



Residential – Accessory Building (>120 SF in Size) 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

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. 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)
- 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 addition is 600 SF or larger

Energy Compliance Report

Electrical Load Calculations

Indicate soil bearing capacity and landfill characteristics

Indicate concrete specifications and strength

Indicate reinforcing steel placement, steel diameter, steel specifications and steel strength

**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

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

Site Plan

Include a dimensioned site plan showing address

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 driveway widths and slopes

Note: Scaled drawings may be required later if needed

Architectural

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

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

Exterior Elevations

Provide elevations of exterior walls showing all views, openings, vertical dimensions and heights, and identify all materials and approved colors

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, if applicable

Structural

Structural Notes (may be included in structural calculations)

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

Include project-specific third-party inspection requirements, if applicable. Please do not use boiler plate special inspection lists.

- 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
- Mechanical** **Mechanical Plan (if applicable)**
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 a detailed schedule of all mechanical equipment and sizes and mounting details
- Plumbing** **Water and Wastewater Plumbing Plan (if applicable)**
Show all points of connection to water and sewer lines with call outs identifying each plumbing fixture
- Plumbing Fixture Schedule and Calculations (if applicable)**
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. Include gas table used.
- Gas Calculations (if applicable)**
If medium pressure gas is used, a letter from Southwest Gas indicating availability is required
- Electrical** **Electrical Plan (if applicable)**
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

Part. 5

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**
- Fire Protection** **Fire Sprinkler Plans (if applicable)**
If house currently has fire sprinklers, a fire sprinkler contractor will be required to submit fire protection system plans and calculations after the main set of building plans is accepted for review. For more information, please call (702) 293-9228.
- 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.



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.) _____	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