

# Clark County Development Services

## Residential Permit Application Process Overview

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# Clark County Department of Development Services

## Vision-

Clark County Development Services will be the leader in providing state-of-the-art services to enhance the built environment.

## Mission-

We will provide timely, progressive and effective plan review, permitting, and inspection of construction to ensure compatible and safe development for citizens and visitors of Clark County.

# Agenda: Items to be Covered:

- Introduction / Background
- Main Steps of the Process:
  - Step 1 - “Standard Plan” - Building Plan Submittal (Tentative Map)
  - Step 2 - Subdivision (Final Map) Plan Review
  - Step 3 - Site (Lot) Plan Approval and Permit Issuance
- Tips, Do's & Don'ts
- Contact Information
- Website - Tour
- Questions

# Seminar Goals:

- Improve understanding of all submittal requirements and reviews
- Inform applicants about processing involved with:
  - Building Plan Submittal (Tentative Map) process
  - Subdivision (Final Map) Plan review process
  - Site (Lot) Plan approval and permit issuance
- Inform applicants about Model Permits and “Re-Site” Plan approval

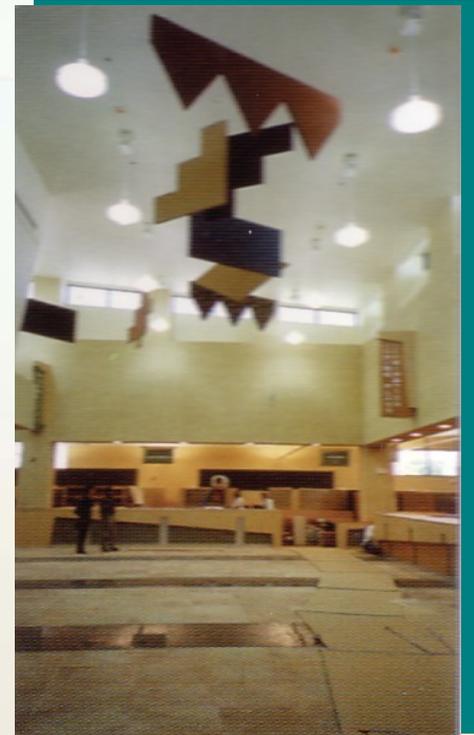
# Introduction / Background

Residential Standard Plans: Same plan for multiple lots within a Residential Subdivision

- Replaced the previous “Plot Plan” process
- Implemented with the adoption of the 2000 International Residential Code
- Applies to Plans associated with Residential Subdivisions within the boundaries of a Tentative Map
- Streamlines procedures/processes into three (3) distinct steps that provides all necessary reviews in order to obtain Building permits

# Submittals: Where?

Development Services  
Permit Application Center  
Russell Road Office  
4701 Russell Rd



# Step 1 - "Standard Plan" - Building Plan Submittal: -(Tentative Map)

- Includes review and approval of Building plans, and footprints to both Building and Zoning codes/conditions
- Plans will be reviewed and approved on a site-specific (Tentative Map / Subdivision) basis
- Only plans that are reviewed and approved for the specific subdivision(s) within the boundaries on the tentative map will be issued permits for that subdivision

# Step 1 - "Standard Plan" - (Cont.)

## Submittal requirements:

### Building Plans:

- Two complete sets of plans, drawn to scale on a minimum sheet size of 24"x36" stamped, and sealed by appropriate design professionals, containing the following:
  - Geotechnical report (not more than one year old or with current update letter)
  - Foundation plan and footing details
  - Floor plan with dimensions
  - Floor/roof framing plans with all header/beam sizes
  - Front, back and side elevations
  - All necessary cross section details
  - Structural calculations and lateral bracing analyses, stamped and signed by a Nevada Licensed Engineer with all details on plans

# Step 1 - "Standard Plan" - (Cont.)

## Building Plans –(Cont.)

- Truss calculations (stamped and signed)
- Fireplace details (if not gas; manufacturer's name, model number, and ICC number)
- Energy calculations
- Approved Utility Plan including Fire Flow Calculations
- Clark County Fire Department Sprinkler Plan (if applicable)

