



Mechanical 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
1 – 2 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
Applicable Codes**

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

- 2018 International Building Code, with Southern Nevada Building Code Amendments
- 2018 International Residential Code, with Southern Nevada Building Code Amendments
- 2018 Uniform Mechanical Code, with Southern Nevada Building Code Amendments
- 2018 International Energy Conservation Code, with Southern Nevada Building Code Amendments

**Part. 3
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
- Completed Owner Builder Affidavit of Exemption** (when permit is pulled by Owner/Builder) (this does not apply to commercial properties)
- Plans**

Part. 4
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

Include North arrow

Indicate code editions used

Provide identification of all responsible design persons/firms

Indicate type of construction

Indicate occupancy group

Provide a legend

Provide a detailed schedule of all mechanical equipment and sizes and mounting details

Mechanical **Mechanical Plan**

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 whole-house ventilation plans, if applicable

Kitchen Plans **Kitchen Plan Details** (if applicable)

If tenant improvement includes a full service kitchen, submit a detailed kitchen plan with call outs identifying kitchen equipment and plumbing fixtures.



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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.) _____	Building Height _____
	Living _____	Number of Stories _____
	Accessory _____	Number of Exits _____
	Patio/Porch _____	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	

