

CLARK COUNTY
DEPARTMENT OF COMPREHENSIVE PLANNING

500 S. Grand Central Pkwy
Box 551744
Las Vegas, NV 89155-1744
702-455-4314

GUIDE FOR EARLY BUILDING NUMBERS

GENERAL INFORMATION

This guide outlines the requirements/procedure for obtaining the building numbers for condominiums and apartments prior to the submittal of building plans.

1. An Application for Early Building Numbers shall be completed and submitted to Addressing Services. An application number will be assigned with the application type EBN (Early Building Numbers).
2. An appointment is required to submit for early building numbers and to pick up approved plans. Please call (702) 455-3413 and ask for Addressing to schedule an appointment. This will ensure that someone from Addressing Services will be available.
3. A plan review fee will be due at the submittal of the application. (See Required Fees on page 2 of this handout.)

SUBMITTAL REQUIREMENTS

Prior to submitting for early building numbers, the applicant shall obtain Land Use Approval for the project, the Off-site plans must be submitted and if required the Traffic Study approved. Building numbers are assigned based on driveway location. A change during the review of the above mentioned applications could affect the building numbers.

PLANS REQUIRED

Two (2) copies of the site plan shall be submitted with the application. Please do not show unit numbers on the plans. Unit numbers are not being reviewed with this application. Additional plans may be requested if deemed necessary during the review process.

REVIEW PROCESS

1. Early building numbers are reviewed by Addressing Services of the Department of Comprehensive Planning.
2. Building numbers shall be assigned based on the Las Vegas Valley Street Naming and Address Assignment Policy found in Appendix A of Title 30.
3. The review process may take up to two (2) weeks.
4. Addressing Services will notify the applicant when the review is complete and if any additional fees are due. An approved site plan with the building numbers assigned will be provided to the applicant.

REQUIRED FEES

Fees are assessed per Title 22.02, Clark County Building Administrative Code.

1. The review fee will be One Hundred Ten dollars (\$110.00) an hour per section 22.02.430, Table 3-1, item 6, Review for approval of unlisted components.
2. The initial plan review fee will be due at the submittal of the application.
3. If the review time exceeds one (1) hour, additional fees will be due upon the completion of the review.

APPLICANTS RESPONSIBILITIES

1. Two (2) copies of the approved building number plan shall be included with the building plan submittal. This will ensure that the Zoning Plans Examiner is aware that the project has been through the early building number review process.

CONTACT INFORMATION

Call (702) 455-3413 and ask for Addressing to schedule an appointment or for any questions regarding the early building number process.

**Please visit the Department of Comprehensive Planning's website at
http://www.clarkcountynv.gov/depts/comprehensive_planning**



CLARK COUNTY DEPARTMENT OF COMPREHENSIVE PLANNING

APPLICATION FOR EARLY BUILDING NUMBERS

FOR OFFICE USE APPLICATION #

AN EARLY BUILDING NUMBERING APPLICATION IS TO BE COMPLETED AS PART OF THE SUBMITTAL TO REQUEST BUILDING NUMBERS FOR APARTMENTS OR CONDOMINIUMS PRIOR TO THE BUILDING PLAN SUBMITTAL.

CONTACT INFORMATION

OWNER/DEVELOPER NAME: _____

CONTACT NAME: _____

MAILING ADDRESS: _____ STE/UNIT: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

CELL: _____ FAX: _____ E-MAIL: _____

PROPERTY INFORMATION

2 SITE PLANS ARE REQUIRED FOR ALL EARLY BUILDING NUMBER SUBMITTALS

PARCEL NUMBER(S): _____

PROJECT NAME: _____

NUMBER OF BUILDINGS: _____ APARTMENT CONDO

LAND USE APPLICATION NUMBER (S): _____

OFF-SITE APPLICATION NUMBER (S): _____

TRAFFIC STUDY (IF APPLICABLE): _____

PRINT NAME: _____ SIGNATURE: _____

FOR COMPREHENSIVE PLANNING'S USE ONLY

DATE:	INITIALS:	APPLICATION #:
AMOUNT PAID:	RECEIPT#	RECEIVED BY:
ADDITIONAL FEE AMOUNT:	RECEIPT#	RECEIVED BY: