

City of Henderson**Commercial, Multi-Family, & Residential****Development Services Center****Application Submittal Checklist**

Please use this checklist and the supporting detail to assure that your permit submittal includes all the information necessary for a timely review of your plans. All applications for permits must be submitted electronically through the DSC Online Portal (dsconline.cityofhenderson.com). *Please apply through DSC Online as:*

*For an HVAC Replacement (Residential only) apply as
(no repairs, changes or additions)*

[HVAC Replacement](#)

Note: The HVAC Replacement (same for same) permit does not require any documents. The permit issues automatically upon payment of the invoice.

For Mechanical Permits

Apply as an Mechanical Permit

(new or moving units, ducts, adding fixtures, etc.)

[Mechanical – Commercial](#)

[Mechanical – Multi-Family](#)

[Mechanical – Residential](#)

Submittal Package:

The following documentation must be included when submitting the building permit application for review and all applicable building codes must be included on the plans:

_____ **Completed [Building Permit Application](#)**

_____ **Complete set of stamped/sealed plans (including a site plan)**

- The plan set must be signed and sealed by the registered design professional.
- Mechanical drawings completed by a Nevada Licensed Engineer shall be digitally stamped and signed.

Plan Contents - 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
 - Existing unit weight and new unit weight
 - New unit connection to roof/curb detail
 - If unit is new, provide curb details and method of attachment
 - If roof/truss will be cut open provide structural plans
- Provide method of screening for all units.
- Provide cross-section of roof showing mechanical units and parapet walls
 - *Note: For roof mounted mechanical, elevation plans must be provided, and they shall indicate the method of screening as well as the unit height to ensure it does not exceed the height of the parapet wall.*

_____ **Equipment Schedules**

- Provide a detailed schedule of all mechanical equipment and sizes.