CLARK COUNTY DEPARTMENT OF BUILDING
Standard Plan Process
For Residential Development
Building Permit Guide

Part I. General Information

Commencing with the effective implementation dates of the currently adopted edition of the International Residential (IRC) Code, plans associated with residential subdivisions will be subject to the following submittal, review, and permitting procedures. To simplify and streamline the procedures, they have been separated into three (3) distinct steps, resulting in the issuance of permits.

Part II. Plan Submittal

Standard plans (those intended to be built more than once) will be reviewed and permitted on a site-specific (subdivision) basis. Only the plans that are reviewed and approved for the specific subdivision identified on the tentative map will be issued permits for that subdivision. Submittal requirements include:

Building Plans:

I. Two (2) complete sets of plans, drawn to scale, on a minimum sheet size of 24" x 48", 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 the Plans
   - Truss Calculations (Stamped and Signed)
   - Fireplace Details (if not gas; Manufacturer's Name, Model Number, and ICC Number).
   - International Energy Code Calculations
   - Approved Utility Plan including fire flow calculations
   - Clark County Fire Department approved sprinkler plan (if required)

II. One unstamped set of architectural plans

III. Electrical Plans (two copies):
   - Electrical Floor Plan
   - Electrical Load Calculations and Panel Board Schedules

IV. Plumbing Plans (two copies):
   - Plumbing Floor Plan
   - Gas Piping Plan

V. Tentative Map
   - Three (3) copies of the approved Tentative Map of the subdivision including the Tentative Map number

VI. Building Footprints

- Three (3) copies of a fully dimensioned, to scale footprint of each proposed Standard Plan model with option(s). See Example A. 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 required to meet minimum Title 30 and International Residential Code setback requirements. Minimum setbacks shall be noted on the plan.
  - Model Number
  - Breakdown of Square Footage
  - Number of Stories
  - Lot Coverage Square Footage
  - Number of Fire Places
  - Overall Building Height
  - Denote Garage and Garage Door Location

Upon acceptance of a complete application (including all items above), 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. This tracking number will provide the applicant with a means of following the status of plans through the Building Plans Examination Process and the Zoning Review of the plans.

NOTE: Model options 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 will require assignment of a separate "Standard Plan" (53-XXXX) number.

Once the plans and footprints are approved, the applicant will be notified of the assigned Standard Plan Number (53-XXXX). The applicant will need to submit completed Electrical, Plumbing, and Mechanical Permit Applications for each model.

Upon issuance of a (53-XXXX) number, a plans examination fee work-up will be performed on each model. Applicants will be notified that the plans are ready for pick-up and informed of any outstanding Building and Comprehensive Planning Zoning Plans Check fees (if any). Payment of the outstanding fees will be required prior to transfer of the approved plans and footprints to the applicant.

In addition to one set of approved plans and footprints for field construction, the applicant will also be given a complete set of permit fee work-up sheets on each model, indicating all Building Permit and Sub-Permit Fees, Residential Construction Tax, Transportation Tax, Public Facilities Needs Assessment Tax (if any), etc., associated with permit issuance within the specific subdivision in which the model will be constructed.

Part III. Subdivision Plan Review

In order to determine 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.

Submittal criteria are as follows:

- Two (2) 24" x 36" copies of the recorded Final Map with reference to the Tentative Map.
- Two (2) copies of the approved footprints and standard plan (53-XXXX) numbers of all the standard plans approved for the subdivision in Step 1.
- Two copies of a Landscape Plan for any common areas within the Subdivision and a typical lot layout.
- Completed Landscape Certificate of Compliance.
- Two copies of the approved Grading Plan and associated Detail Sheets.
- Two copies of the approved Water Utility Plan.
- Completed applications will be assigned a tracking number (06-XXXX).

Comprehensive Planning Zoning Plans Check will review the 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 the plans along with the designation of a Type II Drainage Certificate if applicable. Upon approval of the 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 and the other is retained by Clark County Department of Building.

