



Foundation Only – Commercial Permit Submittal Checklist

02/16/2021 V1

**City of Boulder City
Community Development Dept
Building and Safety Division**

401 California Avenue
Boulder City, NV 89005
Main Line: (702) 293-9282
Email: buildingpermits@bcnv.org

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 your application includes all information necessary for a timely review of your plans.

The timeframe for permit issuance will be affected by how well and quickly an applicant responds to any corrections required as a result of the first review. The timeframe for permit issuance may also be affected if review or approval is required by the Historic Preservation Committee, Planning Commission or other City entity.

**The plan review timeframe for a first review of this project type is
2 – 3 weeks**

**Part. 1
Applicant's Responsibility**

Applicants are responsible for submitting complete applications.

Incomplete applications will not be reviewed until all plans/documents have been submitted.

Checklists are required to be filled out prior to submittal. A blank checklist will be considered an incomplete submittal and will not be reviewed.

A plan review deposit is required for this project type and an invoice will be emailed to the applicant. **The plan review fee must be paid prior to staff reviewing any plans/documents.**

**Part. 2
Prerequisites**

The following items must be completed before a building permit application can be accepted for processing:

- Approval for submittal by Building Official**
Not all projects will be allowed to submit for foundation permits
- Appropriate zoning is currently in place for this proposed use**
Contact Community Development at (702) 293-9282 for more information
- Permanent Address assigned, including suite numbers** (if applicable)
- A Drainage [Hydrology] Study** (if applicable)
Approved for this site
- A Traffic Study** (if applicable)
Approved for this site

**Part. 3
Applicable Codes**

The project must meet the requirements of the City's adopted codes, ordinances, and regulations, as follows:

2018 International Building Code, with Southern Nevada Building Code Amendments
2018 Uniform Mechanical Code, with Southern Nevada Building Code Amendments
2018 Uniform Plumbing Code, with Southern Nevada Building Code Amendments
2017 National Electrical Code, with Southern Nevada Building Code Amendments
2018 International Energy Conservation Code, with Southern Nevada Building Code Amendments
2018 International Fire Code, with Southern Nevada Building Code Amendments
Title 11, Zoning and Subdivisions (view at municode.com)

Part. 4
Submittal Package

All submittals are to be emailed to buildingpermits@bcnv.org

Including key words in the subject line such as "Initial Submittal – [provide address]"; "Revision – [provide application #]", etc., will assist in faster processing

We have a 20MB per email limit, so you may need to submit multiple emails or share your documents via Dropbox, OneDrive or other file-sharing site.

All documents must be digitally stamped/signed

Please provide the following items in your permit application package:

Completed Building Permit Application

*Must include the property owner's email address
Submit a separate application for each building*

Plans

Include Civil Improvement plans

Backup Documentation

*Structural Calculations
Geotechnical Investigation Report with update letter, if applicable
Indicate soil bearing capacity and landfill characteristics
Indicate concrete specifications and strength
Indicate reinforcing steel placement, steel diameter, steel specifications and steel strength*

Part. 5
Plan Contents

Plans must contain the following minimum content requirements. This list is not intended to be all inclusive of every detail required on a set of building plans. Rather, it is provided to give an overview of the basic plan contents needed for the review of plan sets.

See the State of Nevada 2014 Blue Book for more information

General

Cover Sheet

*Include a page index
Provide project identification, address and site map
Indicate square foot area of area involved
Indicate code editions used
Provide identification of all responsible design persons/firms
Indicate type of construction
Indicate occupant load
Indicate seismic design category
Indicate occupancy group
Indicate wind speed and exposure design
Indicate special inspection program, if applicable
Indicate fire alarm system and fire sprinkler system, if applicable*

Architectural

Site Plan

*Include a dimensioned site plan
Indicate North arrow
Indicate all property lines and their dimensions
Indicate all new and existing structures
Indicate all setbacks
Indicate all streets and easements
Indicate all existing utility locations, proposed service routes and points of connection
Indicate finished floor and pad elevations with reference to adjacent streets
Indicate drainage and grading information
Indicate vehicle parking locations
Note: Scaled drawings may be required later if needed*

Floor Plan

*Dimensioned floor plans showing all rooms, walls, structural elements, exits, windows, fire assemblies, draft stops, occupancy separations and related information
Note: Scaled drawings may be required later if needed*

Building and Wall Sections

Show dimension of all heights, materials of construction, non-related and fire-rated assemblies and fire-rated penetrations

Structural

Structural Notes

Material specifications and requirements for all structural elements and assemblies, including design requirements, special inspection requirements and structural observation

Foundation Plan

*Indicate all footings and foundations with size, locations, thicknesses, materials, strengths and reinforcing
Indicate all imbedded items such as anchor bolts, hold downs and post bases
Reference soils report*

