



# Residential – Accessory Building (<120 SF in Size) (Zoning Review Only) 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  
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.

### Part. 2 Applicable Codes

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

Title 11, Zoning and Subdivisions (view at [municode.com](http://municode.com))

### Part. 3 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:

#### 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.

#### General

#### Cover Sheet

*Include a page index  
Provide project identification, address and site map  
Indicate square foot area of area involved  
Indicate type of construction  
Indicate building height*

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

## 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***

#### 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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 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> _____	Building Height _____
	Living _____	Number of Stories _____
	Accessory _____	Number of Exits _____
	Patio/Porch _____	Fire Sprinklers _____

<b>Section 6</b>	<b>Valuation</b>	
	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		

<b>Fees</b>		
<b>Fee Breakdown</b>		
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	\$ _____
<b>Total Fees</b>		\$ _____

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

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