



Clark County Department of Building & Fire Prevention

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

Moved Residential Building Building Permit Guide

Jerome A. Stueve, P.E., Director
Samuel D. Palmer P.E., Assistant Director • Girard Page, Fire Marshal

Part I. General Information

This guide outlines the requirements for obtaining a building permit for the foundation and any necessary repairs to a residential structure which is relocated into or within Clark County, Nevada. In order to ensure that your application is processed in a timely manner, your submittal package should be complete.

Part II. Review Process

Once submitted, your plan package will require review and approval from the following County agencies:

- Current Planning Zoning Plans Check (Site Plan/Zoning Codes)
- Public Works Development Review (Off-Site Improvements/Drainage Review)
- Building Plans Examination (On-Site Building, Electrical, Plumbing, Mechanical)

Upon submitting your plans to the Department of Building and prior to permit issuance, the applicant will need to contact the appropriate water and sanitation service provider(s) and obtain verification that services will be provided to the property.

The most common providers of these services in Clark County are:

- **Water Verification**
 - Las Vegas Valley Water District (702) 870-2011
 - North Las Vegas Water District (702) 649-5811
 - Big Bend Water District (702) 434-6601
 - Moapa Valley Water District (702) 398-3341
 - State Division of Water Resources (702) 486-2770
- **Sanitation Verification**
 - Clark County Water Reclamation District (Sewer) (702) 434-6600
 - Clark County Health District (Septic Systems) (702) 385-1291

In addition, contact Air Quality Management for “Dust Control Permit for Construction Activities, including Surface Grading and Trenching” requirements. Any grading in excess of 1/4 acre will require a “Dust Control Permit” from Clark County Air Quality Management, (702) 455-5942.

Part III. Plan Submittals

Before you apply for a building permit, you should contact Current Planning (702) 455-4314 to confirm and/or check on land use/zoning requirements for the property on which you wish to relocate your structure. A zone change or variance may be needed. In addition, if the building to be moved is more than ten (10) years old, a design review is required (age certification for the building must be required.)

If any land use action (that requires review by the Planning Commission or the Board of County Commissioners; i.e., a design review, zone change, or variance) is needed, you may want to submit your proposed plans to permit application while you wait for the board(s) action to take place. This step may assist in reducing processing time.

You must also contact Public Works Development Review (702) 455-6000 for a permit to move the building. In addition, if full off-site improvements (i.e. curbs, gutters, paving, sidewalks) do not exist, the current legal owner will be required to sign agreements for participation in future off-site development. These agreements are handled by Public Works. A copy of the current recorded deed will be required.

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Plan submittals are accepted from 8:00 am to 4:30 pm during normal business days and must include the following items:

I. APPLICATION(S)

- A. Completed Building Permit Application for the moved building*
Must include assessor's parcel number (APN) of the current building site, APN of the future building site and associated land use application numbers (if any) received from Current Planning.
- B. Completed Building Permit Application for Demolition if moved from Clark County.
The property owner of the site from which the building is moved is responsible for properly disconnecting all utility services and removing any debris or building materials from the site on which the building stood. Must include assessor's parcel number (APN) of current building site.
- C. Completed Sub-permit Applications, as appropriate.
Sub-permit applications may be submitted with your building permit package and appropriate plans, or they may be submitted after the building permit is approved.
 - Electrical
 - Plumbing
 - Mechanical
- D. Additional Permit Application(s) and appropriate plans, when required.
May be submitted with the initial building permit plan submittal or as a separate submittal at a later time, as appropriate.
 - Pool/Spa
 - Fence/Block Wall
 - Temporary Trailer
 - Building (for accessory structures)

II. OWNERSHIP/LEGAL DESCRIPTION

- A. Two (2) copies of recorded deed, deed of trust or escrow instructions (to show ownership and legal description of the property)
- B. Documentation verifying age of building

NOTE: IF THE BUILDING TO BE MOVED HAS BEEN PERMITTED BY CLARK COUNTY WITHIN THE THREE (3) YEARS PRIOR TO THE APPLICATION FOR THE MOVED BUILDING PERMIT, THE APPLICANT WILL ONLY BE REQUIRED TO PROVIDE THE OWNERSHIP AND LEGAL DESCRIPTION DOCUMENTS DESCRIBED ABOVE AND THE FOLLOWING PLANS: GRADIN PLAN, SITE PLAN, FLOOR PLAN, ELEVATIONS, FOUNDATION PLAND AND GEOTECHNICAL (SOILS) REPORTS. ANY ADDITIONAL SUBMITTAL REQUIREMENTS FOR THE NECESSARY STRUCTURAL REPAIRS WILL BE DETERMINED AT THE MOVED BUILDING INSPECTION.

