



## \*\*\*Notice\*\*\* Submittal Requirements for Building Permits

Rev. 8-29-05

Please note the following:

Effective January 24, 2005, the City of Henderson will have new requirements regarding the number of plans sets needed for Building Permit Submittals.

The following is a list of the most common permit types as well as the number of plans required for each. *\*\*Unless otherwise notated, two of the total number of required sets need to be “wet sealed,” meaning that every page in the plan set needs to have an original signature, and if designed by a professional, a copy of their stamp as well.*

- Custom Home - 4 Sets
- Residential Addition/  
Detached Garages - 3 Sets
- Residential Remodel - 2 Sets
- Casita (Guest House) - 4 Sets
- Pool and Spa - 2 Sets
- Tenant Improvements or  
Restaurants - 5 Sets
- Commercial Shells and/or  
Complete Buildings - 5 Sets
- Apartments - 5 Sets
- Condos/ Townhomes - 4 Sets
- Single Family Homes  
Standard Plans - 3 Sets
- Grading - 4 Sets (all 4 sets “wet sealed”)
- Sales Trailer - 5 Sets of Site Plans (2 sets “wet sealed”)  
2 Sets Structural (need not be “wet sealed”)

If you are *re*-submitting in response to comments, you must provide two new sets of “wet sealed” plans that reflect the changes that were made (these will go to the Building Plans Check Department,), as well as one copied set for each of the departments that you are responding to. For example, if you are responding to comments from Building, Fire, and Community Development, you will need to provide two “wet sealed” and two copied sets of plans. Also, you will need to fill out a routing form for each department and attach it to the plans.

If you have questions regarding any of the above policies, please contact the Building and Fire Safety Department at (702) 267-3620.