



# TENANT IMPROVEMENTS

## Submittal Checklist

11/20/19 V12

### City of Henderson Development Services Center

240 Water Street  
PO Box 95050  
Henderson, Nevada 89009-5050  
(702) 267-3600 phone  
(702) 267-3601 fax

This checklist is provided for the convenience of our customers. Complete and accurate plan submittals help speed the plan review process. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for revisions by City staff. Please use the checklist to ensure that your application includes all of the information necessary for a timely review of your plans.

### Part. 1 Applicant's Responsibility

**Applicants are responsible for submitting complete applications.**  
Incomplete applications will result in plans being rejected for acceptance, or returned to the applicant during the review process. City service commitments will not apply to incomplete submittals.

### Part. 2 Prerequisites

The following items must be completed before a building permit application can be accepted for processing:

- A Shell Building Application**  
*Submitted prior to application or submitted with the Tenant Improvement application.*
- Appropriate zoning is currently in place for this proposed use**  
*Contact Community Development at (702) 267-3640 for more information.*
- Permanent address assigned, including suite numbers** [if applicable]
- A Conditional Use Permit or Variance has been approved, if required**
- A Design Review or Planned Unit Development**  
*Approved for this site.*
- Compliance with Planning Commission and/or City Council actions**  
*Related to this parcel and the associated conditions of development.*

### Part. 3 Applicable Codes

Project must meet the requirements of the City's adopted codes, ordinances, and regulations:

- 2018 International Building Code with local amendments
- 2018 International Fire Code with local amendments
- 2018 Uniform Mechanical Code with local amendments
- 2018 Uniform Plumbing Code with local amendments
- 2017 National Electrical Code with local amendments
- 2018 International Energy Conservation Code with local amendments
- Development Code, of the Henderson Municipal Code [Titles 13 & 19]
- Conditions of approval from prior zoning, design review, and map applications
- Building & Fire Safety Division Shell Policy

### Part. 4 Submittal Package

Provide the following information at the time you submit your application for a building permit. Please submit the required number of copies of plans and related documents for routing to reviewing departments:

- Completed Building Permit application for each tenant improvement**
- 5 complete sets of plans**  
*At least 2 of the 5 sets must be signed and sealed by the registered design professional.*
- 2 copies of energy code analysis** [if applicable]  
*Must be signed by preparer using the City of Henderson form, designer's form, or approved program.*
- 2 copies of Electrical Load Calculations**  
*Must be signed by preparer using the City of Henderson form or designer's form.*
- 2 copies of Structural Calculations** [if applicable]  
*The calculations must be signed and sealed by the registered design professional.*

**Part. 5  
Plan Contents**

Plans must contain the following minimum contents. This list is not intended to be all-inclusive of every detail required on a set of Tenant Improvement plans. Rather, it is provided to give an overview of the basic plan contents needed for the review of plan sets.

*See the State of Nevada 2014 Blue Book for more information.*

- General**  **Cover Sheet**  
Cover sheet must have the following contents for plan submittal to be accepted:  
\_\_\_ Address  
\_\_\_ Location map  
\_\_\_ Square feet of structures  
\_\_\_ Complete code analysis

Additional information required for a complete plan review will include: type of construction, occupancy classification, energy schedule, exiting requirements, fire sprinklers, and accessible parking and dwelling requirements.
- Architectural**  **Site Plan**  
Provide a dimensioned site plan that is in compliance with the approved entitlements for the project and any conditions of approval. Show structures on the site and set backs. Include any exterior work on the building. Show tenant space within the building and identify adjacent occupancies and uses.

**Site Details**  
Include trash enclosures, parking areas, accessibility, wall details, and screening methods for all ground mounted mechanical equipment.

**Floor Plans**  
Provide dimensioned floor plans showing all walls, structural elements, exits, windows, fire assemblies, draft stops, separations, and related information.

**Roof & Ceiling Plans**  
Show all elements, assemblies, fire ratings, and material. Include dimensions and details as required.

**Building & Wall Sections**  
Show dimension of all heights, materials of construction, non-related and fire-rated assemblies, and fire-rated penetrations.

