

**City of Henderson  
Development Services Center**

**Residential, Commercial or Multi-Family  
Submittal Checklist**

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 through DSC Online as a [Residential Building Permit Application](#) for a Residential Carport*

*Please apply through DSC Online as a [Commercial Building Permit Application](#) for a site specific Commercial or Multi-Family Carport or a Commercial Carport Standard Plan*

## 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 and residential codes must be listed on the plans.

- **Completed [Building Permit Application](#)**
- **Complete Plan Set (signed and sealed by the registered design professional)**

### **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 Carport 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. Cover sheet must have a legend of symbols and abbreviations used throughout the plan set.

#### **Plans must be stamped by Southern Nevada Health District (SNHD) only if:**

- If there is an active septic system on the property

### **Plan Contents - Structural**

#### **Structural or Engineering**

- Site specific (custom design)
  - Must be signed and sealed by the registered design professional.

**Structural plans shall be digitally stamped and signed if designed by an engineer.**

#### **Structural Calculations**

- 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 – Site Plan

### \_\_\_\_\_ Site plan must include:

- Must be signed by the designer.
- Project address
- Nevada State Contractors License Number [if applicable]
- Locations of all buildings, structures, pools etc.
- Setbacks to property line and separation to other structures
- Carport dimensions
  - Maximum Height
  - Maximum Length
  - Maximum Width
  - Area of Carport (square footage)
  - Number of Carport spaces (Commercial = maximum of (8) eight spaces)
- Post Attachment information
  - Number of posts and location of posts shall be shown on the site plan.
  - Maximum post spacing (measured on center)
  - Post attachment location
    - On slab (new or existing)
    - On footings
      - Footing size (length, width & depth)
      - Number of footings
- Carport Attachment location
  - Wall
  - Free Standing

## Plan Contents – Electrical (if applicable)

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

- Provide a one-line-diagram that includes:
  - All raceway sizes and types
  - Conductor sizes and types
  - Equipment and device information
  - AC and DC grounding
  - Electrical components
    - Lights
    - Outlets and switches

\_\_\_\_\_ Electrical load calculations

- Must be signed by preparer
- [Residential Electrical Load Calculation Worksheet](#) or designer's form.

## Other Information:

QAA Agreement: **email** signed completed form to [bldgplancheck@cityofhenderson.com](mailto:bldgplancheck@cityofhenderson.com)

QAA Registration: **email** completed form to [bldgplancheck@cityofhenderson.com](mailto:bldgplancheck@cityofhenderson.com)

QAA Special Inspection Report: **email** to [inspectionreports@cityofhenderson.com](mailto:inspectionreports@cityofhenderson.com)