## One set of architectural plans (unstamped) – Zoning Set

## Electrical Plans (two copies):

- Electrical floor plan
- Electrical load calculations and panel board schedules

## Plumbing Plans (two copies):

- Plumbing floor plan
- Gas piping plan

**Note: These submittals along with a copy of the Tentative map and footprints for each plan (model) are reviewed by Building Plans Examination.**

# Step 1 - "Standard Plan" - (Cont.)

## Submittal requirements (Cont.):

### Tentative Map:

- Three copies of the approved Tentative Map of the subdivision including the Tentative Map number

### Building Footprint(s):

- Three copies of a fully dimensioned, (to scale) footprint of each proposed Standard Plan model (with option[s])

# Step 1 - "Standard Plan" - (Cont.)

## Building Footprint(s): - (Cont.)

- The footprint (at a scale no smaller than 1" = 10', and 1/8" minimum font size) must include:
  - Dimensioned architectural intrusions
  - Pop-outs and overhangs
  - Minimum lot depth and width for interior and corner lots are required to meet minimum Title 30 (or Title 29, if applicable) and the 2000 International Residential Code setback requirements - minimum setbacks shall be noted on the plan
  - Model number
  - Breakdown of square footage
  - Number of stories

# Step 1 - "Standard Plan" - (Cont.)

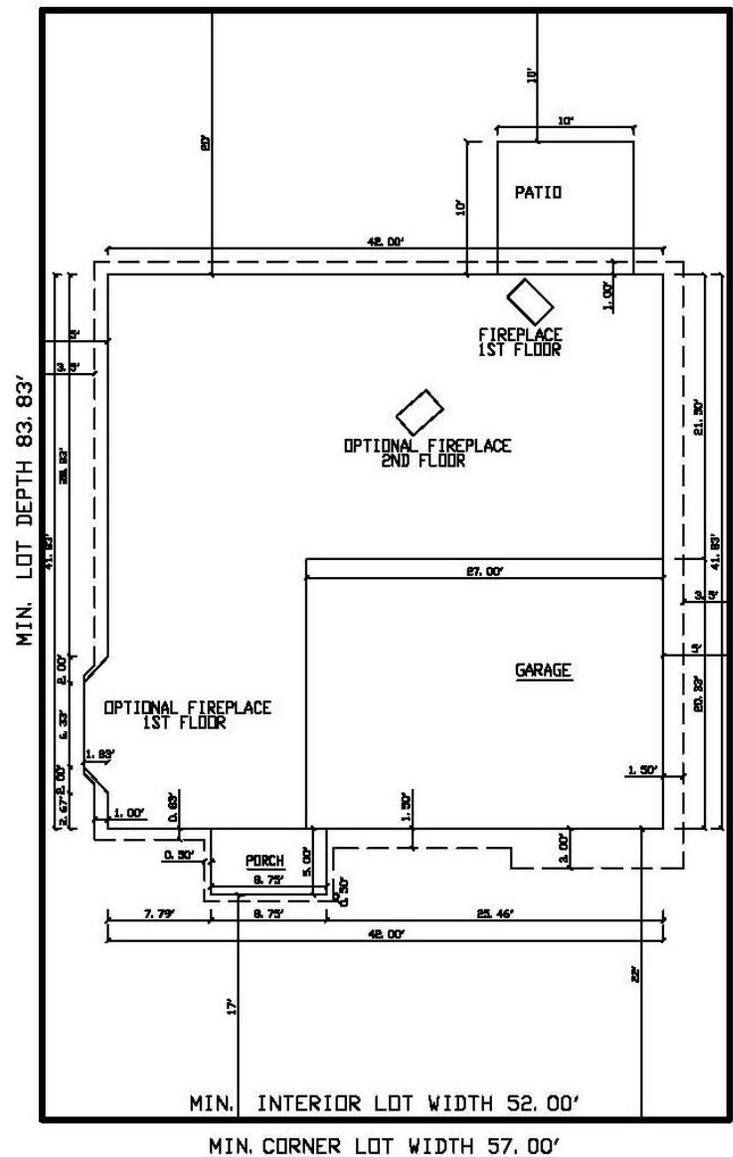
## Building Footprint(s): - (Cont.)

