



Clark County Building Department

4701 West Russell Road, Las Vegas, NV 89118 ~ (702) 455-3000

Shell Building Permit Guide

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Part I. General Information

This checklist is provided for the convenience of our customers and is intended to provide only general information. Please contact Plan Submittal for additional information on your specific project. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for corrections by County staff.

THIS POLICY DOESN'T APPLY TO PROJECTS DESIGNED AND CONSTRUCTED UNDER AN APPROVED PHASED AGREEMENT. The Phased Design Buildings – Building Permit Guide BPG-152 is located in the How-To- Guides Section on our website.

Shell Building definition: A shell building is a special category of structure that when completed is not ready for occupancy. A shell building consists of all exterior walls, property line fire walls, and the roof structure. For multi-story shell buildings, it also includes all elevated floor assemblies, mezzanines, stairways and elevators.

A shell building **shall not** be legally occupied upon completion; however, it must meet all minimum requirements for the departments of Building, Public Works, Comprehensive Planning-Zoning, and have met required approvals for utilities such as CCWRD, LLVWD etc. prior to issuance of a Certificate of Completion. Any mechanical, plumbing or electrical scope of work shall be limited to “rough-in” designs for future tenant improvements only.

Shell buildings do not contain restroom facilities unless noted below.

NOTE: Any plumbing fixtures installed within any toilet room for a multi-story shell building shall not be counted toward the required plumbing fixtures necessary for each tenant space. A minimum of one (1) service sink and one (1) accessible drinking fountain must be installed on each floor, as part of the scope of a multi-story shell building as required by IBC Table 2902.1.

Shell buildings shall not include the following in the scope of work:

- Offices, corridors, hallways or interior partitions.
- Toilet Rooms (except for multi-story shell buildings).
- Suspended ceilings which are not part of the acoustical or fire-resistance-rated design.
- Lighting, except for emergency or building attached site lighting.

Part II. Applicant's Responsibility

Applicants are responsible for submitting complete permit applications, including all required construction documents and calculations.

Part III. Prerequisites

Land use approval (entitlements) from Clark County Comprehensive Planning including any special conditions.

The most restrictive occupancy use classification allowed by the land use approval and by Title 30 must be designated on the drawings for the proposed project.

All db noise level attenuation requirements, as determined by location of the project and Comprehensive Planning, must be included in the design documents, prior to submitting for permit application.

Civil Improvement plans must be approved by Public Works prior to the shell building permit being issued.

Part IV. Applicable Building Codes & Land Use (Zoning)

Current adopted version of the following:

- International Building Code w/Southern Nevada local amendments
- Clark County Fire Code
- National Electrical Code w/Southern Nevada local amendments
- Uniform Mechanical Code w/Southern Nevada local amendments
- Uniform Plumbing Code w/Southern Nevada local amendments
- International Energy Conservation Code w/Southern Nevada local amendments
- Clark County Unified Development Code (Title 30)
- ICC A117.1 Accessibility

Part V. Submittal Package

Provide the following information at the time of application for a “shell” building permit. Plans stamped "Preliminary" or/and "Not for Construction" are unacceptable.

- Completed building permit application. Accurately describing the entire scope of work in the description for each building.

Separate building permit applications are required for all detached structures on the site: (i.e.) trash enclosures, carports, fences/walls, freestanding EV chargers, walk in coolers, paint spray booths, signs, etc. Any detached structures on site must have all supporting plans and documents to be approved.