III. PLANS: Plans must be drawn to scale and in ink or reproduction.

Upon submittal of a plan package the applicant is required to pay a plan review fee based upon the size of the structure.

- A. Grading plan prepared by a Nevada registered professional civil engineer and showing building footprint, finished floor elevation, corresponding street elevations, lot drainage, scale, benchmark, north arrow, land contours and elevations.

Must be one of the following:

1. Grading plan prepared by a Nevada registered professional civil engineer (3 sets of which 1 copy must have the original stamp and signature)**
2. Parcel map grading plan, if available from Public Works map room (2 copies)
3. Recorded subdivision grading plan if available from Public Works map room (2 copies).

**4 sets are required if the grading plan is satisfying the site plan requirement shown below.

IF PROPERTY IS LOCATED IN A DESIGNATED FLOOD ZONE, ADDITIONAL REQUIREMENTS MAY BE IMPOSED BY PUBLIC WORKS. For information on the status of your property, call (702) 455-4600.

- B. Three (3) sets of building plans: Drawn to scale (in ink or reproduction), which include the following:
 1. **Site plan*** which includes lot dimensions, street names, building footprint and location, fences, walls, easements, rights of way, all setbacks from property lines and existing structures, north arrow and utility location.
***May be done in combination with the grading plan prepared by a Nevada registered professional civil engineer.**
 2. **Foundation plan:** Showing footing detail with size and any reinforcing steel placement; stemwall details with size, height and steel placement.

3. **Two (2) sets of geotechnical (soils) reports.**

The reports must be dated and bear the Nevada registered professional engineer's original stamp and signature. Reports must be less than one (1) year old or accompanied by 2 current cover letters of applicability which also bear the original stamp and signature of the engineer of record.

4. **Floor plan:** Fully dimensioned with all rooms labeled; showing all window and door sizes; and if applicable stair details.

5. **Elevations:** Front, rear and sides, including labeling of building exterior finish.

6. **Three (3) copies of electrical plans:** Floor plan showing electrical outlets, lighting fixtures, equipment, smoke detectors, GFI outlets and electrical service size location.

7. **Electrical load calculation (if required).**

REQUIRED IN THE FOLLOWING INSTANCES:

1. Proposed residence is between 2000 to 3000 sq. ft. in overall living area and is serviced solely by electric (unless there is a 400 amp main service)
2. For all dwellings over 3000 sq. ft. in overall living area

8. **Three (3) sets of gas piping plans** (if new gas line installed)

9. **Fireplace manufacturer's specifications** (if required)

Fireplaces in residential dwellings located in the unincorporated area of the Las Vegas Valley Hydrographic Basin at an elevation less than 4000 feet above sea level must be piped for natural or LP gas or comply with the minimum standards set forth in the Clark County code regarding wood burning fireplaces. In this case, manufacturer's specifications (make and model number) must be provided to verify conformance with EPA standards.

Part IV. Energy Standards

No plans or calculations for energy standards are required. The building inspector will verify the following minimum insulation as part of the envelope perimeter of habitable spaces:

- R-11 in exterior walls
- R-30 in attics
- R-19 in floors over crawl spaces, garage or overhangs

When replacing both the glazing and frame, a dual-glazed window must be used as the replacement.

Part V. Plan Preparation

Construction design plans and supporting documents must be prepared, signed, and stamped by a Nevada registered architect or professional engineer (as applicable for the discipline involved). A residential designer may submit design plans for single family or multi-family (maximum 4-plex) structures as authorized by the Nevada Revised Statutes (NRS 623). Each sheet of plans must be stamped, signed, and dated by the design professional. The cover sheets of each discipline must be wet-

stamped with an original signature of the design professional. In addition, the following exceptions are applicable provided that the stated conditions are met:

A contractor licensed under the provisions of the Nevada Revised Statutes (NRS 624) may prepare and submit his own plans provided that the plans are signed by the contractor and meet the conditions specified in the Nevada Revised Statutes (623).

As allowed under an exception to the Nevada Revised Statutes (NRS 623), owner/builders may prepare and submit their own plans for their private residential use. In order to utilize this exemption, the applicant will be required to title the plans without reference to being prepared by a party other than the property owner who is building or overseeing the building activities.

Part VI. Agency Approvals

Not required at initial submittal; however, they must be completed and presented to the Department of Building Permit Application prior to permit issuance.

