

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](https://dsconline.cityofhenderson.com)). *Please apply through DSC Online as a Commercial Building Permit Application.*

Shell Building Permit (Certificate of Occupancy not issued).

Complete Building (Certificate of Occupancy issued upon passage of final inspection).

**Prerequisites:**

\_\_\_\_\_ An Entitlement Approval Letter (Notice of Final Action – NOFA)

- Approval letter from Community Development Department must be included with the submittal package.

\_\_\_\_\_ [Final Map](#) or [Parcel Map](#) recorded [if applicable]

\_\_\_\_\_ Appropriate zoning is currently in place for this proposed use.

\_\_\_\_\_ Permanent address has been assigned, including suite numbers [if applicable] [Addressing](#)

\_\_\_\_\_ A Drainage [Hydrology](#) Study has been approved, if required

\_\_\_\_\_ A [Traffic Study](#) has been approved, if required

\_\_\_\_\_ Approved [Conditional Use](#) Permit or [Variance](#), if required

\_\_\_\_\_ Approved [Design Review](#) or Planned Unit Development [if applicable]

\_\_\_\_\_ Associated [Civil Improvement](#) Plans [if applicable]

*Must have previously approved civil plans or plans must be submitted and in the review process. A building permit **cannot** be issued until the accompanying civil improvement plans are **approved and issued**. Delays in getting civil improvement plans approved **will** delay the issuance of the building permit.*

**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 structure or trade item.**

- 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**.
- Each single or multi-trade item to be constructed [if applicable]

\_\_\_\_\_ **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.

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### **Structural calculations**

- The structural calculations must be signed and sealed by the registered design professional.
- Structural calculations shall be digitally stamped and signed.

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### **Truss calculations [if applicable and may be deferred]**

- Truss calculations shall be digitally stamped and signed.
- The truss calculations must be reviewed and accepted by the design professional responsible for the structural design on the building. (i.e., stamped by both engineers)

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### **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

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### **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.

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### **A letter of approval from Republic Services of Nevada [trash collection provider]**

- Recognizing and approving the trash enclosure locations [if applicable]
- Required if a trash enclosure will be constructed on the site.
  - Contact John Parquette at [jparquette@republicservices.com](mailto:jparquette@republicservices.com) or 702-599-5757

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**Geotechnical Report (also known as a Soils Report)** [if applicable].

- The report must be signed and sealed by the registered design professional that is responsible for the report.
- The date of the report must be within one year of the building permit application date unless an update letter, dated within the last 12 months, is provided by the design professional who prepared the report.

**Plan Contents – General Information**

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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.

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**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**

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**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.
- Include fire lanes, landscaped areas, fences, and mailboxes.
- If applicable, show patios, balconies, and accessory structures.

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**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.

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**Floor Plan**

- Dimensioned floor plans showing all walls, structural elements, exits, windows, fire assemblies, draft stops, separations, and related information.

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**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.

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**Exterior Elevations**

- 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].

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### **Building and Wall Sections**

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

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### **Architectural Details**

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

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### **Exiting plans [if applicable]**

- Complex structures require exiting plans. For more information in determining exiting plan requirements, please call Building Plan Check at 702-267-3650.

## **Plan Contents - Structural**

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### **Structural Notes**

- Material specifications and requirements for all structural elements and assemblies, including design requirements and special inspection requirements.

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### **Structural Details**

- Show all details of connection, interfaces, assemblies, fabrication units, etc.

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### **Foundation Plans**

- Show all foundations and footings. Indicate 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.

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### **Floor and Roof Framing Plans**

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

## **Plan Contents - Electrical**

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### **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.

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### **Single Line Diagram**

- Provide Single Line Diagrams of all major wiring and design.
- Required on all services 600 amps or greater.

## **Plan Contents - Plumbing**

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### **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.

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**Plumbing Fixture Schedule** [may not apply to shell applications]

- List each individual fixture and indicate whether each fixture is connected to water, direct waste, and/or indirect waste in a fixture table.

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**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.

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**Gas Calculations** [if applicable]

- If medium pressure gas is used, a letter from Southwest Gas indicating availability is required.

**Plan Contents - Mechanical**

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**Mechanical Plans** [may not apply to shell applications]

- 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

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**Equipment Schedules** [may not apply to shell applications]

- Provide a detailed schedule of all mechanical equipment and sizes.

**Landscape and Irrigation Plans**

- Show locations, quantities, and sizes of all landscape material used, such as plant species, mulch types, boulders, turf and planter areas, earth contouring, detention facilities, fencing, hardscape, edging, and root barriers.
- 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.

**Other Information**

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**A letter of approval from Republic Services of Nevada** [trash collection provider]

Recognizing and approving the trash enclosure locations if a trash enclosure will be constructed [if applicable]. Contact John Parquette at [jparquette@republicservices.com](mailto:jparquette@republicservices.com) or 702-599-5757.

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**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].