

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](https://dsconline.cityofhenderson.com)).

*Please apply through DSC Online as:*

A [Residential Building Permit Application](#) for the generator and pad

A [Fire Construction Application](#) for the LP Gas System (Piping and Tank)

*Only required if the propane tank is greater than 250 gallons.*

### **PDF Standards for Electronic Plan Submittals**

#### **Prerequisites:**

\_\_\_\_\_ Homeowners' Association letter of approval [if applicable]

\_\_\_\_\_ Approved [Variance](#) for setback reduction [if applicable]

#### **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](#) for the generator

\_\_\_\_\_ Completed [Fire Permit Application](#) for the LP Gas System (piping and tank)

- Southern Nevada Building Officials Regional Standards for [Liquefied Petroleum Gas Piping – Procedures](#) (drawing P-101)

\_\_\_\_\_ Complete set of stamped/sealed plans (including a site plan)

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

\_\_\_\_\_ **Structural Calculations**

- The structural calculations must be signed and sealed by the registered design professional.
- Structural calculations shall be digitally stamped and signed.

\_\_\_\_\_ **Truss Calculations [if applicable and may be deferred]**

- Truss calculations shall be digitally stamped and signed.
- The truss calculations must be reviewed and accepted by the design professional responsible for the structural design on the building. (i.e., stamped by both engineers)

---

**Electrical Load Calculations with current codes listed on the report.**

- Must be signed by preparer using the City of Henderson form, designer's form, or approved program.

**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 residential or fire building or fire plans for a standby generator. Rather, it is provided to give an overview of the basic plan contents needed for the review of plan sets.

---

**Cover Sheet**

- Include general project information, such as: sheet index, address, location map, and square footage of the structures.
- Include a complete code analysis of the proposed building and state type of construction.
- Cover sheet must have a legend of symbols and abbreviations used throughout the plan set.

---

**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 setbacks.
- Include fire lanes, landscaped areas, fences, and mailboxes.
- If applicable, show patios, balconies, and accessory structures.

---

**Foundation plans [if applicable]**

- Show dimensions of pad
- Show all foundations and footings, indicating 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.

---

**Structural calculations**

- The calculations must be electronically stamped with digital signature by the registered design professional responsible for the structural design of the building.

---

**Geotechnical Report (also known as a Soils Report)**

- Dated within 1 year, or with a Geotechnical Report update letter dated within 1 year provided by the design professional who prepared the report.
- The report must be electronically stamped with a digital signature by the registered design professional who is responsible for the report.

---

**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, exterior, and site), smoke detectors, and special outlets.
- Identify the locations of all required GFCI and AFCI protected outlets and light fixtures.
- If electrical services are 600 amps or larger, electrical plans must include a One-Line Diagram.
- Provide [Electrical Load Calculations](#)

---

**Propane Tank**

- Show size and location [if applicable]