Part IV. Site (Lot) Plan Approval and Permit Issue

In order to obtain a site (lot) plan approval and have a building permit issued, applicants must bring the following items to the Department of Building for either an "Over-the-Counter" or "Drop-off" permitting service:

- A completed Building Permit Application (forms are available on our website) accompanied by two (2) copies of each site (lot) plan on minimum 8 ½" x 11", maximum 11" x 17" sized paper. (See Example B) The following information must be on the site (lot) plan in order to be processed:
  - 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
  - The approved building footprint with overhangs of the (53-XXXX) plan which must match the plan approved in Part II.
  - All easements of record, setbacks, and property lines, fully dimensioned. Please note that lot dimensions and easements must match the recorded map.
  - Designation of appropriate scale (must be clear and easy to read)
  - North arrow

- The building's footprint, property lot lines, and any overhang designations must be distinguishable from other graphics.

NOTE: Please do not include Finished Floor Elevations on the site (lot) plan as they are included on the approved grading plan. The plan does not require stamp and signature of a Civil Engineer.

Processing/Permit Issue:
Up to three (3) site (lot) plan packages will be reviewed "over-the-counter" at a time. This process functions in the following manner:

- Applicant takes completed permit applications to the Tract Pick-Up and Drop-Off Counter to obtain site-specific application numbers.

- Applicant proceeds to the Comprehensive Planning Zoning Plans Check counter with the three (3) plan packages and assigned application numbers. Zoning Plans Examination staff will review the plans for compliance to the approved Final Map (Subdivision) plan and footprints on file.

- Upon approval of the site (lot) plans by Comprehensive Planning Zoning Plans Check, the applicant returns to the Permit Issue Counter where permits can be issued.

NOTE: Applicant must provide appropriate proof of Sanitation clearance PRIOR to permits being issued. Tracts outside the Las Vegas Valley Water District service area will be required to provide water clearance from the water purveyor.

- Upon payment of all applicable fees, permits will be issued. Applicant is to keep a copy of the approved site (lot) plan, building card, and permit for 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. The Tract Staff will then set up the applications and forward them to Comprehensive Planning Zoning Plans Check.

- Applicants will be notified if there are issues that need to be resolved with the plans and when the plans have been approved by Comprehensive Planning Zoning Plans Check and are ready for permit issuance.

Part V. 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 the 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 ½ x 11 Site Lot Plan for each model (minimum 8 ½“ x 11”, maximum 11” x 17”)
- Approved Grading Plan and associated Detail Sheets
- Approved Water Utility Plans
-
- Two(2) copies of landscape plan for any adjacent common areas and a typical lot layout
- Completed Landscape Certificate

Once reviewed and approved by Comprehensive Planning Zoning Plans Check, permits can be issued.
NOTE: Applicants must provide appropriate proof of sanitation and water clearance PRIOR to permits being issued.

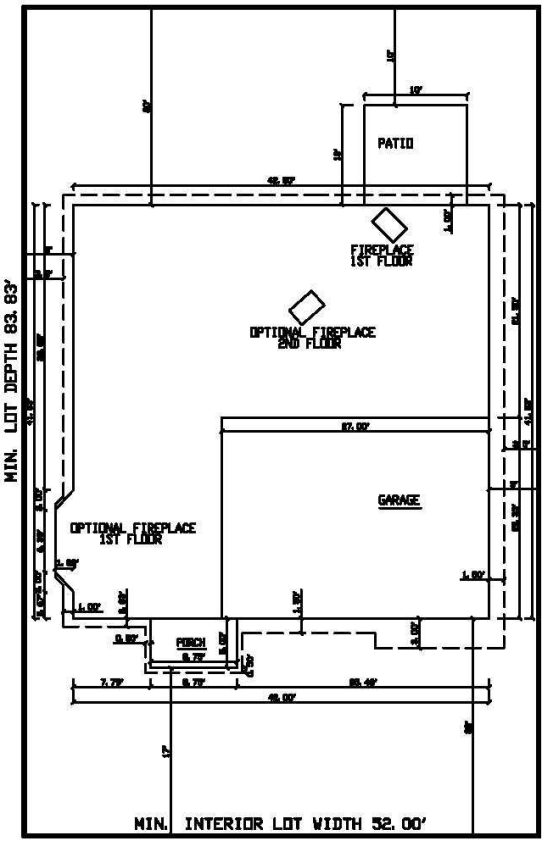
Re-Sites (construction of the same model in different subdivision locations):

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 footprint, the applicant shall contact Building Plans Examination for a pre-submittal meeting. The 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).