I. WATER VERIFICATION – ONE OF THE FOLLOWING:

1. Las Vegas Valley Water District commitment (Application available at the Las Vegas Valley Water District and Clark County Department of Building.)
2. Water Commitment from another applicable water purveyor agency
3. Well Driller’s report if a private well
4. State Division of Water Resources Well Permit if a community well
5. Private Water Source (if applicable).

Note: Secondary habitable structures require their own source of water.

II. SANITATION (SEPTIC/SEWER) VERIFICATION - ONE OF THE FOLLOWING:

1. Clark County Water Reclamation (or other applicable sanitation agency) Connection Fee receipt for sewer
 2. Clark County Septic System Permit from the Clark County Health District
- Note: Secondary structures containing plumbing require their own sanitation verification.**

III. DESERT CONSERVATION PLAN LAND DISTURBANCE/MITIGATION FEE FORM

Exception: Not required for properties located 5000 feet above sea level.

IV. AIR QUALITY DUST PERMIT

Required if area to be disturbed exceeds .25 acre

V. PUBLIC WORKS PERMIT TO MOVE BUILDING

The following information will be required:

- Licensed and bonded moving contractor
- Route to be taken
- Size of building
- Proposed date and time of move

The Nevada Department of Transportation is to approve the route.

Part VII. Processing Time

The normal processing time to obtain a building permit for a moved residential building is approximately 2 weeks or 10 working days. This process includes plan reviews by Current Planning Zoning Plans Check, Public Works Development Review and Building Plans Examination. If there are problems with your plans during any of these reviews or if there is an increased volume of submittals from the public, this processing time could increase. In addition, if the building is over ten (10) years in age, a design review is required which will add approximately 30 to 45 days to the process. Thus, it is in your best interest to properly submit all required documents and plans and to respond promptly to any requests for information or corrections. Once your plans have been approved by Zoning Plans Examination, Public Works Development Review and Building Plans Examination, you will be notified that your permit is ready to be issued pending the receipt of all required departmental and agency approvals (including the Public Works permit to move the building). At this time, you will also be informed of the remaining fees that are due to Permit Application for the permit.

These fees may include the following:

- Permit fee(s)
- Plan review fees less payment made at plan submittal
- Desert Conservation Mitigation and Administrative Fees
- Transportation Tax
- Residential (Park Fee) Construction Tax

When you return to Permit Application and pay your fees, the permit for the foundation and any necessary repairs, and the inspection record (job card) will be issued. Permits are issued from 7:30 am to 3:45 pm during normal business days. In addition, one set of approved plans will be returned to the permittee, and the Department of Building will retain one set of plans. The third set of plans is a working set only and will not be returned to the permittee nor retained by the Department of Building.

Part VIII. Inspection Information

When you begin construction, you will be required to call the Department of Building (702) 455-3000 for inspections as each phase is completed.

For your convenience and to help expedite your inspection requests, Clark County Department of Building offers both an automated Telephone Inspection Scheduling System and Inspection Scheduling via the Internet.

To use the automated Telephone System, call (702) 455-3000, press “1” to select inspections, and follow the prompts. You will need the phone system number and 4-digit inspection type codes which are located on both the permit and inspection record (job card).

To schedule an inspection online, visit <http://www.clarkcountynv.gov/building> and click on the “Construction Services Online” button. Then click on the link to “Schedule or Cancel Inspections.” Access requires Permit and Internet P.I.N. numbers which are printed at the top of the Permit form.

The inspection record (job card) received at permit issuance lists the required inspections for your project. These inspections must be done in sequence as shown on the inspection record form, and NO

WORK should be covered before it receives an approved inspection. In addition, the permit, inspection record form, and approved plans must be kept on-site for convenient access by the Inspection staff. Moved buildings will be inspected for compliance with the approved plans. In conjunction with the first requested inspection after the building is on site, the inspector will perform a "Moved Building Inspection." If life safety items are discovered that have not been addressed on the approved plans, discrepancies will be listed and correction required. If structural distress is observed, it may be necessary to remove drywall or other items to facilitate a more thorough inspection of the affected area. Additional permits and plan details may be required for extensive repairs.

Each permit must have an approved required inspection within 180 days from the permit issue date or from the last approved inspection; otherwise, the permit becomes null & void.

NOTE: Permits issued for structures located at Mt. Charleston have 365 days to receive an approved required inspection from the permit issue date or from the last approved inspection.

After passing all required inspections (including the final) and upon the Department receiving all of the required clearance items and agency approvals, occupancy is approved and authorization is given to the appropriate utilities to begin service. If you have any questions regarding this information, please call (702) 455-3000.

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

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