

Tenant Improvement Application 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).

Please apply through DSC Online as a [Commercial Building Permit Application](#).

Tenant Improvement is for the **first time** build out of a commercial tenant space.

Commercial [Interior Remodel](#) is for changes to an existing commercial tenant space.

Prerequisites:

- _____ An Entitlement Approval Letter (Notice of Final Action – NOFA)
 - Approval letter from Community Development Department must be included with the submittal package.
- _____ A Shell Building Permit
 - Submitted prior to or with the Tenant Improvement application.
- _____ 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 or [Variance](#), if required
- _____ Approved [Design Review](#) or Planned Unit Development [if applicable]

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:

- _____ **An Entitlement Approval Letter (Notice of Final Action – NOFA)**
 - Approval letter from Community Development Department **must** be included.
- _____ **Completed [Building Permit Application](#) for each structure or trade item.**
 - Any detached structure on site, such as trash enclosures, pump houses, carports, fences/walls, carports, shade structures, site lighting etc. must **each** have a **separate permit application**.
 - Each single or multi-trade item to be constructed must **each** have a **separate permit application**. [if applicable]
- _____ **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.

- Mechanical, Plumbing & Electrical drawings completed by a Nevada Licensed Engineer shall be digitally stamped and signed.

Energy code analysis with current codes listed [COMcheck](#)

- *Please verify COMcheck is using the most current adopted code i.e., 2021, 2024 etc.*
- Must be signed by preparer using the City of Henderson for or designer's form.
 - Documents prepared using COMcheck must be signed and included in the submittal package (included on the Mechanical plans and the Electrical plans as applicable). They may be submitted as a separate set of documents and must be signed.
 - Must have current codes listed on the document (listed on documents generated from COMcheck).
- Commercial - Mechanical
 - Mechanical Compliance Statement
 - Document generated through COMcheck Software
 - Provides Energy Code used (i.e., 2018 IECC)
 - Includes a Mechanical Systems List
 - Includes a Mechanical Compliance Statement
 - Envelope
 - Document generated through COMcheck Software
 - Provides Energy Code used (i.e., 2018 IECC)
 - Includes Envelope Assemblies List
 - Includes an Envelope Compliance Statement
- Commercial - Electrical
 - Interior Lighting
 - Document generated through COMcheck Software
 - Provides Energy Code used (i.e., 2018 IECC)
 - Includes a list of fixtures for the Proposed Interior Lighting Power
 - Includes an Interior Lighting Compliance Statement
 - Exterior Lighting
 - Document generated through COMcheck Software
 - Provides Energy Code used (i.e., 2018 IECC)
 - Includes a list of fixtures for the Proposed Exterior Lighting Power
 - Includes an Exterior Lighting Compliance Statement

[Electrical Load Calculations](#)

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

Structural Calculations [if applicable]

- The structural calculations must be signed and sealed by the registered design professional.
- Structural calculations shall be digitally stamped and signed.

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 commercial building plans for a tenant improvement. 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 of the proposed building and state type of construction.
- State occupancy classification, occupancy loads, exiting requirements, fire sprinklers and fire alarms, energy schedule, and accessible parking.
- Cover sheet must have a legend of symbols and abbreviations used throughout the plan set.

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
- Show structures on the site and setbacks.
- Include fire lanes, landscaped areas, fences, and mailboxes.
- If applicable, show patios, balconies, and accessory structures.

Site Details

- Show location of all trash enclosures
- Parking areas, including all striping, area lighting, landscape fingers, diamonds, and terminal islands with dimensions.
- Accessibility
- Wall details
- Screening methods for all ground mounted mechanical equipment.

Floor Plan

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

Roof and Ceiling Plans

- Show all elements, assemblies, fire ratings, and material.
- Include dimensions and details as required.

Building and Wall Sections

- Show dimension of all heights, materials of construction, non-related and fire-rated assemblies, and fire-rated penetrations

Architectural Details

- Show building sections, wall sections, waterproofing, weather proofing, door, and window information, finishes, and accessibility requirements.
- Note: For roof mounted mechanical, elevation plans must be provided, and they shall indicate the method of screening as well as the unit height to ensure it does not exceed the height of the parapet wall.

Exiting plans [if applicable]

- Complex structures require exiting plans. For more information in determining exiting plan requirements, please call Building Plan Check at 702-267-3650.

Plan Contents - Structural

Structural Notes & Details [if applicable & may be included in structural calculations]

- If tenant improvement affects the structure, provide material specifications and requirements for all structural elements and assemblies, including design requirements, and special inspection requirements.
- Show all details of connection, interfaces, assemblies, and fabrication units.

Foundation Plans, Floor & Roof Framing Plans [if applicable]

- If tenant improvement affects the foundation, floor, or roof, show all foundations and footings.
- Include size, locations, thicknesses, materials, strengths, and reinforcing.
- Show all imbedded anchoring such as anchor bolts, hold-downs, and post bases.
- For roof and floor plans, show all structural members, their size, methods of attachment, location, and materials for roof.

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.

Plan Contents - Plumbing

Water and Wastewater Plumbing Plans

- Show all points of connection to water and sewer lines, with call outs identifying each plumbing fixture.
- Water and sewer fixture count must be shown on plans.

Plumbing Fixtures

- List each individual fixture and indicate whether each fixture is connected to water, direct waste, and/or indirect waste in a fixture table.

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 Calculations [if applicable]

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

Plan Contents - Mechanical

Mechanical Plans [may not apply to shell applications]

- Provide dimensioned mechanical plans showing duct layouts and sizes, fire, smoke, and combination fire/smoke dampers.

- Location of mechanical units on roof, ground, or walls.
- Provide cross-section of roof showing mechanical units and parapet walls.
- **Note: For roof mounted mechanical, elevation plans must be provided, and they shall indicate the method of screening as well as the unit height to ensure it does not exceed the height of the parapet wall.**

Equipment Schedules

- Provide a detailed schedule of all mechanical equipment and sizes.

Kitchen Plan Details [if applicable]

- If tenant improvement includes a full-service kitchen, submit a detailed kitchen plan with call outs identifying kitchen equipment and plumbing fixtures.
- Fire Safety – [General Notes Kitchen Hood](#)

Other Information

Fire Sprinkler and Alarm Plans

See fire protection systems checklist. Fire protection system plans and calculations are typically submitted after the main set of building plans are accepted for review. [if applicable].

Exiting Plans

- For information on determining exiting plan requirements, please call Building Plan Check at 702-267-3650.

Southern Nevada Health District (SNHD)

- Contact the Southern Nevada Health District at 702-759-1258 for their specific requirements for approval.

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