EXAMPLE A

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



MIN. CORNER LOT WIDTH 57.00'

DESIGN GUIDELINES

MINIMUM INTERIOR LOT SIZE: _____ x _____
MINIMUM CORNER LOT SIZE: _____ x _____
MINIMUM SETBACKS:
FRONT: 17' to PORCH
20' to GARAGE
SIDE: 5' - CORNER: 10'
REAR: 20' MIN TO SFR
10' MIN TO PATIO COVER

DEVELOPER -
MODEL NO. - 922-B
BUILDING HEIGHT - 26' - 0"
NO. OF FIRE PLACE - 1 STANDARD / 2 OPT.
1st FL SQ.FT. - 1216 sf
2nd FL SQ. FT. - 1063 sf
OPTIONAL GAME ROOM - N/A
GARAGE SQ. FT. - 542 sf
BASEMENT SQ. FT. - N/A
PATIO SQ. FT. - N/A
DECK / BALCONY SQ. FT. - N/A
COVERED ENTRY SQ. FT. - 50 sf
TOTAL BUILDING SQ. FT. - 2871 sf
LOT COVERAGE SQ. FT. - 2030 sf
(under roof)

BUILDING DEPARTMENT USE ONLY

STANDARD PLAN NUMBER _____

ZONING _____ DATE APPROVED _____

PLAN CHECKER _____ DATE APPROVED _____

CLARK COUNTY DEVELOPMENT SERVICES DEPARTMENT
SITE PLAN FOR TRACT PERMITS

ADDRESS _____ PARCEL NO. _____

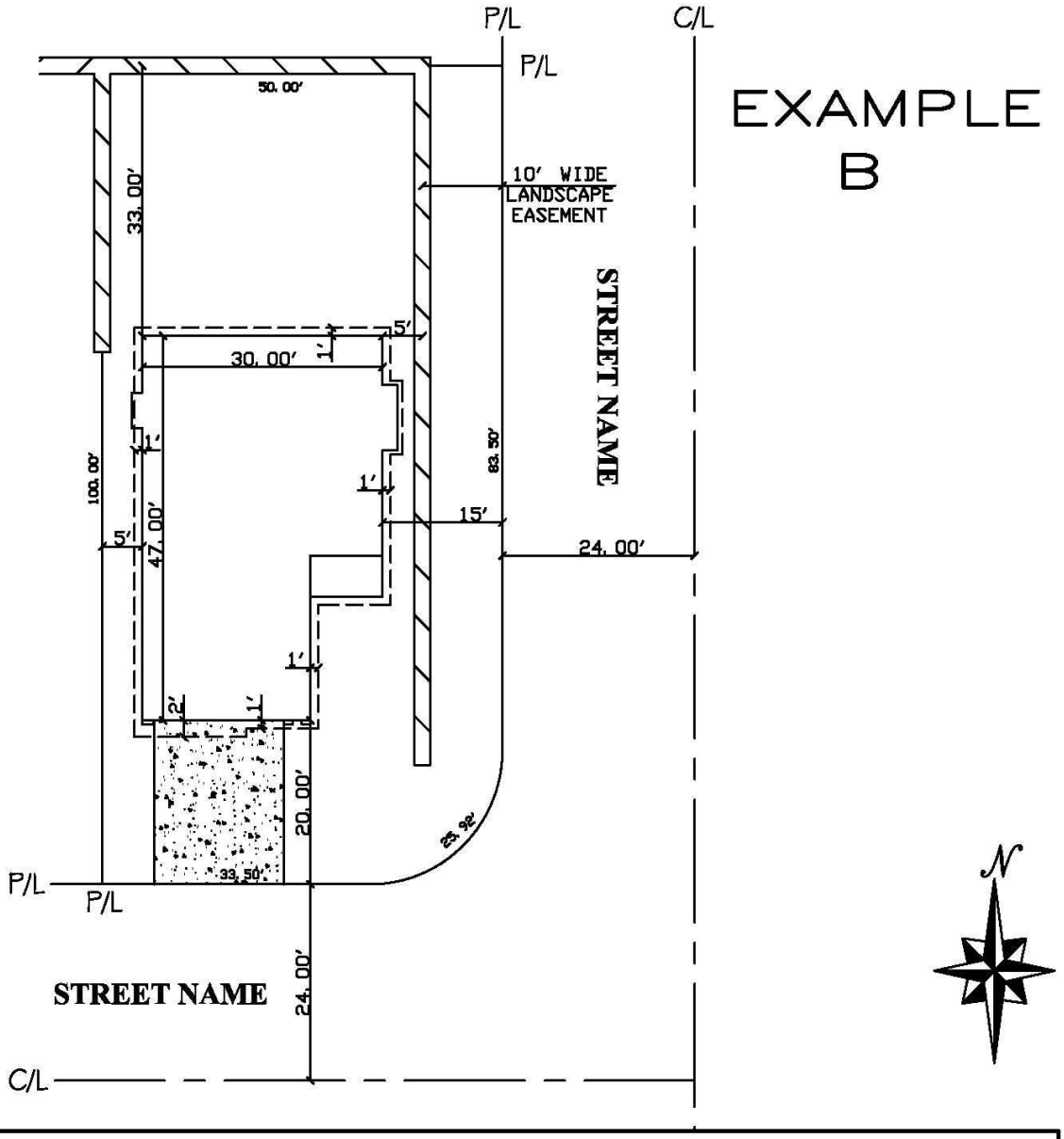
REC. SUBDIVISION _____ BOOK _____ PAGE _____

