

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](#).

Prerequisites:

- _____ [Final Map](#) or [Parcel Map](#) recorded [if applicable]
- _____ Appropriate zoning is currently in place for this proposed use.
- _____ Permanent address has been assigned, including suite numbers [if applicable] [Addressing](#)
- _____ Approved [Conditional Use](#) Permit if located off-site
- _____ Approved [Design Review](#) if located on-site
- _____ Associated [Civil Improvement](#) Plan Number
*Must have previously approved civil plans or plans must be submitted and in the review process. A building permit **cannot** be issued until the accompanying civil improvement plans are **approved and issued**. Delays in getting civil improvement plans approved **will** delay the issuance of the building permit.*

[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](#)**
- _____ **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.
 - 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.
- _____ **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.
- _____ **Geotechnical Report (also known as a Soils Report) [if applicable].**
 - The report must be signed and sealed by the registered design professional that is responsible for the report.
 - The date of the report must be within one year of the building permit application date unless an update letter, dated within the last 12 months, is provided by the design professional who prepared the report.

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 cell tower 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 cell tower.
- Cover sheet must have a legend of symbols and abbreviations used throughout the plan set.

Plan Contents - Architectural

Site Plan

- Show structures on the site and setbacks.
- Include fire lanes, landscaped areas, and fences.

Plan Contents - Structural

Structural Notes

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

Structural Details

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

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, and special outlets.
- Identify the locations of all required GFCI and AFCI protected outlets and light fixtures.

Single Line Diagram

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

QAA Information

A QAA is usually required if any of the conditions below are applicable:

- High strength bolts are used.
- Wedge or epoxy anchors are used.
- If welding is required.
- If there are pier footings

Note: Fencing installed around new towers is included in the cell tower permit.

QAA Agreement: **email** signed completed form to bldgplancheck@cityofhenderson.com

QAA Registration: **email** completed form to bldgplancheck@cityofhenderson.com

QAA Special Inspection Report: **email** to inspectionreports@cityofhenderson.com