

Commercial Interior Remodel 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](#)

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

Energy code analysis with current codes listed COMcheck

- 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 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 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.

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 Fixture Schedule

- 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 [if applicable]

- 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 [if applicable]

- 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.
- [Kitchen Hood General Notes](#) (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