



CUSTOM RESIDENTIAL Submittal Checklist

04/29/2020 V7

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 must be completed before a custom residential permit application can be accepted for processing:

- Final Map or Parcel Map recorded**
- Appropriate zoning is currently in place for this proposed use**
Contact Community Development at (702) 267-3640 for more information.
- A permanent address assigned**
- A Drainage [Hydrology] Study**
Approval required if located in FEMA Flood Zone A, if a wash faces toward the property, if a wash runs through the property, or if required by Public Works. For more information, please call Public Works at (702) 267-3022.
- Associated Civil Improvement Plans**
If water or sewer line extension is required, associated civil improvement plans for this site must have been previously approved or must be currently in the review process. For more information, please call Utility Services, Technical Services division, at (702) 267-3670.
- A conditional use permit or variance for Guest House and/or Casita**
If custom home plans include a guesthouse or casita, applicant must receive prior Planning Commission approval. For more information, please call Community Development at (702) 267-3640.
- Homeowners' Association letter of approval**
Applies only to custom homes developed in Lake Las Vegas, MacDonald Ranch, and Ascaya. Lake Las Vegas also requires Homeowners' Association sign off on the actual plans submitted.

Part. 3 Applicable Codes

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

- 2018 International Residential Code, International Building Code, or a combination of both codes 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

Part. 4 Submittal Package

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

- A completed Building Permit application**
- Detached Structures** [if applicable]
Any detached structure, e.g. guesthouse, casita, garage, fences/wall, or pool, must have a separate permit application. See Part 6 for detached structure submittal information (guesthouse, casita or garage). Fence/Wall and pool checklists are available at www.cityofhenderson.com/dsc.

- 4 complete sets of plans**
Include a copy of the Plot and Grading Plan in each set. At least 2 of the 4 sets must be electronically stamped with digital signature by the registered design professional.
- 2 extra copies of the Plot and Grading Plans [24" x 36"]**
Plot and grading Plans in addition to the 4 copies included in each set. Both of these must be electronically stamped with digital signature by a Professional Civil Engineer registered with the State of Nevada. An Architect or Surveyor may stamp the plot and grading plan only when the custom home is part of a master grading plan stamped by a Civil Engineer and the finished floor is not changed.
- 2 copies of Geotechnical [soils] reports**
The reports must be electronically stamped with digital signature by the registered design professional who is responsible for the report. The date of the report must be within one year of the building permit application date unless an updated letter is provided by the design professional who prepared the report.
- 2 copies of energy code analysis**
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 heat/gain heat/loss calculations**
Must be signed by preparer and comply with ACCA Manual J or other accepted method.
- 2 copies of Structural Calculations**
The calculations must be electronically stamped with digital signature by the registered design professional responsible for the structural design of the building.
- 2 copies of Truss Structural Calculations [if applicable & may be deferred]**
The calculations must be electronically stamped with digital signature by the registered design professional. The truss calculations must be reviewed and accepted by the design professional responsible for the structural design of the building.
- A copy of the recorded deed**
- Copy of Master Grading Plan [if applicable]**
Required for custom lots included in a subdivision master grading plan.
Any significant changes to the original grading plan must be made by the engineer of record and approved by the City of Henderson Public Works. The New Development section of Public Works must clear exceptions to this rule.

Part. 5 Plan Contents

General

- Plans must contain the following minimum contents. This list is not intended to be all-inclusive of every detail required.
See the State of Nevada 2014 Blue Book for more information.
- Cover Sheet** - Cover sheets must have the following contents for plan submittal to be accepted:
 - ___ Address
 - ___ Location map
 - ___ Square foot of the structure
 - ___ Complete Code Analysis

Additional information required for a complete plan review will include: type of construction, occupancy classification, energy schedule, and identification of fire sprinklers *[if applicable]*.
- Site Plan**
Plan must be in compliance with the approved entitlements for the project, meet any conditions of approval, and contain the following elements for plan submittal to be accepted:
 - ___ Show address, lot and block number
 - ___ Show all structures on the site and setbacks

Additional information required for a complete plan review will also include: show dimensions to property lines from front and rear of house. Driveway slopes cannot exceed a maximum slope of 12.5%. If applicable, show patios, balconies, accessory structures, fences, and trash enclosures.

NOTE: Site Plan and Plot & Grading Plan information may be combined into a single plan.

