

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 Electric Test and Tag apply as a:

(no repairs, changes, or additions)

[Electric Test & Tag – Commercial](#)

[Electric Test & Tag – Multi-Family](#)

[Electric Test & Tag – Residential](#)

For an Electric Panel Replacement/Upgrade apply as

(this permit type is for MPU only)

(no repairs, changes, or additions)

[Electric Panel Replacement/Upgrade – Commercial](#)

[Electric Panel Replacement/Upgrade – Multi-Family](#)

[Electric Panel Replacement/Upgrade – Residential](#)

PDF Standards for Electronic Plan Submittals

Notes:

The Electric Test & Tag permit application does not require any documents (no repairs, changes, or additions to the existing panel).

Electrical Panel Replacement/Upgrade permits do not require any documents for same for same (example 100 amp for 100 amp) panel replacement. However, if the panel will be **upsized** (example 100 amp to 200 amp) or a panel upgrade is a **solar ready** panel the cut sheet (product data sheet) for the new panel is required. Inspections will require the cut sheet for the electrical inspection.

For **Commercial** – a Panel Replacement/Upgrade for each unit/meter requires an individual Electric Panel Replacement/Upgrade permit for each **suite**.

For **Multi-Family (Apartment Building)** – a Panel Replacement/Upgrade each unit/meter requires an individual Electric Panel Replacement/Upgrade permit for each building showing the quantity of meters being changed or upgraded.

For **Multi-Family (Condominiums, and Townhomes)** – a Panel Replacement/Upgrade each unit/meter requires an individual Electric Panel Replacement/Upgrade permit for each dwelling unit address (so if there are 6 units/meters in a panel, 6 permits are required).

For **Residential (gang electrical panels for multiple residences)** Panel Replacement/Upgrade each unit/meter requires an individual Electric Panel Replacement/Upgrade permit (so if there are 6 units/meters in a panel, 6 permits are required).

The Electric Test & Tag and the Electric Panel Replacement/Upgrade permits issue automatically upon payment of the invoice.

For Electrical Permits

Apply as an Electrical Permit

(New or moving circuits, subpanels, fixtures, EV chargers etc.)

[Electrical – Commercial](#)

[Electrical – Multi-Family](#)

[Electrical – 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.
- Electrical drawings completed by a Nevada Licensed Engineer shall be digitally stamped and signed.

Plan Contents - Electrical

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, electric vehicle chargers and special outlets.
- Identify the locations of all required GFCI and AFCI protected outlets and light fixtures.
- For site lighting include number of poles and wattage of lighting

Single Line Diagram

- Provide Single Line Diagrams of all major wiring and design.
- Required on all services 600 amps or greater.

Residential Electrical Load Calculations

- Provide completed [Residential Electrical Load Calculations](#) form.

Site Lighting & Landscape Lighting

- Provide the number of light poles and the total wattage of the lighting.
- E-101 [Bolted Light Pole Base Detail](#) - SNBO Standard Design
- E-104 Landscape Lighting Detail - SNBO Standard Design

Temporary Power

- Link to Temporary Electrical Power Submittal Checklist (add link when created)
- E-102 [Temporary Power Pole](#) - SNBO Standard Design
- E-105 [Temporary Construction Power through Main Electrical – Building Service](#) for Single Family Dwellings - SNBO Standard Design

Service Pedestal & Power Distribution Pedestal

- E-103 [Service Pedestal](#) (Manufactured home electrical service pedestal) - SNBO Standard Design
- BFS-14 [Power Distribution Pedestal](#) detail - BFS Standard Design