



SINGLE FAMILY STANDARD PLAN

Submittal Checklist

11/14/19 V5

City of Henderson Development Services Center

240 Water Street
PO Box 95050
Henderson, Nevada 89009-5050
(702) 267-3600 phone
(702) 267-3601 fax

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 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 must be completed before a Single Family Standard Plan permit application can be accepted for processing:

- ☐ **Appropriate zoning is currently in place for this proposed use**
Contact Community Development at (702) 267-3640 for more information.
- ☐ **A Drainage [Hydrology] Study**
Approved for this site.
- ☐ **A Traffic Study**
Approved for this site.
- ☐ **Associated Civil Improvement Plans**
Must have previously approved plans or plans must be in the review process. Single Family Standard Plan building permit cannot be issued until the accompanying civil improvement plans are approved. Delays in getting civil improvement plans approved will delay the issuance of the building permit.
- ☐ **A conditional use permit or variance for Guest House and/or Casita**
If custom home plans include a guesthouse or casita, applicant must receive prior Planning Commission approval. For more information, please call Community Development at (702) 267-3640.
- ☐ **A Design Review or Planned Unit Development**
Approved for this site.

Part. 3 Applicable Codes

Project must meet the requirements of the City's 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 Standard Plan permit. Please submit the required number of copies of plans and related documents for routing to reviewing departments:

- ☐ **Completed Building Permit application**
An application must be submitted for each building type.
- ☐ **3 complete sets of plans**
At least 2 of the 3 sets must be signed and sealed by the registered design professional
- ☐ **2 copies of Geotechnical [soils] reports**
The reports must be electronically stamped with digital signature by the registered design professional who is responsible for the report. The date of the report must be within one year of the building permit application date unless an updated letter is provided by the design professional who prepared the report.

- ☐ **3 copies of Fire Sprinkler Plans**
- ☐ **2 copies of Structural Calculations**
The calculations electronically stamped with digital signature by the registered design professional responsible for the structural design of the building.
- ☐ **2 copies of Truss Structural Calculations** [if applicable & may be deferred]
The calculations must be electronically stamped with digital signature by the registered design professional. The truss calculations must be reviewed and accepted by the design professional responsible for the structural design of the building.
- ☐ **2 copies of energy code analysis**
Must be signed by preparer using the City of Henderson form, designer's form, or approved program.
- ☐ **2 copies heat/gain heat/loss calculations**
Must be signed by preparer and comply with ACCA Manual J or other accepted method.
- ☐ **2 copies of Electrical Load Calculations**
Must be signed by preparer using the City of Henderson form or designer's form.
- ☐ **Completed options list showing all available options per plan type**
- ☐ **Gas line calculations**

Part. 5 Plan Contents

Plans must contain the following minimum contents. This list is not intended to be all-inclusive of every detail required.

See the State of Nevada 2014 Blue Book for more information.

General



Cover Sheet

Cover sheets must have the following contents for plan submittal to be accepted:

- ___ Location map
- ___ Square feet of structures
- ___ Complete Code Analysis

Additional information required for a complete plan review will include: type of construction, occupancy classification, energy schedule, and identification of fire sprinklers.

Architectural



Floor Plan

Provide a dimensioned floor plan showing all walls, structural elements, exits, windows, fire assemblies, draft stops, separations, and related information.



Exterior Elevation

___ Elevations of exterior walls, showing heights, construction material and openings must be submitted to be accepted.

Additional information required for a complete plan review will include showing all views, openings, vertical dimensions and heights, and identifying all materials and approved colors. Provide elevations of exterior walls, including screening methods for all mechanical, electrical, utility, and communications equipment. Show location of illuminated address sign on building.



Roof & Ceiling Plans

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



Building & Wall Section Details

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



Architectural Details

Show building sections, wall sections, waterproofing, fire proofing, weather proofing, door and window information, finishes, and accessibility requirements.

Structural



Structural Notes

Include material specifications and requirements for all structural elements and assemblies, including design requirements, special inspection requirements, and structural observation.



Foundation Plans

Show all foundations and footings, indicating size, locations, thicknesses, materials, strengths, and reinforcing. Show all imbedded anchoring such as anchor bolts, hold-downs, and post bases. Reference soil report for the proposed structure at that site as required.



Floor & Roof Framing Plans

Show all structural members, their size, methods of attachment, location, and materials.

Electrical	<input type="checkbox"/>	Structural Details Show details of all connections, interfaces, assemblies, fabrication units, etc.
	<input type="checkbox"/>	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. If electrical services are 600 amps or larger, electrical plans must include a One-Line Diagram.
Plumbing	<input type="checkbox"/>	Water & Waste Water Plumbing Plans Show all points of connection to water and sewer lines, with call outs identifying each plumbing fixture. Indicate the minimum water meter size required in accordance with the Uniform Plumbing Code. <i>The meter size called out on the plumbing plans must match the meter size called out on the associated civil plans. If the meter size required is larger than the size called out on the approved civil plans, a civil revision will be required and Southern Nevada Water Authority fees will be due before the building permit is approved.</i>
	<input type="checkbox"/>	Plumbing Fixtures and Calculations ___ List each individual fixture and indicate whether each fixture is connected to water, direct waste, and/or indirect waste in a fixture table. ___ Include the gas demand showing individual and total appliance BTU/CFH demands. ___ Show either plan view or isometric drawing showing gas pipe type, size, and length. Include gas table used.
Mechanical	<input type="checkbox"/>	Mechanical Plans 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.
	<input type="checkbox"/>	Equipment Schedules Show details of all mechanical equipment and sizes.
	<input type="checkbox"/>	Landscape & Irrigation Plans Show locations, quantities, and sizes of all landscape materials used, such as plant species, mulch types, boulders, turf and planter areas, earth contouring, detention facilities, fencing, hardscape, and edging. Include an irrigation layout plan showing point of connection and location of backflow prevention device and emitter schedule. Include backflow prevention detail and emitter placement. <i>Please note: Drought tolerant landscaping materials are encouraged. During drought alert new turf is prohibited in front yards and new turf shall not exceed 50% of the gross area on side and rear yards [minimum 100 square feet, maximum 5,000 square feet]. To ensure efficient turf irrigation and avoid wasting water, turf area dimension cannot be less than ten feet.</i>
	<input type="checkbox"/>	Fire Sprinkler Plans ___ Provide project name, project address, Fire Protection Contractor's Name, Address, Phone # and Fax # ___ Piping Plan – Pipe Sizes and Dimensions ___ Henderson General Notes for Sprinkler Systems ___ Design criteria list showing code editions used ___ Sprinkler head legend showing Symbol, Make/Mfg, Model, SIN (Sprinkler Identification Number), Type, K-Factor, Temperature, Quantity, and Total Sprinkler Head Count per system.
	<input type="checkbox"/>	Material Submittals
	<input type="checkbox"/>	Flow test paperwork
	<input type="checkbox"/>	Hydraulic Calculations

Part. 6

Other Information

FEMA Flood Zone A	<input type="checkbox"/>	A Drainage [Hydrology] Study Approval Letter from Public Works will be required only for single-family residences built within FEMA Flood Zone "A" or with water running toward or through the property. <i>Contact Flood Control Division at (702) 267-3696 for flood zone determination.</i>
Redevelopment	<input type="checkbox"/>	If your project is located in a Redevelopment Area, a signed Redevelopment Authorization Form is required.