- Lot coverage square footage
- Number of fire places
- Overall building height
- Denote garage and garage door location

***Note: These submittals along with a copy of the Tentative map and footprints for each plan (model) are reviewed by Zoning Plans Examination.***

# Sample Standard Plan Footprint

**EXAMPLE A**  
SAMPLE STANDARD PLAN FOOTPRINT  
MIN. SCALE: 1" = 10', MIN. FONT SIZE = 1/8"



# Step 1 - "Standard Plan" - (Cont.)

- Upon acceptance of a complete application (including all previously noted items), the applicant will be required to pay an estimated Plans Examination fee
- A tracking number (43-XXXX), will be assigned to the application and given to the applicant
- Once the Standard Plans are approved by both Building & Zoning Plans Examination, the tracking number (43-XXXX) will be converted into a Standard Plan number (53-XXXX) and assigned to each model
- The (53-XXXX) number assigned to the Plans and Footprint will be utilized in Steps 2 & 3

# Step 1 - "Standard Plan" - (Cont.)

- Upon issuance of a Standard Plan (53-XXXX) number, a plans examination fee work-up will be performed on each model
- Applicants will be notified when plans are ready for pick-up and informed of any outstanding Building and Zoning Plans Examination fees
- Applicant will need to submit completed Electrical, Plumbing and Mechanical permit applications for each model
- Payment of outstanding fees will be required prior to transfer a copy of the approved plans and footprint to the applicant
- In addition to one set of approved plans for field construction, the applicant will also be given a complete permit fee work-up (indicating Building fees and taxes), associated with permit issuance within the specific subdivision in which the model will be constructed

# Step 1 - "Standard Plan" - (Cont.)

## Note:

- Model changes are limited to an increase of 10% of the total square footage and no more than two options per plan will be approved
- Fireplaces, balconies, media niches, patio covers, and additional second floor area where previously shown as open are not considered options when applying the above restriction
- Model options will not be allowed to include any additional levels (above or below) the number of floors indicated on the original submittal
- This requires assignment of a separate "Standard Plan" (53-XXXX) number

# Step 2 - Subdivision Plan Review

- Now that Step 1 is completed and there are approved Plans and Footprints with a “53-XXXX number applicants will proceed to Step 2
- Key aspects include the verification of all applicable Land Use conditions of approval (i.e., one-story homes along the peripheral boundary; intense landscaping along major streets, etc.) - Subdivision Plan reviews will be conducted **after** the Final Map has recorded

# Step 2 - Subdivision Plan Review

- Submittal Requirements:

- Two 24" x 36" copies of **recorded** Final Map with reference to Tentative Map
- Two copies of approved footprints and Standard Plan (53-XXXX) numbers of all Standard Plans approved for the Subdivision in Step 1
- Two copies of a Landscape Plan for the Subdivision and a typical lot layout
- Landscape certificate for the entire subdivision
- Two copies of approved Grading Plan and associated detail sheets
- Two copies of approved Water Utility Plan
- Completed applications will be accepted and assigned a tracking (06-XXXX) number

## Step 2. - Subdivision Plan Review (Cont.)

- Zoning Plans Examination will review plans for compliance to all Land Use Conditions of Approval and Title 30 requirements or other applicable zoning codes in effect at the time of review
- All minimum setbacks, as well as any special conditions of approval, shall be noted on plans along with the designation of a Type II Drainage Certificate (if applicable)
- Upon approval of Subdivision Plan, a Plans Examination fee, based on an hourly rate, will be assessed and collected
- One copy of the approved Subdivision Plan and associated documentation is to be on the job site - other copy is retained by Clark County Development Services

# Step 3 - Site (Lot) Plan Review

- It is Time for Permits - !!!!!
- On to Step 3 .....

