



Residential – New Construction (Custom) 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
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

**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 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. 4 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)
- Detached Structures** (if applicable)
Any detached structure (i.e. garage, fence/wall or pool must have a separate permit application. See the individual checklists for those project types for specific submittal information.
- 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
Electrical Load Calculations
Heat/Gain/Loss 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. 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*
- Site Plan**
*Include a dimensioned site plan showing address, lot and block number
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
Indicate patios, balconies, accessory structures and fences, if applicable
Note: Scaled drawings may be required later if needed*

- Grading Plan** **Grading Plan**
 Include Vicinity Map, address of property and/or Assessor's Parcel Number, owner's name and address, Engineer's, Architect's or Surveyor's name and address
 Include a legend with Basis of Bearing
 Include a scale that shall not be less than 1" = 50'
 Indicate elevation at flow line high point, flow lines with direction of flow arrows and spot elevations as needed to show drainage from the property. A minimum 1% slope is required for drainage around the building, and 2% slope for drainage away from the building.
 Identify Cross Sections for all property lines showing wall, property line, swales, adjacent property elevation, and any fixed structures
 Include perimeter wall details including wall openings to maintain the historic drainage patterns
 Show existing contours extending 50 feet beyond the site
 Show existing rights-of-way and existing improvements adjacent to the property
 Indicate pad elevation and finished floor elevation, include total cubic yards of cut and fill
- 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
- Architectural Details**
 Show building sections, wall sections, waterproofing, fire proofing, weather proofing, door and window information and finishes (include accessibility requirements where 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
- Structural Details**
 Show all details of connection, interfaces, assemblies, fabrication units, etc.
- 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 a detailed schedule of all mechanical equipment and sizes and mounting details
- Plumbing** **Water and Wastewater Plumbing Plan**
 Show all points of connection to water and sewer lines with call outs identifying each plumbing fixture
 Indicate the minimum water meter size required. The meter size called out on the plumbing plan must match the meter size called out on the associated civil plans.
- Plumbing Fixture Schedule and Calculations**
 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**
*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 Diagram 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).*
- 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 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.*
- Grading Permit** ***Grading Permit** (if applicable)
If the lot is part of a pre-graded subdivision and any cut and fill for the over-excavation is less than 100 CY, the grading is considered incidental and a permit is not required. The permit application for the custom home shall indicate the grading is incidental.*



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 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