

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 using either:*

[Residential Building Permit Application](#)

[Multi-family Building Permit Application](#)

### [PDF Standards for Electronic Plan Submittals](#)

#### **Submittal Package:**

The following documentation must be included when submitting your pool project for review.

\_\_\_\_\_ Completed [Building Permit Application](#).

\_\_\_\_\_ Complete set of building plans (see Plan Contents section below for more detail)

#### **Types of Exterior Fire Features (wood burning, natural gas and/or propane):**

Outdoor fireplaces, fire pits and decorative appliances fueled by LP-gas or natural gas used in assembly occupancies or for public display are to be certified by a nationally recognized testing agency. The certification shall be applicable to the entire assembly. Reference codes, standards, and applicable American National Standards Institute (ANSI) shall apply.

\_\_\_\_\_ **Fire Pit - Natural Gas or Propane**

\_\_\_\_\_ **Fire Bowl - Natural Gas or Propane**

\_\_\_\_\_ **Fire Table - Natural Gas or Propane**

\_\_\_\_\_ **Barbeque (Fixed-in-place BBQ) - Wood Burning, Natural Gas or Propane**

\_\_\_\_\_ **Outdoor Kitchen - Natural Gas or Propane**

\_\_\_\_\_ **Outdoor Fireplace - Wood Burning, Natural Gas or Propane**

\_\_\_\_\_ **Outdoor Pizza Oven - Wood Burning, Natural Gas or Propane**

\_\_\_\_\_ **Fireplace – Wood Burning**

- Shall comply with section 1007.1.1 and be EPA phase II compliant.

\_\_\_\_\_ **Fireplace – Natural Gas or Propane**

- Must provide listing and instructions for outdoor fireplace (must be listed and labeled for exterior use)

## **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 Residential or Multi-Family Exterior Fire Feature plans. 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: address, location map, and square footage of the structures [if applicable]. Also include a complete code analysis of the proposed structures. All applicable building codes must be included on the plans. Cover sheet must have a legend of symbols and abbreviations used throughout the plan set.

**The plan set must be signed and sealed by the registered design professional.**

## **Plan Contents – Architectural**

### **Site Plan**

- A dimensioned site plan that is in compliance with the approved entitlements for the project and any conditions of approval [if applicable].
- Show structures on the site and setbacks to all property lines and all existing structures.
- Charcoal burners and other open-flame cooking devices shall not be located above the first story, operated on combustible balconies or within 10 feet (3048 mm) of combustible construction.
  - Exception: one- and two-family dwellings.
  - Exception: Where buildings, balconies and decks are protected by an automatic sprinkler system, open flame cooking devices utilizing natural gas installed under a construction permit issued by the building code official.
- Must be signed by the designer.
- Dimension, size (BTU's) and quantity of the exterior fire features.
- Show outdoor kitchens with sink, barbeque, pizza oven etc.
  - Outdoor sinks must be connected to a sewer line.

### **Exterior Elevations [if applicable]**

- Show all views, openings, vertical dimensions, and heights, and identify all construction materials.
- Provide elevations of exterior walls [if applicable].

## **Plan Contents – Structural [if applicable]**

**Structural plans shall be digitally stamped and signed.**

### **Structural Notes**

Material specifications and requirements for all structural elements and assemblies, including design requirements, special inspection requirements, and structural observation.

**Structural calculations shall be digitally stamped and signed.**

- The structural calculations and details must be signed and sealed by a Nevada civil or structural engineer and shall be digitally stamped and signed.

## **Plan Contents – Electrical [if applicable]**

\_\_\_\_\_ **Electrical drawings if completed by a Nevada Licensed Engineer shall be digitally stamped and signed.**

### **Electrical Load Calculations**

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

### **Electrical Plans**

- Show the location of all new outlets, switches, light fixtures (exterior), and special outlets.
- Identify the locations of all required GFCI and AFCI protected outlets and light fixtures. This should be shown on the plans if applicable.

## **Plan Contents – Plumbing [if applicable]**

\_\_\_\_\_ **Plumbing drawings if completed by a Nevada Licensed Engineer shall be digitally stamped and signed.**

### **Water and Wastewater Plumbing Plans [if applicable]**

- Show all points of connection to water and sewer lines, with call outs identifying each plumbing fixture. All outdoor showers, sinks, fountains & water features **must** be connected to and drain into the City Sewer system.
- Outdoor showers or water features over 120 square feet with direct drainage to sewer shall be covered.

### **Gas Plan [if applicable]**

- Provide gas demand schedule showing individual and total appliance BTU/CFH demands.
- Provide plan view or isometric drawing showing gas pipe type, size, and length.
- Gas piping including BTUs of appliances served – show location, size, and type of material and total developed length of gas line.
- If connecting to an existing gas line, a complete gas plan for the entire gas system shall be required.

### **Gas Calculations [if applicable]**

If medium pressure gas is used, a letter from Southwest Gas indicating availability is required.

### **Fixed-in-place Barbeque:**

Where a barbecue has natural gas, propane, water, sewer or electrical connections, appropriate plumbing and electrical permits will be required. If such connections are not applicable, no permits will be required.

The following requirements shall be complied with:

1. Separated from adjacent property by a 6-foot-high masonry wall, if constructed on property line.
2. Minimum barbecue cooking appliance surface height is 32 inches.
3. Must be at least 4 feet away from openings leading into existing structures.
4. Must be at least 10 feet away from any type of air inlet.
5. Shall not be in a carport or motor vehicle parking area.
6. The appliance shall be connected to the gas piping by approved pipe and connectors.
7. The appliance must be listed, and the manufacturer's installation instructions must be followed.

Any deviations from the above requirements will be considered on a case-by-case basis. Plans and permits may be required.

Typically, portable, or fixed-in-place barbecues are similar in use. However, certain sizes and applications of barbecues may necessitate a closer consideration, review, and inspections.

Wood Burning exterior fire features built under a patio cover must be vented through the roof of the patio cover.

An outdoor kitchen may be built under a patio cover and an exhaust fan (like a kitchen hood) may be installed.

Gas fire pits, fire bowls, fire tables, fireplaces and outdoor kitchen gas appliances need automatic shutoff valves or timers (required for multi-family facilities but are **not** required for residential properties).

### **Fire Safety – Guidelines**

HFS-016 [Outdoor Cooking](#)