LOT _____ BLOCK _____ MODEL # _____ STANDARD PLAN # _____

GRADING PERMIT # _____ SUBDIVISION PLAN # _____

APPROVAL FOR: SFR ☒ PATIO COVER ☐ BALCONY ☐ PERMIT # _____

OPTIONS: _____



CONDITIONS: _____

SCALE: 1"=20'

SECTION II DRAINAGE Y☐ N☐

_____ ZONING PLANS EXAMINATION DATE

Clark County Department Of Building Locations & Services

MAIN OFFICE 4701 W. Russell Road Las Vegas, NV 89118 (702)455-3000	On-Site Plan Submittals All "Walk-Through" Plan Review / Permitting Functions Residential Tract Submittal / Permitting All Sub-Trade (Electrical, Plumbing & Mechanical) Permitting Building Inspection Scheduling Functions Records	Temporary Certificate of Occupancy Submittals Building Inspections Building Inspector Inquiries Amusement / Transportation Systems Operation Certificates Approved Fabricators Quality Assurance Agency Listing
LAUGHLIN OFFICE Regional Government Center 101 Civic Way Laughlin, NV 89029 (702)298-2436	Building Inspection Services	
OVERTON OFFICE 320 North Moapa Valley Blvd. Overton, NV 89040 (702)397-8089	Building Inspection Services	

Automated Phone System (702) 455-3000

Option 1: For all Inspection services or to report a building code violation.
Option 2: For information regarding on-site permits or new plan submittals.
Option 3: For the Building Plans Examination division or QAA information.
Option 4: For the Zoning Plans Examination division.
Option 5: For information or copies regarding land development, construction documents, plans or permits.
Option 6: To speak with Management staff.
Option #: For hours of operation, Office location and website information.

Other Clark County Departments/Divisions/Districts

Air Quality & Environmental Management	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-5942
Public Works, Development Review Services	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-6000
Comprehensive Planning	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-4314
Fire Department	575 E. Flamingo Road, Las Vegas NV	(702) 455-7316
Las Vegas Valley Water District	1001 S. Valley View Boulevard, Las Vegas NV	(702) 870-2011
Southern Nevada Health District	625 Shadow Lane, Las Vegas NV	(702) 759-1000
Water Reclamation District	5857 E. Flamingo Road, Las Vegas NV	(702) 668-8888

State of Nevada

Division of Water Resources	400 Shadow Lane, Suite 201, Las Vegas NV	(702) 486-2770
Nevada State Contractors Board	2310 Corporate Circle, Suite 200, Henderson NV	(702) 486-1100

Utilities

Nevada Power	6226 W. Sahara Avenue, Las Vegas NV	(702) 402-5555
Southwest Gas	5241 Spring Mountain Road, Las Vegas NV	(877) 860-6020

www.clarkcountynv.gov/building