



Patio Cover 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
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 International Residential Code, with Southern Nevada Building Code Amendments

2017 National Electrical Code, with Southern Nevada Building Code Amendments

Title 11, Zoning and Subdivisions (view at municode.com)

**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**

Include a page index

Include a dimensioned site plan

Indicate North arrow

Show existing and proposed structures on site with square footages and related setbacks to structures and property lines

Indicate all streets and easements, utility locations, drainage and vehicle parking locations

Indicate type of construction, occupancy group, seismic design category and wind speed

Indicate all footings and foundations with dimensions and reinforcing

Show elevations with heights

Indicate all electrical components and provide load calculations, if applicable

Backup Documentation (structural calculations, standard engineering packages)

Highlight applicable data in standard engineering package

Part. 4

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).*

HOA Approval

- Not required for a permit, unless per exception herein.*** *As a general rule, the City of Boulder City does not enforce private CC&R's associated with Homeowners Associations (HOA's). However, applicants are advised to seek approval of any applicable HOA in advance of submitting plans to the City. **EXCEPTION: Any construction on land or airspace owned by the HOA requires submission of approval from the HOA***

Setbacks from Streets

- Property lines are not necessarily located at the back of sidewalk or street curb; in most older neighborhoods, the property line along a street is located up to several feet behind the sidewalk or street curb. Although required setbacks are measured to property lines, plans must also depict and label all abutting streets and sidewalks. For setbacks to property lines along streets, plans must also show the distance measured to the back of sidewalk or curb (actual distance to property line will be calculated by staff). In some cases a survey may be required to verify setbacks are met and to determine structures will not encroach into the right-of-way.*



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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		Fees		
	Project Valuation	\$ _____	Fee Breakdown		
	Breakdown (if necessary)	\$ _____	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	\$ _____	

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

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

Section 7	Conditions of Approval	

