



# Commercial – New Construction 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](mailto: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  
3 – 4 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:

- 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](http://municode.com))

### Part. 4 Submittal Package

**All submittals are to be emailed to [buildingpermits@bcnv.org](mailto: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*

**Plans**

*Include Civil Improvement plans*

**Backup Documentation**

*Structural Calculations*

*Truss Calculations (may be deferred) (must be reviewed and accepted by the design professional responsible for the structural design of the building)*

*Geotechnical Investigation Report with update letter, if applicable*

*Energy Compliance Report*

*Completed Electrical Load Calculation Worksheet*

*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 building height and number of stories*

*Indicate occupant load*

*Indicate seismic design category*

*Indicate occupancy group*

*Indicate wind speed and exposure design*

*Indicate any deferred submittal documents*

*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*

**Site Details**

*Include trash enclosures, parking areas, accessibility, wall details and screening methods for all ground-mounted mechanical equipment, if applicable*

**Floor Plan**

*Dimensioned floor plans showing all rooms, walls, structural elements, exits, windows, fire assemblies, draft stops, occupancy separations and related information*

*Provide window and door schedules*

*Note: Scaled drawings may be required later if needed*

**Roof and Ceiling Plans (ceiling plans may not apply to shell applications)**

*Show all elements, assemblies, fire ratings and material. Include dimensions and details as required*

**Exterior Elevations**

*Show all views, openings, vertical dimensions and heights, and identify all materials and approved colors*

*Provide elevations of exterior walls, including screening methods for all mechanical, electrical, utility, and communications equipment [if applicable]*

*Show building address per Section 11-44-8 of the Boulder City Municipal Code*

*Note: Show height from grade plane to midpoint of highest roof for a pitched roof, and to top of roof for a flat roof. Zoning restricts most building heights in Boulder City, including residential, to 25' or less*

**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 of connection, interfaces, assemblies, fabrication units, etc.*
- Mechanical**
  - 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*  
*Provide a detailed schedule of all mechanical equipment and sizes and mounting details*  
*Provide reference to energy code*
- Plumbing**
  - 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**
  - 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*
- Landscape**
  - Landscape and Irrigation Plan**  
*Provide locations, quantities and sizes of all landscape material used, such as plant species, mulch types, boulders, turf and planter areas, earth contouring, detention facilities, fencing, hardscape and edging.*  
*Provide an irrigation layout plan showing point of connection and location of backflow prevention device and emitter schedule. Include backflow prevention detail and emitter placement.*  
  
*Drought tolerant landscaping materials are encouraged*

## 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).*
- Fire Protection**
  - Fire Sprinkler and Alarm Plan**  
*Fire protection system plans and calculations are typically submitted after the main set of building plans are accepted for review. For more information, please call (702) 293-9228.*



**City of Boulder City**  
 Community Development Department  
 Building and Safety Division  
 401 California Avenue  
 Boulder City, NV 89005

# 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: \_\_\_\_\_

<b>Section 4</b>	<b>Code Analysis</b>		
	Occupancy Type _____	Construction Type _____	Occupant Load _____
	Code Edition(s) _____		

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

<b>Section 6</b>	<b>Valuation</b>	<b>Fees</b>		
	Project Valuation \$ _____	<b>Fee Breakdown</b>		
	Breakdown (if necessary) \$ _____	<b>Code</b>	<b>Fee Type</b>	<b>Fee Amount</b>
	\$ _____	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	\$ _____	
		<b>Total Fees</b>	\$ _____	

\* Incidental grading only (< 100 CY); if grading activities are > 100 CY, a separate grading permit is required  
 \*\* Fees collected on behalf of Clark County

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

<b>Section 7</b>	<b>Conditions of Approval</b>