**Architectural Details**  
Show building sections, wall sections, waterproofing, fire proofing, weather proofing, door and window information, finishes, and accessibility requirements.  
Note: For roof top mounted mechanical, elevation plans must be provided and they shall indicate the method of screening as well as the unit height to ensure it does not exceed the height of the parapet wall.
- Structural**  **Structural Notes & Details** [if applicable & may be included in structural calculations]  
If tenant improvement affects the structure, provide material specifications and requirements for all structural elements and assemblies, including design requirements, special inspection requirements, and structural observation. Show all details of connection, interfaces, assemblies, and fabrication units.

**Foundation Plans, Floor & Roof Framing Plans** [if applicable]  
If tenant improvement affects the foundation, floor or roof, show all foundations and footings. Include size, locations, thickness, materials, strengths, and reinforcing. Show all imbedded anchoring such as anchor bolts, hold-downs, and post bases. For roof and floor plans, show all structural members, their size, methods of attachment, location, and materials for roof.
- Electrical**  **Electrical Plans**  
Show the size and location of the main electrical service equipment and all subpanels. Show the location of all outlets, switches, light fixtures (interior and exterior and site), smoke detectors, and special outlets. Identify the locations of all required GFCI and AFCI protected outlets and light fixtures.

**One Line Diagram**  
Provide One Line Diagrams of all major wiring and design.
- Plumbing**  **Water & Waste Water Plumbing Plans**  
Show all points of connection to water and sewer lines, with call outs identifying each plumbing fixture.

**Plumbing Fixtures and Calculations**  
\_\_\_ List each individual fixture and indicate whether each fixture is connected to water, direct waste, and/or indirect waste in a fixture table.  
\_\_\_ Provide gas demand schedule showing individual and total appliance BTU/CFH demands.

\_\_\_ Provide plan view or isometric drawing showing gas pipe type, size, and length.  
If medium pressure gas is used, a letter from Southwest Gas indicating availability is required.

**Mechanical**

**Mechanical Plans**

Provide dimensioned mechanical plans showing duct layouts and sizes, fire, smoke and combination fire/smoke dampers. Location of mechanical units on roof, ground, or walls. Provide cross-section of roof showing mechanical units and parapet walls. **Note: For roof top mounted mechanical, elevation plans must be provided and they shall indicate the method of screening as well as the unit height to ensure it does not exceed the height of the parapet wall.**

**Equipment Schedules**

Provide a detailed schedule of all mechanical equipment and sizes.

**Kitchen Plans**

**Kitchen Plan Details** [if applicable]

If tenant improvement includes a full service kitchen, submit a detailed kitchen plan with call outs identifying kitchen equipment and plumbing fixtures.

**Part. 6**

**Other Information**

**Construction Debris**

**A completed Debris Containment Form** [with attached address list]

**Fire Protection**

**Fire Sprinkler & Alarm Plans** [if applicable]

Fire protection system plans and calculations are typically submitted after the main set of building plans is accepted for review. See fire protections systems checklist or call (702) 267-3630 for more information.

**Exiting Plans**

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For information on determining exiting plan requirements, please call (702) 267-3650.

**Walk Through Criteria**

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The following types of projects **may** be allowed as a walk through application:

1. Group A occupancies under 1500 square feet.
2. Group B occupancies under 3000 square feet.
3. All other occupancies [not prohibited below] under 10,000 square feet.
4. A maximum of two Tenant Improvement/Commercial Remodel applications, meeting the above criteria, can be processed at the same time.

The following **cannot** be allowed as a walk through application:

1. Group H occupancies.
2. Dry-cleaning businesses containing dry cleaning equipment.
3. Any building with hazardous material in excess of exempt amounts.
4. All Tenant Improvements and Commercial Remodels in major projects [Hotels, Casinos, Hospitals, Restaurants, the Galleria Mall, etc.].
5. Three or more Tenant Improvement/remodel applications at one time.
6. Projects requiring structural calculations and plans.
7. Massage Establishments

**Food Establishments**

**Southern Nevada Health District**

Contact the Southern Nevada Health District at (702) 759-1258 for their specific requirements for approval.

**Redevelopment**

If your project is located in a Redevelopment Area, a signed Redevelopment Authorization Form is required.