



Single Family Models or Production e-Submittal Checklist

12/08/21 V6

City of Henderson Development Services Center

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This checklist is provided for the convenience of our customers. Complete and accurate plan submittals help speed the plan review process. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for revisions by City staff. Please use the following checklist to ensure that your application includes all of the information necessary for a timely review of your plans.

Part. 1 Applicant's Responsibility

Applicants are responsible for submitting complete applications. Incomplete applications will result in plans being rejected for acceptance, or returned to the applicant during the review process. City service commitments will not apply to incomplete submittals.

Part. 2 Prerequisites

The following items must be completed before a Single Family Production Plan permit application can be accepted for processing:

- ☐ **An approved Single Family Standard Plan for this subdivision.**
- ☐ **An approved Options List.**

Part. 3 Applicable Codes

Project is designed to meet the requirements of the following adopted codes, ordinances, and regulations:

- 2018 International Residential Code, International Building Code, or a combination of both codes with local amendments
- 2018 International Fire Code with local amendments
- 2018 Uniform Mechanical Code with local amendments
- 2018 Uniform Plumbing Code with local amendments
- 2017 National Electrical Code with local amendments
- 2018 International Energy Conservation Code with local amendments
- Development Code, of the Henderson Municipal Code [Titles 13 & 19]
- Conditions of approval from prior zoning, design review, and map applications

Part. 4 Submittal Package

Provide the following information at the time you submit your application for a Single Family Production permit.

- ☐ **Plot Plan [Sized 8.5" x 11"]**
Plot Plans must be in compliance with the approved entitlements for the project, meet any conditions of approval, and contain the following elements for plan submittal to be accepted:
 - ___ Show address, lot and block number
 - ___ Show structure on the site and setbacks

Additional information required for a complete plan review will include showing dimensions to property lines from front and rear of house. Driveway slopes cannot exceed a maximum slope of 12.5%. If applicable, show patios, balconies, accessory structures, fences, and trash enclosures.
- ☐ **A copy of the approved Master Options List showing selected options for this address**
- ☐ **A copy of the approved and signed Quality Assurance Agency Special Inspection Agreement**