- Building Plans, drawn to scale.
- Grading plans, with detail sheets.
- Utility plans, with detail sheets.
- Landscape plans, with details and an approved plant list per LVVWD recommendations.
- Structural plans and structural calculations, applicable design criteria. Statement of special inspections. Detail load path elements.
- Geotechnical (soils) report. The date of the report must be within one year of the building permit application date, unless an update letter is provided by the design professional who prepared the report.
- Roof truss calculations, digitally signed and sealed by the truss design engineer along with the review stamp from the structural design engineer. The roof truss design must incorporate the proposed roof mechanical unit loading. complete set of architectural plans, including a site plan, digitally signed and sealed by the design architect or contractor.
- A complete set of electrical plans, digitally signed and sealed by the registered design professional or signed by the contractor.
- A complete set of mechanical and plumbing plans if applicable, digitally signed and sealed by the registered design professional or signed by the contractor. The weight of the roof top mechanical unit must match the proposed roof truss design and structural calculations.
- The energy conservation code compliance report/analysis, digitally signed and sealed by the design professional that prepared the report.

Part VI. Plan Contents

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 plans. Rather, it is provided to give an overview of the basic plan contents needed for the review of plan sets. Certain items may not be applicable to your specific project. See the current State of Nevada Blue Book for more information.

ARCHITECTURAL

- **Cover Sheet:** The cover sheet shall include all general information, a location map with north arrow, the complete building *code analysis*; deferred/separate permit; design approach; separated occupancies versus non-separated occupancies; type of construction; the most restrictive occupancy use classification; fire sprinkler requirements; fire alarm requirements; plumbing fixture analysis, per Table 2902.1, IBC (Multi-story shell buildings only)
- A note stating: "This building is designed as a shell building only; separate building permits are required for all future tenant improvement(s) and Certificates of Occupancy.
- **Code analysis:** Code reference and year; type of construction; sprinklered or non-sprinklered; occupancy classification; occupant load/load factor; actual/allowable floor area; actual/allowable building height; actual/allowable stories, exit analysis; fire resistive construction; required and provided plumbing fixture calculations on plans. Where multiple occupancies exist, provide a breakdown of the square footage of each occupancy.
- **Site Plan:** A scaled, dimensioned site plan that complies with the approved entitlements and Development Code for the proposed project and any special conditions of approval. Show and label all proposed and existing structures with all set back dimensions from property lines and separations from other structures. Show all fire lanes, landscaped areas, walls and fences. Location of all parking lot/site lighting. Parking analysis to include required and provided number of accessible and van accessible parking spaces.
 - **Site Details:** Include trash enclosures; parking spaces, loading spaces, handicap accessible parking and accessible routes of travel to the public way, adjacent buildings on site, adjacent street names, parcel number and/or address and screening methods for all ground mounted mechanical equipment.
- **Floor Plans:** Fully dimensioned floor plans showing all exterior walls, structural wall elements, all components of the means of egress system, any property line fire walls, fire-resistance-rated requirements for exterior walls and fire walls, and related information, room uses and stair details.
- **Roof Plans:** Show all elements, roof assemblies, fire ratings, roof vents/curtain boards, insulation, and roofing material. Include dimensions and details as required, and roof access to any future mechanical equipment.
- **Exterior Elevations:** Provide elevations of exterior walls including openings, vertical dimensions and heights, and identity of all materials. Door/window schedules indicating U values and SHGC values, matching the energy conservation compliance reports. Show building thermal envelope (roof and walls) insulation symbol and R value.
- **Building Wall Sections:** A minimum of two cross-section(s) of exterior walls/roofs, indicating all required fire-resistance-rated design elements of wall/floor/roof assemblies, insulation requirements, interior finishes, and fire-resistance-rated designs for membrane and through penetrations. Cross-section of all stairs; include details of handrails and stair treads and landings.

STRUCTURAL

- **Foundation Plans:** Size and depth of all foundations and footings including location, thickness, materials, strength, and steel reinforcement. Show all foundations anchors such as anchor bolts, hold downs, and post bases. Cross-reference the applicable soils report on the foundation plan.
- **Floor & Framing Plans:** Indicate all specific materials, grade/species, structural member size, spacing, steel reinforcement, details/methods of attachment and cross-sections.
- **Roof Framing Plans** as noted above.