# Step 3 - Site (Lot) Plan Approval and Permit Issue

- To obtain a Site (Lot) Plan approval and have a building permit issued, applicants must bring the following items to the Department of Development Services for either an "Over-the-Counter" or "Drop-Off" permitting service:
  - A completed Building Permit Application accompanied by two (2) copies of each Site (Lot) Plan on minimum 8" x 11", maximum 11" x 17" sized paper
  - The following information must be on the Site (Lot) Plan:
    - Address with book and page number, lot, block, and recorded Subdivision name
    - Approved Grading Permit number
    - Approved Step 2 - Subdivision Plan number
    - Approved Standard Plan (53-XXXX) and Model numbers
    - All adjacent streets (with names) and/or private drives shown to the centerline and dimensioned

# Step 3 - Site (Lot) Plan Approval and Permit Issue - (Cont.)

- Site (Lot) Plan information (cont.):
  - Building footprint with overhangs as well as all easements of record, setbacks, and property lines, fully dimensioned  
(Note: Lot dimensions and easements **must** match the recorded map.)
  - All walls or fences required by Title 30
  - Designation of appropriate scale (must be clear and easy to read)
  - North arrow

**Note: Building's footprint, lot property lines, and any overhang designations must be distinguishable from other graphics.**

# Step 3 - Site (Lot) Plan Approval and Permit Issue

## Note:

- Finished floor elevations are not required (as they are included on the approved grading plan)
- Plan does not need to be stamped and signed by a Civil Engineer

# Site Plan for Tract Permits

**CLARK COUNTY DEVELOPMENT SERVICES DEPARTMENT**  
**SITE PLAN FOR TRACT PERMITS**

ADDRESS \_\_\_\_\_ PARCEL NO. \_\_\_\_\_

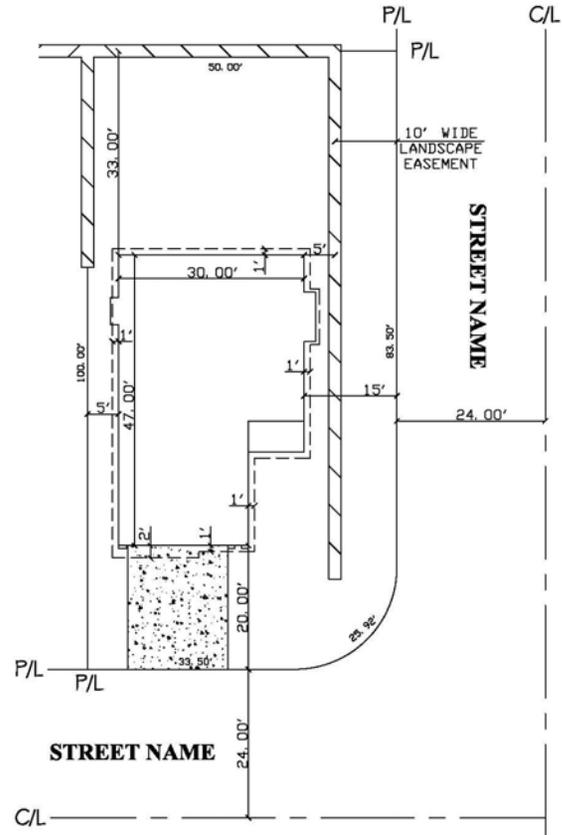
REC. SUBDIVISION \_\_\_\_\_ BOOK \_\_\_\_\_ PAGE \_\_\_\_\_

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ MODEL # \_\_\_\_\_ STANDARD PLAN # \_\_\_\_\_

