



# Clark County Department of Building & Fire Prevention

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

## Shell Building Building Permit Guide

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### Part I. General Information

THIS POLICY DOESN'T APPLY TO PROJECTS DESIGNED AND CONSTRUCTED UNDER AN APPROVED PHASED AGREEMENT.

For the PHASED DESIGN BUILDING PERMIT GUIDE, refer to our website in our How-To Guides section and select the Phased Design Buildings – Building Permit Guide BPG-152.

**Definition of a Shell Building:** 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.

#### Shell buildings shall not include the following as part of the scope of work:

- Tenant separation (demising) walls, 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 site lighting.

**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.

A shell building shall not be legally occupied upon completion; however they must meet all minimum requirements for Public Works, Zoning, Sanitation, Water, etc. before a Certificate of Completion may be issued.

Any mechanical, plumbing or electrical scope of work will be limited to “rough-in” designs for future tenant improvements only.

### Part II. Applicant's Responsibility

Applicants are responsible for submitting complete permit applications, including all required construction documents and calculations. Typical required plans include: Public Works Development Review engineering plans, architectural site plans, structural plans (including all calculations), architectural plans (including sound attenuation), mechanical and plumbing plans, electrical plans, and energy conservation compliance reports.

### Part III. Prerequisites

Land use approval from Clark County Current Planning.

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.

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The accompanying civil improvement plans must be approved prior to the shell building permit being issued.

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

## **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 )

## **Part V. Submittal Package**

Provide the following information at the time of application for a “shell” building permit:

- Completed building permit application. One application may be used for multiple buildings if they are located on the same parcel and are of the same type of construction, have the same design and elevations.
- Separate building permit applications are required for all detached structures on the site, such as trash enclosures, carports, fences/walls, etc.
- All plans shall be a minimum of 24” x 36”, drawn to scale, and all plans submitted shall be the same size sheets.
- Three (3) complete sets of the grading plans, with detail sheets, “wet” signed and sealed by the design engineer.
- Three (3) complete sets of the water utility plans, with detail sheets, “wet” signed and sealed by the design engineer.
- Three (3) complete sets of the structural plans and 2 sets of structural calculations, “wet” signed and sealed by the structural design engineer.
- Two (2) copies of geotechnical (soils) reports. 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.
- Two (2) copies of roof truss calculations, “wet” signed and sealed by the truss design engineer and the truss designs must also have the approval stamp from the structural design engineer. The roof truss design must incorporate the proposed roof mechanical unit loading.

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- Three (3) complete sets of the site plan and architectural plans, “wet” signed and sealed by the design architect or contractor.
  - Three (3) complete sets of the electrical plans, “wet” signed and sealed by the design architect, electrical engineer or contractor.
  - Three (3) complete sets of the mechanical and plumbing plans if applicable, “wet” signed and sealed by the design architect, mechanical engineer or contractor. The roof top mechanical units weight must coincide with the proposed roof truss design and structural calculations.
  - Two (2) copies of energy conservation code compliance report/analysis, “wet” signed and sealed by the design professional that prepared the report.
  - Plans may also be prepared by a Nevada Licensed Contractor when they are the contractor of record. Plans prepared by a Nevada Licensed Contractor may not be transferred or used by another Nevada Licensed Contractor.

## Part VI. Plan Contents

- **Cover Sheet:** The cover sheet shall include all general information and code analysis such as a location map with north arrow, the complete building code analysis for the project which should include:
  - Design approach; Separated occupancies versus Non-separated occupancies
  - Type of construction
  - Occupancy classifications (based on Zoning’s most restrictive allowable use, excluding “H” occupancies)
  - Fire sprinkler requirements
  - Fire alarm requirements
  - Plumbing fixture analysis, per Table 2902.1, 2006 IBC(Multi-story shell buildings only)
  - A note shall be included on the cover sheet stating the following:  
**“This building is designed as a building shell only; separate building permits are required for all future tenant improvement(s).”**
- **Site Plan:** Include a scaled, dimensioned site plan that is in compliance with the approved entitlements (Title 30) for the proposed project and any special conditions of approval. Show all proposed structures with all set back dimensions from property lines. Show all fire lanes, landscaped areas, walls and fences.
- **Site Details:** Include trash enclosures; parking spaces, loading spaces, handicap accessible parking and accessible routes of travel to the public way and adjacent buildings on site, 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 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.

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- **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.
  - **Building Wall Sections:** Show 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. Show cross-section of all stairs; include details of hand rails and stair treads and landings.
  - **Structural Notes:** Include the design requirements for all structural elements and assemblies, including all special inspection requirements.
  - **Foundation Plans:** Show all foundations and footings. Indicate size, location, thickness, materials, strength, and steel reinforcement. Show all foundations anchors such as anchor bolts, hold downs, and post bases. Reference the soils report for the proposed structure(s) 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.
  - **Electrical Plans:** Show the size and location of the main electrical service equipment and all sub-panels. Provide load calculations for service based upon the most restrictive occupancy group proposed. Show circuiting and locations of all outlets, switches, light fixtures (site, interior, and exterior), smoke detectors, and special outlets. Provide Single-Line Diagrams, clearly indicating main service section, over-current protection, conduit sizes, feeder sizes and material used for the electrical design. Show all site lighting and required egress illumination, including all exit discharge lighting.
  - **Gas, Water & Sanitary Waste Plans:** Provide plans indicating all material used, sizing criteria, and all points of connection to gas, water and sewer utilities. All 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 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.

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## Part VII. Other Information

**NOTE:** All proposed projects must have approved Land Use (entitlements) and the site design must be in compliance with provisions of the Unified Development Code (Title 30) and any special conditions placed on the project by the Board of County Commissioners or Planning Commission.

All Public Works Development Review (utility, traffic, drainage, and roadways must be reviewed and approved PRIOR to Building Permit Issuance.

### Completion/Metering

Certificates of Occupancy and Temporary Certificates of Occupancy are not issued for shell buildings. Upon an approved final inspection, only a Certificate of Completion will be issued. This does not allow occupancy of the shell building.

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.

Prior to the issuance of a Certificate of Occupancy or a Temporary Certificate of Occupancy for a tenant space, a Certificate of Completion for the shell building is required.

## Department Of Building & Fire Prevention Locations & Services

<b>MAIN OFFICE</b> 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
<b>LAUGHLIN OFFICE</b> Regional Government Center 101 Civic Way Laughlin, NV 89029 (702)298-2436	Building Inspection Services Fire Prevention Inspection Services	
<b>OVERTON OFFICE</b> 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](http://www.clarkcountynv.gov/building)