

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 [Commercial Building Permit Application](#)

A [Residential Building Permit Application](#)

A [Multi-Family Building Permit Application](#)

Note: Permit fees are calculated based on the five (5) disciplines (Architectural, Structural, Mechanical, Plumbing, and Electrical) and the square footage for each discipline as listed on the Building Permit Application (see example on page 2).

PDF Standards for Electronic Plan Submittals

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](#)** (include the cause of the damage – Fire, Water or Impact)

- Use a Building Permit Application and be sure to include the square footage by discipline.

_____ **A completed Scope of Work on company letterhead **OR** stamped/sealed plans**

- Scope of work from either the insurance company or the contractor on their letterhead (to be used in lieu of plans). If using plans:
 - The plan set must be signed and sealed by the registered design professional, an architect, or the contractor.
 - Structural plans shall be digitally stamped and signed.
 - Mechanical, Plumbing & Electrical drawings completed by a Nevada Licensed Engineer shall be digitally stamped and signed by the licensed contractor.

_____ **Completed Substandard Building Assessment from Code Enforcement (if applicable)**

_____ **Remodel Area completed on Building Permit Application *(used for fee calculation)***

- In Section 3 of the Building Application please include the square footage, by discipline, in the Remodel Area (**as shown below**) and include the cause of the damage – Fire, Water or Impact (vehicle, tree, crane etc.) in the scope of work. The area for the five (5) disciplines may be different based on the actual damage and repairs needed as noted in the scope of work or on the building plans.

Section 3	Project Information		Construction Type: <input type="text"/>
	Tenant Name: <input type="text"/>		Valuation*: <input type="text"/>
	Occupancy Type: <input type="text"/>		<i>*Note – Construction valuation is for recording purposes only. No fees shall be assessed based on valuation.</i>
	Total Area (SF)		
	Residential (Livable)	<input type="text"/>	
	Commercial (Project)	<input type="text"/>	
	Building Information		
	Dwelling Units (Qty)	<input type="text"/>	
	# Bedrooms (Qty)	<input type="text"/>	
	Garage (SF)	<input type="text"/>	
	Porch (SF)	<input type="text"/>	
	Patio (SF)	<input type="text"/>	
	Deck (SF)	<input type="text"/>	
	Remodel Area (SF)		
	Structural (SF)	<input type="text"/>	
Architectural (SF)	<input type="text"/>		
Mechanical (SF)	<input type="text"/>		
Plumbing (SF)	<input type="text"/>		
Electrical (SF)	<input type="text"/>		
Scope of Work:			

Plan Contents – General Information [if applicable]

_____ 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 incident repair building 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: sheet index, address, location map, and square footage of the structures.
- Include a complete code analysis for the building repairs 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.

_____ Floor Plan

- Dimensioned floor plans showing all walls, structural elements, exits, windows, fire assemblies, draft stops, separations, and related information.

_____ Structural Calculations

- Structural calculations shall be digitally stamped and signed by the registered design professional.

_____ 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 (if applicable)

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