



Clark County Department of Building & Fire Prevention

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

Checklist for Single Family - Residential Submittals

Jerome A. Stueve, P.E., Director

Samuel D. Palmer P.E., Assistant Director · Girard Page, Fire Marshal

Assessor's Parcel Number: _____ Application Number: _____

Address: _____ City: _____ Zip: _____

Owner: _____ Contractor: _____

Date Received: _____ Received By: _____ Commission Approval: _____

Scope of Work: _____

Basement No Yes (If Yes, contact Civil Engineering at 455-4600 for finish floor waiver information.)

CITIZEN ACCESS CONTACT INFORMATION

Name: _____ Company Name: _____

Mailing Address: _____

City: _____ State/Zip: _____ Phone: _____

Email: _____ Fax: _____

Project Representative Signature: _____ Date: _____

PLANS PREPARED BY:

- Nevada Registered Architect
- Owner
- Nevada Registered Residential Designer
- Licensed General Contractor
- Structural Plans Included – stamped and signed (original) by a Nevada Registered Engineer

FOR OFFICE USE ONLY – Items Prior to Issue:

Water: LVVWD Domestic Well (domestic wells require affidavit)
 Community Well Other _____

Sewer: CCWRD Septic Other _____

Dust Permit: Yes (required if over .25 acres)

Mitigation: Acreage = _____ Grading # _____

BUILDING PLANS: 3 Sets

- Site Plan
- (3) Geotechnical Reports Wet Stamped (one for ESGI) Update Attached (required if original is over (1) year old)
- (1) CD Electronic Submittal of Geotechnical Information (ESGI)
- Floor Plan showing all Rooms Labeled, Windows and Doors Window and Door Schedules
- Elevations (front, rear, side)
- Cross Sections Showing Construction Details, Roof Pitch, Sizes & Spacing of Structural Members
- Fireplace(s) Gas Piped EPA Approved Outside Hydrological Basin/Above 4,000 ft.
- Gas Piping Plan
- Energy Calculations
- Electrical Plans Electrical Load Calculations (if required)
- Floor Framing Plan (if applicable) Stair Details (if applicable)
- (3) Structural Plans (if applicable) Structural Calculations (2) (if applicable)
- Foundation Plan and Footing Detail Roof Framing Plan with All Header and Beam Sizes
- Truss Calculations (reviewed and stamped by structural engineer) Deferred
- Utility Plans (if over 3,600 sq. ft. under roof and not on well)

OWNERSHIP/LEGAL DESCRIPTION:

Recorded Deed

Deed of Trust

Escrow Instructions

GRADING PLANS: (New or revised grading plans may be required during the review process for additions and secondary structures)

- 3 Copies Wet Stamped and signed by a Nevada Professional Engineer
- 3 Copies Approved Subdivision Grading Plan from Civil Engineering Plan Room
- 3 Copies of Parcel Map Grading Plan from Civil Engineering Plan Room

Submittal will expire if permit is not issued within 180 days of approval or if applicant fails to respond to plan review comment within six (6) weeks of notification.