

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 [Residential Building Permit Application](#).

PDF Standards for Electronic Plan Submittals

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

Prerequisites:

_____ **Homeowners' Association letter of approval**

Applies only to additions to custom homes developed in Lake Las Vegas, MacDonald Ranch, and Ascaya. Lake Las Vegas also requires Homeowners' Association sign off on the actual plans submitted.

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:

_____ A completed [Building Permit Application](#)

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

- Include a copy of the Plot and Grading Plan. Must be electronically stamped with a digital signature by a Professional Civil Engineer registered with the State of Nevada.
An Architect or Surveyor may stamp the plot and grading plan only when the custom home is part of a master grading plan stamped by a Civil Engineer and the finished floor is not changed.

_____ Geotechnical Report (also known as a Soils Report) [if the addition is 600 square feet or larger]

- 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.

_____ Energy code analysis with current codes listed.

- Must be signed by preparer using the City of Henderson form or approved program ([ResCheck](#)).
- *Please verify REScheck is using the most current adopted code i.e., 2021, 2024 etc.*
- Envelope
 - Document generated through REScheck Software

- Provides Energy Code used (i.e., **2018 IECC**)
- Includes Envelope Assemblies List
- Includes an Envelope Compliance Statement

Heat/gain heat/loss calculations

- Must be signed by preparer and comply with ACCA Manual J or other accepted method. Required for all additions that include new heating and cooling equipment. ([ResCheck](#))

[Electrical Load Calculations](#) with current codes listed on the report.

- Must be signed by preparer using the City of Henderson form or designer's form. For more information, please contact Building Plan Examination at 702-267-3650.

Structural calculations

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

Truss calculations [if required]

- The calculations must be electronically stamped with digital signature by the registered design professional. Lateral bracing may be accomplished using the City of Henderson's handout: "Residential Room Addition Fully Sheathed Prescriptive [Braced Wall](#) Line Design".
- The truss calculations must be reviewed and accepted by the design professional responsible for the structural design of the building.

Plan Contents

Cover Sheet

- Address
- Location map
- Square footage of the structure
- Complete Code Analysis
- Type of construction
- Occupancy classification
- Energy schedule

Site Plan

- Plan must be in compliance with any applicable approved entitlements for the project, meet any conditions of approval, and contain the following elements for plan submittal to be accepted:
- Show address and all structures on the site and setbacks.
- Show dimensions to property lines from front, rear and both sides of the house.
- For garage additions, driveway slope cannot exceed a maximum slope of 12.5%.
- Show all new and existing patios, balconies, detached garages, accessory structures, casitas, fences, pools, and spas.
- If a setback reduction is granted by Community Development, please verify with Building Plan Check what additional fire wall requirements need to be met to proceed with the submittal. For more information, please call Building Plan Check at 702-267-3650.

Floor Plan

- Provide a dimensioned floor plan of the new addition showing all walls, structural elements, exits, windows, fire assemblies, draft stops, separations, and related information.
- Include all adjacent spaces showing use, doors, windows etc.

Exterior Elevation

- Elevations of exterior walls, showing heights, construction material and openings must be submitted to be accepted.

Roof & Ceiling Plans

- Show all elements, assemblies, fire ratings and material, dimensions, and details.

Building & Wall Section Details

- Show dimension of all heights, materials of construction, non-related and fire-rated assemblies, and fire-rated penetrations [if applicable]

Foundation Plans

- 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.

Floor & Roof Framing

- Show all structural members, their size, methods of attachment, location, and materials.

Structural Details

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

Electrical Plans

- Show the size and location of all new 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.
- Provide [Electrical Load Calculations](#).

Plumbing Fixtures and Calculations

- Show all points of connection to water and sewer lines, with call outs identifying each plumbing fixture.
- List each individual fixture and indicate whether each fixture is connected to water, direct waste, and/or indirect waste in a fixture table.
- Include the gas demand schedule showing individual and total appliance BTU/CFH demands.
- Show either plan view or isometric drawing showing gas pipe type, size, and length. Include gas table used.
- Include updated water meter calculations including existing and new fixtures.
- **Plans must be stamped by [Southern Nevada Health District \(SNHD\)](#) only if:**
- There is an **active** septic system on the property.
- Please contact Utility Services Plans Check at 702-267-3670 to obtain a Septic Tank Authorization Letter that you will need to submit with your plans to the Southern Nevada Health District (SNHD).
- Once the Septic Tank Authorization Letter is obtained Utility Services Plans Check, you are required to have your plans stamped by the SNHD prior to submittal to the City of Henderson.

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.
- Manual JD&S may be required dependent on the size of the addition.

Other Information

Residential Addition

- To be considered a residential addition, the proposed addition **must** be attached to the existing structure by roofline or common wall.
- If not attached, it will be considered an accessory structure (for example a detached guest house or casita).
- Example of [standard designs](#) for room additions.
- Remodel
 - Additional permits may be required for interior remodeling of the existing structure.

Fire Sprinkler Plans

- If house currently has fire sprinklers, a fire sprinkler contractor will be required to submit fire protection system plans and calculations after the main set of building plans is accepted for review.
- See [Fire Protection Systems](#) checklist or call 702-267-3630.

Checklist Links for Exterior Features

- [Swimming Pool and/or Spa](#)
- [Patio Covers](#)
- [Walls & Fences](#)
- [Photovoltaic Systems](#) (Solar)
- [Exterior Fire Features](#)