

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 using [Wall Permit Application](#).

Prerequisites:

- **Issued Grading or Building Permit**
- **Approved Final Map**
 - May be allowed without recorded final map with early addressing process.

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.

_____ **Completed [Building Permit Application](#).**

_____ **Complete Plan Set**

_____ **Geotechnical (soils) Report** [if required]

- Dated within 1 year, or with original Geotechnical Report and an update letter dated within 1 year)

_____ **Structural Calculations** [if required]

_____ **[Property Line Authorization Letter](#)** [if required]

- Required if any part of the wall or below grade footing will span a property line.

Material Types for Walls and Fences

_____ **Cement Masonry Unit (CMU) or Concrete**

- Standard Plan (for Residential Subdivisions only)
- Screen Wall (ground or dirt is the same height on both sides of the wall)
- Retaining Wall (ground or dirt is more than 2 feet higher on one side of the wall)

_____ **Rockery Retaining Wall**

_____ **Post Hole**

- Metal (wrought iron)
- Vinyl
- Chain Link
- Wood

Special Inspections

_____ When dictated by engineering design, we will require a signed QAA (special inspection) agreement prior to permit issuance and the final report must be reviewed and accepted prior to final inspection.

- **QAA Agreement: email signed completed form to bldgplancheck@cityofhenderson.com**
- **QAA Special Inspection Report: email to inspectionreports@cityofhenderson.com**

Types of Wall and Fence Permits

_____ **Standard Plan**

- Engineering for walls or fences that will be constructed within a specific Residential Subdivision
- May include screen, retaining or both types of walls.
- May require QAA agreement, registration & report.

_____ **Screen Wall** (single site or address)

_____ **Retaining Wall** (single site or address)

_____ **Perimeter Screen Wall** (Extends across two or more lots in a continuous run)

_____ **Perimeter Retaining Wall** (Extends across two or more lots in a continuous run)

_____ **Post Hole** (single site or perimeter)

_____ **Trash Enclosure**

- Requires a letter of approval from Republic Services of Nevada [trash collection provider]
- Contact information for Republic Services of Nevada
 - Email jparquette@RepublicServices.com
 - By telephone at 702-599-5757
 - By FAX at 702-599-5797

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 Wall or Fence 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: address, location map. Cover sheet must have a legend of symbols and abbreviations used throughout the plan set.

_____ **The plan set must be signed and sealed by the registered design professional.**

_____ **Plans must be stamped by Southern Nevada Health District (SNHD)** [if applicable]

- If there is an active septic system on the property

Plan Contents - Structural

_____ Structural or Engineering (City Standard Details or Site-Specific Engineering)

- Link to [Standard Designs for Walls and Fences](#) as listed below:
- B-100-1 Masonry Screen (Clark County Approved Standard)
 - Must include a copy of the County Wide Approved Drawing B-100-1
- B-100-2 Masonry Retaining (Clark County Approved Standard)
 - Must include a copy of the County Wide Approved Drawing B-100-2
- B-113 Fire Hydrant/Street Light Fence Clearances (Clark County Approved Standard)
- B-114 Wrought Iron Fence (Clark County Approved Standard)
- BFS-1 24" X 24" Masonry Pilaster (Clark County Approved Standard)
- BFS-2 16" X 16" Masonry Pilaster (Clark County Approved Standard)
- Rockery – Rockery Retaining Wall (SNBO Guidelines)
- Fence Heights – Allowable heights for fences based on material and site location. (COH – CD)
- Site specific (engineering for custom design or adding courses to existing wall)
 - Must be signed and sealed by the registered design professional.

_____ Structural plans shall be digitally stamped and signed.

_____ Structural calculations shall be digitally stamped and signed.

- The structural calculations and details must be signed and sealed by a Nevada civil or structural engineer and shall be digitally stamped and signed.

Plan Contents – Site Plan

_____ Site plan must include:

- Must be signed by the designer.
- Must clearly indicate location of walls and fences, length at grade, maximum height, etc.
- Show all structures on the site that may impact the wall or fence, including buildings, patios, balconies, accessory structures, pools and spas, other walls, etc.
- A City Standard Site Plan is available to be used for walls and fences.
 - Use of the City Standard [Site Plan form](#) is not required.

Grading Plan – Copy of grading plan from approved Civil Improvement permit.

_____ This may only be used for retaining walls and fences that are **on the approved civil** plan.

- Walls and fences are not allowed to be added to the civil or grading plans by anyone other than the Engineer of Record.

Addition Information:

_____ Extending an existing wall on the property line

- Property Line Authorization Letter signed by the neighbor if the wall spans the property line.

_____ Adding courses to raise the height of an existing wall.

- Digitally signed structural plans and calculations will be required showing how the new courses will be attached to the existing wall.
- Property Line Authorization letter signed by the neighbor if the wall straddles the property line.
- A variance may be required depending on the proposed finish height of the wall if over 6 feet.
 - Contact Community Development at 702-267-3640.