



# CONSTRUCTION TRAILER Plan Submittal Checklist

7/5/11

## City of Henderson Development Services Center

240 Water Street  
PO Box 95050  
Henderson, Nevada 89009-5050  
(702) 267-3600 phone  
(702) 267-3601 fax

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 checklist to assure that your application includes all of the information necessary for a timely review of your plans.

### Part. 1 Applicant's Responsibility

**Applicants are responsible for submitting complete applications, including but not limited to the items outlined in the checklist.** 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 must be completed before a construction trailer permit application can be accepted for processing:

- Waste Water Holding Tank Approval by the Clark County Health Department**  
Wastewater holding tanks may be used when no portion of the trailer site is adjacent to the municipal wastewater system, provided applicant has received approval from the Clark County Health Department.
- Civil Improvement - Plumbing Plans**  
Any trailer(s) equipped with plumbing fixtures shall be required to connect to the city water and/or wastewater system when any portion of the property on which the trailer is situated is adjacent to existing water and/or wastewater lines and complete civil improvement drawings showing service connections must be submitted. Over the counter review will not be performed for these civil plans. Plumbing plans are required showing all fixtures connected, or intended to be connected, to either a water supply system or a wastewater collection system.
- Clark County Dust Permit** [if applicable]  
Permit is required for all construction trailers and associated access ways and parking areas that disturb, by any means, 5,000 square feet or more of open or vacant land.
- Trailer Set-Up Arrangements**  
A company having a Manufactured Housing Set-up License shall install all construction trailers. A general contractor shall not install a construction trailer.

### Part. 3 Applicable Codes

Project must meet the requirements of the City's adopted codes, ordinances, and regulations:

2009 International Building Code and City of Henderson Building & Fire Safety Administrative Code

### Part. 4 Submittal Package

Provide the following information at the time you submit your application for a permit. Please submit the required number of copies of plans and related documents.

- Completed Building Permit Application**
- 3 Copies of Site Plan**  
[all copies must be "wet sealed" by the registered design professional]  
Show structure on the site and set backs. Included any exterior work on the trailer. Show any applicable connections to the public infrastructure, such as water and sewer.

**Part. 6**  
Other  
Information

Construction trailers meeting all of the following conditions do not require a permit:

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- The trailer(s) is connected to a temporary source of electricity or to a generator.  
*[A temporary power permit or an electrical permit for the generator will be required]*
- The trailer(s) is not placed on a permanent foundation.
- No more than three trailers are connected together.
- The total floor area of the trailer or connected trailers does not exceed 400 square feet.  
*[Roofs, decks or similar structures connecting multiple trailers shall be included in the total square footage of the trailers]*
- The trailer(s) has no plumbing fixtures; or, the property the trailer is situated on is not adjacent to any existing utility infrastructure.  
*[A "fixture" is defined as a plumbing device or appliance that is connected, or intended to be connected to either a water supply system or the wastewater collection system]*
- The trailer(s) does not have a conference room greater than 250 square feet in area.
- The trailer is used for construction purposes only and will not be made available for public use.

Misc.  
Information

- Construction trailers shall not be located within 25 feet of any residential use.
- All construction trailers shall not be installed only on the property for which the construction permit has been issued or is currently being sought through the permit review process. Construction trailers may not be located on adjacent properties or nearby sites.

Contact  
Information

**City of Henderson Utility Services: 267-3670**  
**City of Henderson Building Plans Examination: 267-3650**