



Clark County Department of Building & Fire Prevention

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

Tenant Improvements for Commercial Buildings Building Permit Guide

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Part I. General Information

This guide outlines the requirement for obtaining a building permit to construct a tenant improvement in Clark County.

Commercial “shell buildings” are often built without specific information as to the eventual tenants of the leased spaces. Also, occupancy or use of tenant spaces may change during the life of a commercial building. The items listed below are required with any tenant improvement plan submittal. Advance preparation by applicants to satisfy these items will help expedite the plan review process.

Part II. Applicant’s Responsibility

It shall be the applicant’s responsibility to provide a completed application, along with a completed Fire Department Survey Form.

The completed application must include:

- The original shell permit number
- Occupancy group
- Sprinklered or non-sprinklered
- Number of units
- Occupant load
- Valuation

Part III. Prerequisites

- Zoning Approval for over the counter review.
- Pursuant to Nevada Revised Statute NRS 278.325(4), a certificate of building code compliance from a Nevada registered architect may be required for any record of survey which subdivides any building.
- Southern Nevada Health District approval is required at time of submittal for all restaurants.
- Fire Department Survey form.

Part IV. Applicable Codes

Currently adopted:

- International Building Code
- Uniform Mechanical Code
- Uniform Plumbing Code
- International Energy Conservation Code
- National Electrical Code
- ICC/ANSI A117
- Clark County Fire Code
- Southern Nevada Code Amendments

Part V. Submittal Package

Two (2) complete sets of drawings must include mechanical, plumbing, and electrical plans, and drawn to scale (minimum 1/8" = 1'0") upon 24" x 36" minimum size substantial paper which are of sufficient clarity for document scanning.

Part VI. Plan Contents

In order to perform a complete review the following information is required:

- Provide a complete code analysis of the existing shell building and the tenant improvement space:
 - Cross-section, minimum on (1) in each direction
 - Type of constructions
 - Occupancy classification
 - Square footage, allowable area analysis
 - Number of stories
 - Occupant load analysis
 - Restroom analysis
 - Exit analysis on plan
 - Indicate separation or non-separated uses
- Provide a complete sheet index.
- Insure each sheet has been signed/stamped and dated by the design professional or contractor.
- Provide a site plan showing distances to real or assumed property lines and to adjacent buildings on the same property. Show the location of the tenant space within the building. The site plan must also show the handicapped accessible route to the public way.
- Structural changes to the building shell must be accompanied by structural calculations and structural plans signed and stamped by a Nevada Registered Engineer.
- Provide the adjacent use or uses to determine occupancy separation as required by IBC Section 302.3.3, if the separated use provisions are used.
- Provide specific information regarding any proposed manufacturing processes to be employed within the proposed tenant improvement.

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- Provide specific information regarding the types and quantities of all hazardous materials to be used or stored in the proposed tenant improvement space.
 - Provide a complete layout of all proposed equipment to be located in the proposed tenant improvement space.

PROVIDE THE FOLLOWING INTERNATIONAL ENERGY CONSERVATION CODE INFORMATION:

- The tenant improvement must comply with Chapter 5 of the International Energy Conservation Code.
- Building envelope, mechanical and interior lighting calculations, as applicable, must be included on the plans.
- Specify the proposed business hours for the proposed tenant improvement space (required for IECC review if using 24 hour exception).

PROVIDE THE FOLLOWING NATIONAL ELECTRICAL CODE INFORMATION:

- Provide a panel schedule(s) for all panel(s) and show location of panel(s).
- Provide electrical calculations.
- Show service size and existing loads to insure service is adequate for new loads.
- Provide a single line drawing showing conduit, wire sizes, grounding and bonding.
- All circuits on the lighting and power plans must be identified.

PROVIDE THE FOLLOWING UNIFORM PLUMBING CODE INFORMATION:

- Provide an isometric drawing showing, material types and pipe size of gas, water drain, waste, vents and sewer.
- Provide an isometric drawing showing, material types and pipe size of drain, waste and vents.
- Where applicable, provide a grease interceptor calculations, criteria and design.

