

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 a Miscellaneous Building Permit Application.*

Prerequisites:

_____ Master Sign Plan (if applicable)

Link to [Master Sign Plan Application](#).

Henderson Development Code

Per Sec 19.25.1 of The Henderson Development Code a master sign plan is required for the following:

- A. Proposals seeking modifications to applicable sign regulations.
- B. Non-restricted or limited gaming establishments.
- C. Any nonresidential development with a cumulative gross floor area of 50,000 square feet or more.
- D. Any residential development seeking signage that exceeds the applicable standards in HMC Chapter 19.13, Signs.
- E. Any development with a cumulative gross site area of 10 acres or more.
- F. Any development whose signage requires, by Commission or Council action, coordination with its surrounding area or coordination with an approved site and design review plan.
- G. Any other development or circumstance expressly subject to a master sign plan.

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)

_____ Geotechnical Report (also known as a Soils Report) [if applicable].

- **Required for freestanding signs.**
- The report must be signed and sealed by the registered design professional that is responsible for the report.
- The date of the report must be within one year of the building permit application date unless an update letter, dated within the last 12 months, is provided by the design professional who prepared the report.

Plan Contents – General Information

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 sign plans. Rather, it is provided to give an overview of the basic plan contents needed for the review of plan sets.

_____ **Site Plan**

- Include general project information, i.e.: address, location map and list of applicable codes.

- Must show location of sign(s) including setbacks if the sign is freestanding.

Sign Design

- All pages must be signed by the preparer.
- Design sheet
 - Must show fully dimensioned design elements for all proposed signs. Design must include color artwork.
 - Must include call-out of sign type(s) (*e.g., freestanding or wall mounted, illuminated or non-illuminated, cabinet or pan-channel letters, monument, or pylon, etc.*).
 - If wall mounted, must show method of attachment, **including anchor type, size, and quantity.**
- Elevation sheet (*for wall signs only; fully dimensioned*)
 - Must show locations of all wall signs proposed for the building and/or tenant space on their respective building elevations.
 - Must include width of the building and/or tenant lease space.

Engineering

- Must be signed and sealed by a Nevada civil or structural engineer [if applicable].

Landlord Approval Letter (*if required by the Master Sign Plan*)

Plan Contents - Electrical

Electrical Plans

- Show the size and location of the main electrical service equipment and all branch circuits.

Plan Contents – Structural

The following requirements are only for freestanding signs with a sign face area that is 100 square feet in area or greater:

Structural Engineering/Calculations

- Structural calculations and plans shall be digitally stamped and signed by the registered design professional. If greater than 100 square feet face area for freestanding signs.
- Structural calculations and plans shall be digitally stamped and signed by the registered design professional.

Structural Details

- Show all details of connection, interfaces, assemblies, fabrication units, etc.

Geotechnical Report (also known as a Soils Report) (*if applicable*).

- The report must be signed and sealed by the registered design professional that is responsible for the report.
- The date of the report must be within one year of the building permit application date unless an update letter, dated within the last 12 months, is provided by the design professional who prepared the report.

****Note** – Any masonry wall being constructed for the **sole purpose** of being the foundation for a sign is considered part of the sign itself, and all design and structural elements for the wall must be included as part of the sign permit. In addition, the masonry contractor must apply as a subcontractor on the sign permit, as no separate permit will be issued for the wall.