



Sign 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
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 Sign Permit Application**
Must include the property owner's email address
- Plans**
- Backup Documentation**
Structural Calculations, if applicable

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 code editions used
Provide identification of all responsible design persons/firms
Indicate type of construction
Indicate occupancy group*

- Architectural** **Site Plan**
Include a dimensioned site plan
Indicate North arrow
Indicate location of sign(s)
Indicate all property lines
Indicate all existing structures
Indicate all setbacks if the sign is freestanding
Please do not use aerial photos in lieu of the site plan (not legible for reproduction), although they may be submitted as a general location map or supplement to the site plan
Note: Scaled drawings may be required later if needed
- Design** **Sign Design**
Indicate sign dimensions and square footage
Indicate type of sign (i.e. channel letters, cabinet, pylon, wall-mounted, free standing, etc) and provide specifications/scope of work
Include elevations with wall dimensions, width of tenant lease space and location of signage
Indicate method of attachment/installation instructions, if wall mounted
Indicate whether the sign is illuminated or non-illuminated
- Electrical** **Electrical Plan**
Indicate power supply (sizes and location), if illuminated
Provide location of disconnect switch
- Structural** **Structural Calculations (if applicable)**
Indicate all footing sizes and locations, if freestanding sign
Specify size and types of arches

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).*
- 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.*



Community Development Department
Building & Safety Division
 401 California Avenue
 Boulder City, NV 89005-2600

Application For Sign Permit

Main Line: (702) 293-9282 **Inspection Scheduling Hotline:** (702) 293-9327 **Fax:** (702) 293-9392
Inspection Email: buildinginspections@bcnv.org **Website:** www.bcnv.org/communitydevelopment/

Project and Property Ownership Information

Section 1

<i>Project Address</i>	<i>Boulder City</i>	<i>NV</i>	<i>89005</i>	<i>Parcel Number</i>
	<i>City</i>	<i>State</i>	<i>Zip Code</i>	
<i>Property Owner Name</i>	<i>Use Zone</i>	<i>\$ Project Valuation</i>		
<i>Scope of Work</i>				

Contractor Information

Section 2

Please note that a contractor **must** pull the permit for installation of a sign on a commercial property. Permits cannot be issued as an Owner/Builder for commercial properties per State law.

General Contractor

<i>Company Name</i>	<i>Contact Person</i>	<i>() -</i>	<i>Phone Number</i>
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>BC Business License No.</i>	<i>State Contractor's License</i>	<i>Signature of Authorized Agent</i>	<i>Date</i>

Electrical Contractor (if applicable)

<i>Company Name</i>	<i>Contact Person</i>	<i>() -</i>	<i>Phone Number</i>
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>BC Business License No.</i>	<i>State Contractor's License</i>	<i>Signature of Authorized Agent</i>	<i>Date</i>

Information Regarding Plan Submittal

Section 3

Complete sign plans must be attached and indicate all dimensions of the signs and support structures, including the overall dimension of the sign (including the space between rows) and the method of illumination.
 A site plan must be submitted showing the location of the signs. For wall signs, plans must also illustrate the dimensions of the wall, including the location / dimensions of existing signs.

Information Pertaining to Size, Type, and Location of Existing and Proposed Signs

Section 4

Please see Sections 6, 7, and 8 on the reverse side of this form to enter the required information.

Signature of Applicant

Section 5

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.

<i>Applicant Signature</i>	<i>Applicant Name (please print)</i>	<i>Date</i>
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