ELECTRICAL

- **Electrical Plans:** Size and location of the main service equipment and sub-panels. Load calculations including all short circuit and fault current calculations. Panel schedules with room numbers and descriptions of circuits with connected loads, panel ratings and feeder sizes. Provide voltage drop calculations for all feeders to subpanels, panels, area lighting, freestanding signs, and HVAC units. Circuiting and locations of all outlets, switches, light fixtures (site, interior, and exterior), smoke detectors, and special outlets. Single-Line Diagrams, clearly indicating main service section, over-current protection, conduit sizes, feeder sizes and material used for the electrical design. Show emergency power system (type and model), location of all exit signs and exit illumination.

PLUMBING

- **Gas, Water & Sanitary Waste Plans:** Provide plans indicating all material used, sizing criteria, and all points of connection to gas, water and sewer utilities. Rough-ins for future tenant improvements shall be identified.
- **Plumbing Fixture Schedule (Multi-story Buildings Only):** Any plumbing fixtures installed within any toilet room for a multi-story shell building shall not be counted toward the required plumbing fixtures necessary for each tenant space. A minimum of one (1) service sink and one (1) accessible drinking fountain must be installed on each floor, as part of the scope of a multi-story shell building as required by IBC Table 2902.1.

MECHANICAL

- **Mechanical Plan (Multi-story Buildings or freeze protection for fire sprinklers):** Provide dimensioned mechanical plans **showing** duct materials, sizing, fire dampers, smoke dampers, and combination fire/smoke dampers. Show locations of all mechanical equipment. Provide detailed mechanical equipment schedule. Include the mechanical energy conservation compliance criteria.

Part VII. Other Information

A Certificate of Completion is issued when an approved final building inspection is obtained. Certificate of Completion for the shell building is required prior to issuance of a Certificate or Temporary Certificate of Occupancy for any tenant improvement.

Meter tags shall only be issued for the "house" meters serving the entire structure's security lighting, exterior lighting, irrigation timers, fire protection systems, i.e., fire alarm panels, smoke removal system, etc.

Building Department Locations & Services

<p>MAIN OFFICE 4701 W Russell Road Las Vegas, NV 89118 (702)455-3000</p>	<p>In Lobby Services:</p> <ul style="list-style-type: none"> - Assistance with electronic permitting - In-person communications & meetings - Records research
<p>LAUGHLIN OFFICE Regional Government Center 101 Civic Way Laughlin, NV 89029 (702)298-2436</p>	<p>Services:</p> <ul style="list-style-type: none"> - Building Inspection Services - Fire Prevention Inspection Services

Other Clark County Departments/Divisions/Districts

Fire Prevention	4701 W Russell Road, Las Vegas, NV 89118	(702) 455-7100
Public Response Office	4701 W Russell Road, Las Vegas, NV 89118	(702) 455-4191
Animal Control	4701 W Russell Road, Las Vegas, NV 89118	(702) 455-7710
Environment & Sustainability	4701 W Russell Road, Las Vegas, NV 89118	(702) 455-5942
Public Works, Development Review	500 S Grand Central Pkwy, Las Vegas, NV 89155	(702) 455-4600
Comprehensive Planning	500 S Grand Central Pkwy, Las Vegas, NV 89155	(702) 455-4314
Las Vegas Valley Water District	1001 S Valley View Blvd, Las Vegas, NV 89153	(702) 870-2011
Southern Nevada Health District	280 S Decatur Blvd, Las Vegas, NV 89107	(702) 759-1000
Water Reclamation District	5857 E Flamingo Rd, Las Vegas, NV 89122	(702) 668-8888

State of Nevada

Division of Water Resources	400 Shadow Lane, Suite 201, Las Vegas, NV 89106	(702) 486-2770
Nevada State Contractors Board	8400 W Sunset Rd, Suite 150, Las Vegas, NV 89113	(702) 486-1100

Utilities

Nevada Energy	6226 W Sahara Ave, Las Vegas, NV 89146	(702) 402-5555
Southwest Gas	8360 S Durango Dr, Las Vegas, NV 89113	(877) 860-6020

<http://www.clarkcountynv.gov/building>