PROVIDE THE FOLLOWING UNIFORM MECHANICAL CODE INFORMATION:

- Provide the location of all H.V.A.C. equipment. If units or curb cuts are existing, state this on the drawings. If H.V.A.C. units are new, provide structural calculations for additional weight on roof and effects on roof diaphragm or submit heat/cooling design calculations.
- Show duct material, sizing, fire/smoke dampers and registers. Include input, output and total CFM of units.
- Provide outside air calculations per IBC and/or ASHRAE.

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- Where applicable, provide sizing criteria and duct material for grease hoods and makeup air.
 - Show roof access location.
 - Provide sizing, routing and termination location of condensate drain lines.

PROVIDE THE FOLLOWING INTERNATIONAL BUILDING CODE INFORMATION:

- Provide a section view of all new partitions, and show the following information on the plans:
 - Type, size and spacing of studs. Provide gauge and ICC or I.C.B.O. report number for metal studs.
 - Method of attaching top and bottom plates to structure (Note: top of partition must be secured to roof or floor framing, unless suspended ceiling has been designed for lateral load of partition).
 - Wall sheathing material and details of attachment (size and spacing of fasteners).
 - Height of wall partitions and ceilings.
 - Provide a nationally recognized design for all rated assemblies (including penetrations as required), i.e. Gypsum Association Handbook, IBC chapter 7, U.L. or approved design.
- Provide details for suspended ceiling. Insure drawings comply with IBC.
- Show wall and ceiling finishes. Show details of application of finishes at furred walls, ceilings and suspended ceilings. Specify manufacturer and indicate flame spread rating of all finishes.
- Show accessibility requirements.

Department of Building & Fire Prevention Locations & Services

MAIN OFFICE 4701 W. Russell Road Las Vegas, NV 89118 (702)455-3000	On-Site Plan Submittals All "Walk-Through" Plan Review / Permitting Functions Residential Tract Submittal / Permitting All Sub-Trade (Electrical, Plumbing & Mechanical) Permitting Building Inspection Scheduling Functions Fire Prevention Inspection Services Records	Temporary Certificate of Occupancy Submittals Building Inspections Building Inspector Inquiries Amusement / Transportation Systems Operation Certificates Approved Fabricators Quality Assurance Agency Listing
LAUGHLIN OFFICE Regional Government Center 101 Civic Way Laughlin, NV 89029 (702)298-2436	Building Inspection Services Fire Prevention Inspection Services	
OVERTON OFFICE 320 North Moapa Valley Blvd. Overton, NV 89040 (702)397-8089	Building Inspection Services Fire Prevention Inspection Services	

Automated Phone System (702) 455-3000

- Option 1:** For all Inspection services or to report a building code violation.
- Option 2:** For information regarding on-site permits or new plan submittals.
- Option 3:** For the Building Plans Examination division or QAA information.
- Option 4:** For the Zoning Plans Examination division.
- Option 5:** For information or copies regarding land development, construction documents, plans or permits.
- Option 6:** To speak with Management staff.
- Option #:** For hours of operation, Office location and website information.

Other Clark County Departments/Divisions/Districts

Air Quality & Environmental Management	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-5942
Public Works, Development Review Services	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-6000
Comprehensive Planning	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-4314
Fire Department	575 E. Flamingo Road, Las Vegas NV	(702) 455-7316
Las Vegas Valley Water District	1001 S. Valley View Boulevard, Las Vegas NV	(702) 870-2011
Southern Nevada Health District	625 Shadow Lane, Las Vegas NV	(702) 759-1000
Water Reclamation District	5857 E. Flamingo Road, Las Vegas NV	(702) 668-8888

State of Nevada

Division of Water Resources	400 Shadow Lane, Suite 201, Las Vegas NV	(702) 486-2770
Nevada State Contractors Board	2310 Corporate Circle, Suite 200, Henderson NV	(702) 486-1100

Utilities

Nevada Power	6226 W. Sahara Avenue, Las Vegas NV	(702) 402-5555
Southwest Gas	5241 Spring Mountain Road, Las Vegas NV	(877) 860-6020

www.clarkcountynv.gov/building