GRADING PERMIT # \_\_\_\_\_ SUBDIVISION PLAN # \_\_\_\_\_

APPROVAL FOR: SFR  PATIO COVER  BALCONY  PERMIT # \_\_\_\_\_

OPTIONS: \_\_\_\_\_



EXAMPLE  
B



CONDITIONS: \_\_\_\_\_

SCALE: 1"=20' SECTION II DRAINAGE Y  N  ZONING PLANS EXAMINATION DATE \_\_\_\_\_

# Step 3 - Site (Lot) Plan Approval and Permit Issue

## Processing/Permit Issue

- Up to three (3) Site (Lot) Plans will be reviewed "over-the-counter" at one time
- Process:
  - Applicant takes completed permit applications to the Tract Pick-Up and Drop-Off Counter to obtain site-specific applications numbers
  - Applicant proceeds to the Zoning Plans Examination Counter with the three (3) Assigned Application numbers - Zoning Plans Examination staff will review the plans for compliance to the approved Final Map (Subdivision) and footprints on file
  - Upon approval of the Site (Lot) Plans, the applicant returns to the Permit Issue Counter where permits can be issued

**Note: Applicant must provide appropriate proof of Sanitation (Water Reclamation or Health District) clearance PRIOR to permits being issued.**

# Step 3 - Site (Lot) Plan Approval and Permit Issue

## Processing/Permit Issue (cont.)

- Process (cont.):
  - Upon payment of all applicable fees, permits will be issued
    - Applicant is to keep a copy of approved Site (Lot) Plan, building card, and permit and take them to the job site
    - The approved Site Plan, building card, and permit must be made available along with a copy of the approved Subdivision Plan and construction drawings for examination by the Building Inspector
  - Applicants with more than three (3) Site (Lot) Plans at a time will need to “drop off” the applications with the Tract Pick-Up and Drop-Off staff who will then set up the applications and forward them to Zoning Plans Examination
  - Applicants will be notified if there are issues that need to be resolved with plans or when plans are approved and ready for permit issuance

**Note: Applicant must provide appropriate proof of Sanitation (Water Reclamation or Health District) clearance PRIOR to permits being issued.**

# Step 3 - Site (Lot) Plan Approval and Permit Issue

## Other Items

- Model Complexes:
  - Application and permit issuance for up to six (6) early models (Final Map not yet recorded) will be processed as follows:
  - Once Subdivision Standard Plans (Step 1) have been approved and assigned a 53-XXXX number AND the Final Map (Subdivision) has been submitted for Technical Review, the applicant can submit two (2) copies of the following:
    - Subdivision Plan identifying the location of the models
    - 8" x 11" Site Lot Plan for each model (minimum 8" x 11", maximum 11" x 17")
    - Approved Grading Plan
    - Approved Water Plans
    - Landscaping Plans
  - Permits issued upon review and approval by Zoning Plans Examination

# Step 3 - Site (Lot) Plan Approval and Permit Issue

## Other Items

- Re-Sites (Construction Of The Same Model In Different Subdivision Locations):
  - In those cases when an applicant wants to build using an approved Standard Plan (already issued a 53-XXXX number) where the site conditions and land use approvals do not alter the approved plans and building footprints, the applicant shall contact Building Plans Examination for a pre-submittal meeting - purpose of the meeting is to determine the feasibility of the request and establish appropriate re-submittal requirements

Note: Review of these plans will be done on an hourly basis (minimum of one hour).

# “On-Site” Application Review and Permitting Contacts:

- Cathy Littlefield, Manager of Building Permits - 455-8953  
([LITTLEC@co.clark.nv.us](mailto:LITTLEC@co.clark.nv.us))
- Kim Shepherd, Supervisor - 455-8974 ([KDS@co.clark.nv.us](mailto:KDS@co.clark.nv.us))
- Kathy Suarez, Supervisor - 455-8986 ([KAS@co.clark.nv.us](mailto:KAS@co.clark.nv.us))
- Nan Riepenhoff, Supervisor - 455-8945 ([NXS@co.clark.nv.us](mailto:NXS@co.clark.nv.us))
- Dave Brown, Building Plan Exam Spec. - 455-8970 ([DAB@co.clark.nv.us](mailto:DAB@co.clark.nv.us))
- Dave Ford, Asst. Mgr., Building Plan Exam - 455-8995 ([DEF@co.clark.nv.us](mailto:DEF@co.clark.nv.us))
- Paul Parcels, Building Plan Exam Spec. - 455-8971 ([PCP@co.clark.nv.us](mailto:PCP@co.clark.nv.us))

