



Signs Plan Submittal Checklist

12/13/18 V7

City of Henderson Development Services Center

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This checklist is provided as a convenience for our customers to help in submitting applications for political, temporary, and permanent illuminated or non-illuminated signs. 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 assure 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 must be completed before a sign permit application can be accepted for processing:

Master Sign Plan *(if applicable)*

Certain developments will require a Master Sign Plan to be approved prior to any sign permit application submittal.

Section 19.6.7 of *The Development Code* requires a Master Sign Plan for the following:

- *Non-restricted or limited gaming establishments.*
- *Any non-residential development with a cumulative gross floor area of 50,000 square feet or more.*
- *Any development with a cumulative gross site area of ten acres or more.*
- *Any development whose signage requires action by Planning Commission or City Council, coordination with its surrounding area or coordination with an approved site plan and design review plan.*
- *Any other development or circumstance expressly subject to a master sign plan.*
- *Proposals seeking modification or reductions to applicable sign regulations.*

For additional information on these requirements please contact the City of Henderson Community Development Department at (702) 267-3640.

Part. 3 Applicable Codes

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

2018 International Building Code

Part. 4 Submittal Package

Provide the following information at the time you submit your application for a permit. Please submit the required number of copies of plans and related documents.

- Completed Building Permit Application**
- 2 Complete Sets of Plans (3 Complete Sets if a Freestanding or Monument Sign)**
Must be signed by the designer or other authorized party. See Part 5 for plan set contents.
- 2 copies Geotechnical (soil) Reports *(if applicable)***
For freestanding signage
Must be signed and sealed by registered engineer.

Part. 5 Plan Contents

Plans must contain the following minimum contents. This list is not intended to be all inclusive of every detail required. It does provide an overview of the basic plan contents. See the State of Nevada 2014 Blue Book for more information

Design

Sign Design

- *Must show sign dimensions and square footage, type of sign (i.e. channel letters, cabinet, pylon) and, if a wall mounted sign, method of attachment and location on the building.*
- *Must indicate whether the sign is illuminated or non-illuminated.*
- *If a wall mounted sign, must indicate the width of the tenant lease space.*

Engineering

Engineering *(if applicable)* *Must be signed and sealed by a Nevada civil or structural engineer.*

Site Map

Site Map

- *Must show location of sign(s) including setbacks if the sign is freestanding*
- *Please do not use aerial photos as the site map (not legible for reproduction)*