Authorization Form is required.