



# Single Family Production Plan Submittal Checklist

12/13/18 V3

## 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 following 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 Single Family Production Plan 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 Drainage [Hydrology] Study**  
*Approved for this site.*
- Traffic Study**  
*Approved for this site.*
- Associated Civil Improvement Plans**  
*Must have previously approved plans or plans must be in the review process. A permit cannot be issued until the accompanying Civil Improvement Plans are approved. Delays in getting Civil Improvement Plans approved will delay the issuance of the permit.*
- A conditional use permit or variance Guest House and/or Casita**  
*Applicant must receive prior Planning Commission Approval. For more information, please call Community Development at (702) 267-3640.*
- A design review or planned unit development**  
*Approved for this site.*
- An approved Single Family Standard Plan for this subdivision.**

### Part. 3 Applicable Codes

Project is designed to meet the requirements of the following 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 Single Family Production permit. Please submit the required number of copies of plans and related documents for routing to reviewing departments:

- Completed Debris Containment Form with attached address list** [per release]

- 2 copies of Plot Plans [8.5" x 11"]**

Plot Plans 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 structure on the site and setbacks

Additional information required for a complete plan review will include showing 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.

- A copy of the approved Master Options List showing selected options for this address**

**Part. 5**  
**Other Information**

**Single Family Permit Types**

BRBY = Single Family Standard Plan

BRB1 = Single Family Model

BRB2 = Single Family Production

If a Single Family Standard Plan (BRBY) is going to Single Family Production (BRB2) because no models are being built, then a completed permit application is required for each one of the different plans.