**Plot &
Grading Plan**

Plot & Grading Plan

- ___ Vicinity Map
- ___ Address of Property and/or Assessor's Parcel Number
- ___ Owner's Name and Address
- ___ Engineer's, Architect's, or Surveyor's Name and Address

Plans shall also include: a legend, Basis of Bearing, and City of Henderson Benchmark. The scale shall not be less than 1" = 50'. Show elevation at flow line high point, flow lines with direction of flow arrows, and spot elevations as needed to show drainage from the property. A minimum 1% slope is required for drainage around the building, and 2% slope for drainage away from the building. Identify Cross Sections for all property lines showing wall, property line, swales, adjacent property elevation, and any fixed structures. Include perimeter wall details including wall openings to maintain the historic drainage patterns. Show existing contours extending 50 feet beyond the site. Show existing rights-of-way and existing improvements adjacent to the property. The pad elevation and the finished floor elevation must be shown on the plan, include total cubic yards of cut and fill.

NOTE: Plot & Grading Plan and Site Plan information may be combined into a single plan.

Architectural

Floor Plan

Provide a dimensioned floor plan showing all walls, structural elements, exits, windows, fire assemblies, draft stops, separations, and related information.

Exterior Elevation

Elevations of exterior walls, showing heights, construction material and openings must be submitted to be accepted.

Additional information required for a complete plan review will include showing all views, openings, vertical dimensions and heights, and identifying all materials and approved colors. Provide elevations of exterior walls, including screening methods for all mechanical, electrical, utility, communications equipment, and the location of the address on the building.

Roof & Ceiling Plans

Show all elements, assemblies, fire ratings and material, dimensions, and details.

Building & Wall Section Details

Show dimension of all heights, materials of construction, non-related and fire-rated assemblies, and fire-rated penetrations [*if applicable*].

Architectural Details

Show building sections, wall sections, waterproofing, fire proofing, weather proofing, door and window information, finishes, and accessibility requirements.

Structural

Structural Notes [*may be included in structural calculations*]

Include material specifications and requirements for all structural elements and assemblies, including design requirements, special inspection requirements, and structural observation. Third party inspection requirements shall be project specific. *Please do not use boiler plate special inspection lists.*

Foundation Plans

Show all foundations and footings, indicating size, locations, thicknesses, materials, strengths and reinforcing. Show all imbedded anchoring such as anchor bolts, hold-downs, and post bases. Reference soil report for the proposed structure at that site as required.

Floor & Roof Framing Plans

Show all structural members, their size, methods of attachment, location, and materials.

- Structural Details**
Show details of all connections, interfaces, assemblies, fabrication units, etc.
- Electrical** **Electrical Plans**
Show the size and location of the main electrical service equipment and all sub-panels. Show the location of all outlets, switches, light fixtures [*interior, exterior, and site*], smoke detectors, and special outlets. Identify the locations of all required GFCI and AFCI protected outlets and light fixtures. If electrical services are 600 amps or larger, electrical plans must include a One-Line Diagram.
- Plumbing** **Water & Waste Water Plumbing Plans**
Show all points of connection to water and sewer lines, with call outs identifying each plumbing fixture. Indicate the minimum water meter size required in accordance with the Uniform Plumbing Code.
The meter size called out on the plumbing plans must match the meter size called out on the associated civil plans. **If the meter size required is larger than the size called out on the approved civil plans, a civil revision will be required and Southern Nevada Water Authority fees will be due before the permit is approved.**
- 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.
___ Include the gas demand schedule showing individual and total appliance BTU/CFH demands.
___ Show either plan view or isometric drawing showing gas pipe type, size, and length. Include gas table used.
- 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. Normally mechanical engineering plans are required.
- Equipment Schedules**
Show details of all mechanical equipment and sizes.

Part. 6

Other Information

Water Assignment

- Water Assignment Letter**
Residential lots in some master-planned communities [*as specified in the Water Commitment packet*] require a Water Assignment letter prior to permit approval by Utility Services. The master-plan developer sends the letter directly to Utility Services once the property owner has met the developer's requirements.

Fire Protection

- Fire Sprinkler Plans** [*shall be required for all custom homes*]
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.

Septic Tanks

- Septic permit from Clark County Health Department** [*if applicable*]
If a custom home is using a septic tank, a Septic Permit from Clark County Health District (702) 759-0660, must be submitted to the Department of Utility Services before the building permit will be approved.

Wells

- "Tested & Approved" well-driller's report** [*if applicable*]
If a custom home is being provided water from a well, the tested & approved Well Drillers Report must be submitted to the Department of Utility Services before the building permit will be approved.

Grading Permit

- Grading Permit**
At the time of custom home submittal it will be determined if a Grading Permit is required. It may be necessary to visit the site to make the final decision in certain cases, and the decision will be forwarded to the applicant. If a Grading Permit is required, an application shall be submitted with the residential building permit application. The submittal package for the residential building will be utilized for the Grading Permit with no additional documents required, other than the application forms. Contact Public Works at (702) 267-3680 to determine if a grading permit will be required.

Detached Structure Submittal

- Guest Houses & Casitas (Building Permit)**
Show the finished floor elevation on site plan/plot and grading plan
A finished floor elevation certificate is required for each structure

Redevelopment

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