

Commercial Interior Remodel Application Submittal Checklist

City of Henderson Development Services Center

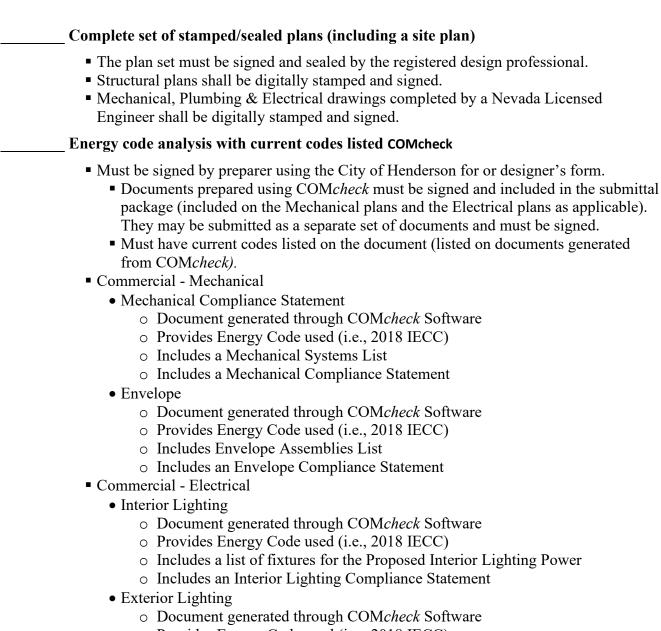
Please use this checklist and the supporting detail to assure that your permit submittal includes all the information necessary for a timely review of your plans. All applications for permits must be submitted electronically through the DSC Online Portal (dsconline.cityofhenderson.com).

Please apply through DSC Online as a Commercial Building Permit Application

Interior Remodel:

An interior remodel is the non-structural reworking of an existing commercial space. The remodel may include mechanical, plumbing, electrical, and architectural work, but does not include any structural revisions to the main building frame. The interior remodel does not include work on the exterior façade of the building other than simple door and/or window openings, nor work on the site. The remodel may include changes in use and/or occupancy.

Prerequisites	:
An	Entitlement Approval Letter (Notice of Final Action – NOFA)
•	Approval letter from Community Development Department must be included with the submittal package.
Ap	propriate zoning is currently in place for this proposed use.
Per	manent address has been assigned, including suite numbers [if applicable] Addressing
Ap	proved Conditional Use Permit or Variance, if required
Ap	proved Design Review or Planned Unit Development [if applicable]
Submittal Pa	ckage:
_	documentation must be included when submitting the building permit application for applicable building codes must be included on the plans:
An	Entitlement Approval Letter (Notice of Final Action – NOFA)
•	Approval letter from Community Development Department <u>must</u> be included.
Co	mpleted Building Permit Application for each interior remodel (suite specific)
•	Any detached structure on site, such as trash enclosures, pump houses, carports, fences/walls, carports, shade structures, site lighting etc. must <u>each</u> have a <u>separate</u> <u>permit application</u> .



- o Provides Energy Code used (i.e., 2018 IECC)
- o Includes a list of fixtures for the Proposed Exterior Lighting Power
- o Includes an Exterior Lighting Compliance Statement

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.

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. 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 info
square footage of the struct

- 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.
- Show tenant space within the building and identify adjacent occupancies and uses.

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 [ceiling plans may not apply to shell applications]

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

Exterior Elevations [if applicable]

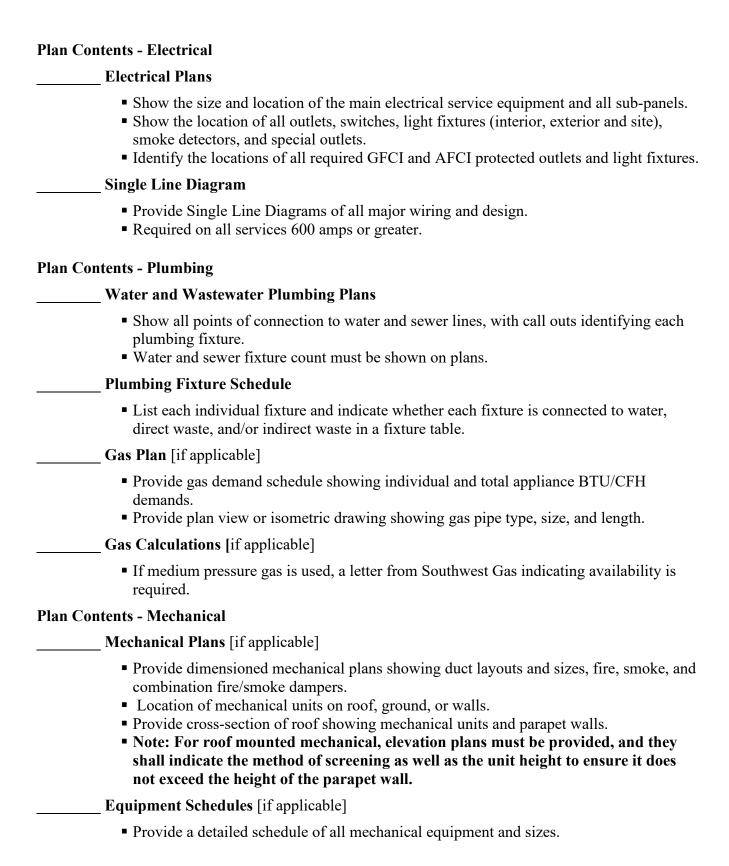
- Show all views, openings, vertical dimensions, and heights, and identify all materials and approved colors.
- Provide elevations of exterior walls, including screening methods for all mechanical, electrical, utility, and communications equipment [if applicable].

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.



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.
- <u>Kitchen Hood General Notes</u> (Fire)

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) [if applicable]

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