- Floor and Roof Framing Plan**
Show all structural members, their size, methods of attachment, location and materials for roof
- Structural Details**
Show all details for the foundation
- Mechanical**
***Below Slab Work** **Mechanical Plan** (may not apply to shell applications)
Provide dimensioned mechanical plans showing duct layouts and sizes, fire, smoke and combination fire/smoke dampers
Indicate location of mechanical units on roof, ground or walls
Provide cross-section of roof showing mechanical units and parapet walls
- Plumbing**
***Below Slab Work** **Water and Wastewater Plumbing Plan**
Show all points of connection to water and sewer lines with call outs identifying each plumbing fixture
- Plumbing Fixture Schedule** (may not apply to shell applications)
List each individual fixture and indicate whether each fixture is connected to water, direct waste and/or indirect waste in a fixture table
Indicate piping sizes, materials and slopes
- Gas Plan** (if applicable)
Provide gas demand schedule showing individual and total appliance BTU/CFH demands
Provide plan view or isometric drawing showing gas pipe type, size, and length
- Gas Calculations** (if applicable)
If medium pressure gas is used, a letter from Southwest Gas indicating availability is required
- Electrical**
***Below Slab Work** **Electrical Plan**
Indicate size and location of the main electrical service equipment and all sub-panels
Show points of connection to utilities
Show the location of all outlets, switches, light fixtures (interior and exterior and site), smoke alarms, carbon monoxide alarms and special outlets
Identify the locations of all required GFCI and AFCI protected outlets and light fixtures
Provide load calculations
- One Line Diagram**
Provide One Line Diagrams of all major wiring and design

Part. 6

Other Information

Boulder City Historic District

- The historic district map and address registry can be found on the city website (bcnv.org), Community Development Department, Historic Preservation / Documents. Depending on the work proposed, delay of a permit may be required for review by the Historic Preservation Committee. Reference Title 11, Chapter 27 of the City Code and any adopted guidelines for the property (also found on the webpage noted herein).*



City of Boulder City
 Community Development Department
 Building and Safety Division
 401 California Avenue
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Application For Building Permit

Main Line: (702) 293-9282

Building and Safety Division Email: buildingpermits@bcnv.org

Inspection Scheduling Hotline: (702) 293-9327

Inspection Scheduling Email: buildinginspections@bcnv.org

Website: www.bcnv.org/156/Community-Development

Project and Property Ownership Information

Section 1

Project Address Boulder City NV 89005 Parcel Number
City State Zip Code

Use Zone: _____ Project Type: Residential Commercial / Industrial Project Valuation: \$ _____

Scope of Work: _____

Are you applying as an Owner / Builder? (Check one)
 Yes No

Property Owner Name

Address Where You Currently Reside (Owner / Builder ONLY) City State Zip Code

Property Owner Phone Number Property Owner Email Address

Permit Applicant Information

Section 2

Indicate Type of Contractor (Owner / Builder may select multiple)

General Contractor Mechanical Contractor
 Plumbing Contractor Electrical Contractor

Company Name (if Owner / Builder, enter "O/B")

Street Address City State Zip Code

Company Email Address (required) Contact Person Phone Number

BC Business License No. State Contractor's License No. Additional State Contractor's License Nos. (if applicable)

Subcontractor Information (applicable only to General Contractors)

Check all subs that apply to your project: Mechanical Plumbing Electrical

<i>Staff Use Only</i>	
Subcontractor Registration Form received on	_____
Subcontractor Registration Form received on	_____
Subcontractor Registration Form received on	_____

Signature of Applicant

Section 3

I hereby certify that the information provided above and as included with this application to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local laws regulating construction.

Applicant Signature Applicant Name (please print) Date

INFORMATION ON THIS PAGE TO BE COMPLETED BY COBC STAFF ONLY

Application Number: _____ Date of Application: _____ Routed by: _____

Permit Number: _____ Date of Issuance: _____ Issued by: _____

Section 4	Code Analysis		
	Occupancy Type _____	Construction Type _____	Occupant Load _____
	Code Edition(s) _____		

Section 5	Structure Details	
	Total Area (sq. ft.) _____ Living _____ Accessory _____ Patio/Porch _____	Building Height _____ Number of Stories _____ Number of Exits _____ Fire Sprinklers _____

Section 6	Valuation	
	Project Valuation	\$ _____
	Breakdown (if necessary)	\$ _____
		\$ _____
		\$ _____
		\$ _____

* Incidental grading only (< 100 CY); if grading activities are > 100 CY, a separate grading permit is required

** Fees collected on behalf of Clark County

Fees		
Fee Breakdown		
Code	Fee Type	Fee Amount
BLDPER	Issuance	\$ _____
BLDPER	Building Permit	\$ _____
PLNCK	Plan Review	\$ _____
PLUPER	Plumbing Permit	\$ _____
MECPER	Mechanical Permit	\$ _____
ELEPER	Electrical Permit	\$ _____
BLDPER *	BC Land Disturbance Fee	\$ _____
TORLND **	Tortoise (CC Land Disturbance)	\$ _____
TORTSE **	Tortoise (CC Land Dist. Admin)	\$ _____
PRIVTX **	Privilege Tax	\$ _____
RESTX	Residential Tax	\$ _____
WATRHK	Water Connection (Size_____)	\$ _____
SEWRHK	Sewer Connection (Size_____)	\$ _____
ELECHK	Electrical Connection (AMP_____)	\$ _____
UFPOOL	Swimming Pool Utility Fee	\$ _____
MISBLD	Miscellaneous - Building Permit	\$ _____
	Total Fees	\$ _____

Section 7	Staff Approval	
	Reviewed and/or Approved by: _____	Date: _____

Section 7	Conditions of Approval