## For Major Projects contact:

- Lucy Gonzalez, Bldg. Plans Exam Specialist - 455-2284  
([LUCYG@co.clark.nv.us](mailto:LUCYG@co.clark.nv.us))

# Onsite Application Tips:

## Plan Submittal

### Do's:

- Call ahead for verification of Plan Check Fees Due, as payment is required on submittal
- Come prepared with all submittal requirements
- Know your Assessor's Parcel Number
- Remember to bring in your Tentative Map number
- Make sure to bring a copy of the approved "On-Site" Grading Plan with Permit number - not simply a copy of the Civil Improvement Plan
- Follow the Submittal and Information Requirements in the handout..... otherwise

# Onsite Application Tips: (cont)

Don't expect us to take an incomplete package

# Useful Information:

Tour of the Development Services  
Webpage:

# Development Services Website:

**Clark County Development Services Home Page - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address [http://www.co.clark.nv.us/development\\_services/index.htm](http://www.co.clark.nv.us/development_services/index.htm) Go Links

Google Search 29 blocked Check AutoLink AutoFill Options

## Clark County Development Services

**ON-LINE SERVICES** **REFERENCE/HELP** **ABOUT US**

**BOARD OF BLDG APPEALS**  
CBBA Agendas, Minutes & Information

**CODES**  
Building Codes/Amendments  
Building Codes Price List  
Development Code (Title 30)  
Subscriptions (Title 30)

**DESIGN**  
Standard Building Designs  
Uniform Std Drawings (Civil)

**FEES**  
Building Permit Calculator  
Major Project Fees

**FORMS**  
A-Z Form Index  
Building Applications/Forms  
Civil Engineering Forms  
Mapping Team Forms

**"HOW TO" GUIDES**  
A-Z Guides Index  
Building (On-Site) Guides  
Civil Engineering Guides  
Mapping Team Guides

**RECORDS**  
Document Image Search  
Records Office Information

**INDUSTRY NOTICES**  
Agenda - Building Enterprise Fund Advisory Committee  
BEFAC Notice of Public Meeting  
DRI Program  
For Public Review and Comments  
IBC Proposed Amendments/Questions  
ICC Monthly News Letter  
Journeyman-Electrician Exam  
Letters to Industry-Inspections  
Letters to Industry-Plans Exam  
New Energy Code Compliance

**MAJOR PROJECTS**  
Information, Forms & Links  
Development Code Requirements  
Qualifications & Purpose  
Team Members

**PRESENTATIONS**  
Building Inspections Presentations  
Development Services' Process Training Series

**QAAs, FABs & CONC SUPs**  
Approved Listings  
Fabricator Forms  
Fabricator Application Pkgs  
QAA Forms  
QAA Meeting Minutes  
QAA Application Pkgs  
Technical Guidelines  
Contact List

**QUEUE TIMES**  
Processing Time Report

### "DEVELOPING" NEWS

**INDUSTRY NOTICE - OFF-SITE IMPROVEMENT MYLARS**

Effective April 3, 2006, the Civil Division of the Clark County Department of Development Services will be implementing some procedural changes that will eliminate the storage of Off-Site Improvement mylars once they are captured into the Departments Record imaging system.

For more information, including the procedure for submitting a revision to approved off-site improvement plans, click on the following notice.

**Industry Notice - Off-Site Improvement Mylars**

To roll thru news items faster:  
Place mouse in window, click & hold left mouse button. Move mouse up or down.

**Information For Filing A Waiver Of Standards Land Use Application**

Last update: Thursday, February 16, 2006  
Return to Development Services' Home

Questions or Comments?  
Send Us an Email!

Waiver Of Standards Land Use Application

Local intranet

Start Novell GroupWise - Mailbox RSPADraftPres.ppt Offsite Final.ppt Clark County Develop... 7:42 AM

***THE END***