



# TOWNHOUSE Submittal Checklist

- \_\_\_ Standard Plan [BTHY]
- \_\_\_ Model Townhouse Permit [BTH1]
- \_\_\_ Production Townhouse Permit [BTH2]

07/05/11 Ver7

## 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 following information to ensure that your application includes all of the information necessary for a complete review of your plans.

### Part. 1 Applicant's Responsibility

**Applicants are responsible 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 submissions.

### Part. 2 Prerequisites

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

- A final map or parcel map recorded prior to model [BTH1] and production [BTH2] submittal**
- Appropriate zoning is currently in place for this proposed use**  
*Contact Community Development at (702) 267-3640 for more information.*
- A Drainage [Hydrology] Study**  
*Approved for this site.*
- A Traffic Study**  
*Approved for this site.*
- Associated civil improvement plans for this site have been previously approved or are currently submitted and in the review process.**  
*Please note that a duplex 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 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 must meet the requirements of the City's adopted codes, ordinances, and regulations:

- 2009 International Residential Code, International Building Code, or a combination of both codes 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
- Title 19, Development Code, of the Henderson Municipal Code
- Conditions of approval from prior zoning, design review, and map application

**Part. 4**  
Submittal Package

Provide the following information at the time you submit your application for a Townhouse Standard Plan 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 type.*
- 4 complete sets of plans**  
*At least 2 of the 4 sets must be “wet sealed” by the registered design professional.*
- 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. The structural calculations must be reviewed and accepted by the design professional responsible for the structural design of the building.*
- 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.*
- A completed Options List, showing all available options per plan type**

**Part. 5**  
Plan Contents

Plans must contain the following minimum contents. It is not intended to be all inclusive of every detail required. It does provide an overview of the basic plan contents. 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**  **General Site Plan**  
Site Plan must be 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**  
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 [if applicable].
  - 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 equipment and all sub-panels. Show all points of connection to utilities, as well as all electrical fixtures (interior, exterior, and site), wiring sizes and circuiting, grounding, panel schedules, single line diagrams, load calculations, and fixture schedules. If electrical services are 600 amps or larger, electrical plans must include a One-Line Diagram.
  - Plumbing**
 **Water & Waste Water Plumbing Plans**  
 Show all points of connection to water and sewer lines, with call outs identifying each plumbing fixture.
  - Gas Lines**  
 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 Table**
  - Mechanical**
 **Mechanical Plans**  
 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.
  - Equipment Schedules**  
 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

#### PROJECT SEQUENCE

The development plan review process for townhouses requires phased submittals. Standard Plans must be approved before applications can be made before Model and Production applications are processed. See breakdown listed below.

- Step 1**  **Standard Plan Application [BTHY]**  
This permit must be submitted and approved before Shell, Model, and Production applications can be accepted. All Plan Review fees are due at time of application.
- Step 2**  **Townhouse Model Permit Application [BTH1]**  
This permit is used for sales/display only. Not all townhouse developments will have model units. Submit a completed application and an approved Master Options List for each townhouse Model. To ensure acceptance of the submittal, selected options must be marked and the adjusted square foot totals filled in.
- Step 3**  **Townhouse Production Permit Application [BTH2]**  
Submit a completed approved Master Options List as your application for each townhouse. To ensure acceptance of the submittal, selected options must be marked and the adjusted square foot totals filled in.
- Construction Debris**  **A Complete Debris Containment Form with attached address list** [per release]
- 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 including building footprints, driveways, parking, fire hydrants, Fire Department connections, and unit numbers.**  
*Required for updating city mapping when the project is constructed.*
- 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.
- Redevelopment**  If your project is located in a Redevelopment Area, a signed Redevelopment Authorization Form is required.