



RESIDENTIAL ADDITION Plan Submittal Checklist

12/13/18 V8

**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 residential addition permit application can be accepted for processing:

- Variance for setback reduction** [if applicable]
Please check with the Community Development Department to identify required setbacks for the addition. Please note that a variance must be in place prior to submittal if you do not completely meet setback requirements. For more information, please call Community Development at (702) 267-3640.
- Homeowners' Association letter of approval** [if applicable]
Applies only to residential additions to custom homes developed in Lake Las Vegas and MacDonald Ranch. 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 residential addition permit. Please submit the required number of copies of plans and related documents for routing to reviewing departments:

- A completed Building Permit application**
- 3 complete sets of plans**
At least 2 of the 3 sets must be signed by the designer.
- 2 copies of Geotechnical [soils] reports** [if addition is 600 square feet or larger]
The reports must be signed and sealed 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 heat/gain heat/loss calculations**
Must be signed by preparer and comply with ACCA Manual J or other accepted method. Required for all additions that include new heating and cooling equipment.
- 2 copies of Electrical Load Calculations** [if required]
Must be signed by preparer using the City of Henderson form or designer's form. For more information, contact Building Plan Review at (702) 267-3650.
- 2 copies of Structural Calculations** [if required]
The calculations must be signed and sealed by the registered design professional responsible for the structural design of the building. Lateral bracing may be accomplished using the City of Henderson's handout: "Residential Room Addition Fully Sheathed Prescriptive Braced Wall Line Design".
- 2 copies of Truss Structural Calculations** [if applicable & may be deferred]

The calculations must be signed and sealed 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.

Part. 5 Plan Contents

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.

- 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 and 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. For garage additions, driveway slope cannot exceed a maximum of 12.5%. Show all new and existing patios, balconies, accessory structures, fences, pools, and spas.
- Floor Plan**

Provide a dimensioned floor plan of the new addition showing all walls, structural elements, exits, windows, fire assemblies, draft stops, separations, and related information. Include all adjacent spaces showing use, doors, windows, etc.
- Exterior Elevation**

Elevations of exterior walls, showing heights, construction material, and openings must be submitted to be accepted.
- Building & Wall Section Details**

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

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.
- Plumbing Plans** *[if applicable]*

Show all points of connection to water and sewer lines, with call outs identifying each plumbing fixture. List each individual fixture and indicate whether each fixture is connected to water, direct waste, and/or indirect waste in a fixture table.
- Mechanical Plans** *[if applicable]*

Provide dimensioned mechanical plans showing duct layouts and sizes, fire, smoke and combination fire/smoke dampers, location of mechanical units to be added on roof, ground, or walls.

Part. 6 Other Information

Residential Addition

In order to be considered a residential addition, the proposed addition must be attached to the existing structure by roofline or common wall. If not attached, it will be considered an accessory structure (for example guest house or casita).

Downloadable Sample Plans & other related information

Log onto www.cityofhenderson.com, click on City Departments, then click on Building & Fire Safety, click on Standard Designs, and then click on the room addition link.

Remodel

Additional permits may be required for interior remodeling of existing structure.

Fire Protection

- Fire Sprinkler Plans** *[if applicable]*

If house currently has fire sprinklers, a fire sprinkler contractor will be required to submit fire protection system plans and calculations 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 District** *[if applicable]*

If existing home is using a septic tank, approval must be obtained from the Clark County Health District before the building permit will be approved.