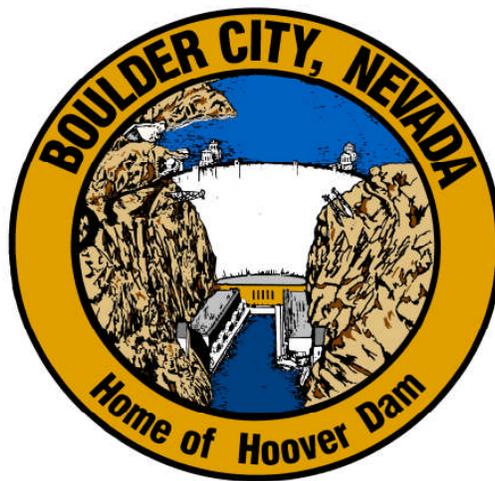


# **PLAN CHECK GUIDELINES**



**Boulder City Building Department  
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## **Introduction**

The following guidelines are intended to help you prepare documents that are complete when submitting for plan review. A complete set of documents allows the plans examiner to approve them, but even if corrections are needed, a complete set of documents usually only requires minor revisions.

The design documents are legal instruments that convey information to many people with diverse backgrounds that will be involved in your project. If they are clear and complete, your goal of obtaining the building permit in a timely manner is easily achievable.

If you are unclear about a certain requirement feel free to contact the plans examiner or building department. They are there to help you.

# STANDARDS FOR BUILDING PLANS

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Each construction project approved by a building official must be represented by complete plans and specifications which clearly show all components necessary to comply with code requirements and/or protect the public health and safety. The “approved” permit set of drawings serves as official evidence that the jurisdiction responsible for protecting public safety has reviewed and approved building plans prior to the initiation of construction activities.

Plans and specifications submitted to the building official must be of sufficient nature to clearly show the project in its entirety with emphasis on the following:

- Structural integrity
- Life safety assurance
- Architectural barriers
- Building codes compliance
- Definition of scope of work

Details provided in this guide are the minimum recommended standards required before the building official shall begin the plans examination. Not all of the requirements listed below will apply to every project. Additionally, requirements may vary by jurisdiction.

## **DRAWINGS**

The minimum required drawings will depend greatly upon the size, nature and complexity of the project. Each sheet shall have a title block with the firm name, address and phone number listed (with a space for the design professional(s) seal(s) or contractor data).

## **COVER SHEET**

The cover sheet shall contain:

1. Project identification, address and location map.
2. Identification of all design professionals, including the principal design professional (that is the professional who is responsible for project coordination). All communications shall be directed through this individual.
3. Design criteria list:
  - a. Occupancy group
  - b. Type construction
  - c. Location of property
  - d. Seismic zone
  - e. Square footage/allowable area
  - f. Fire sprinklers (if required)
  - g. Fire alarm systems (if required)
  - h. Height and number of stories
  - i. Occupant load
  - j. Land use zone
  - k. Code editions used
  - l. Wind loads
  - m. Snow loads

## **SITE PLAN**

The site plan shall:

1. Show proposed new structures, any existing buildings or structures, all property lines with dimensions, all streets, easements and setbacks.
2. Show all water, sewer and electrical points of connection, proposed service routes and existing utilities on the site.
3. Show all required parking, drainage and grading information (with reference to finish floor and adjacent streets).
4. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes.
5. Show north arrow.

## **FOUNDATION PLAN**

The foundation plan shall:

1. Show all foundations and footings.
2. Indicate size, locations, thicknesses, materials, strengths and reinforcing.
3. Show all imbedded anchoring such as anchor bolts, hold-downs, post bases, etc.
4. Reference soils report for the proposed structure at that site as required.

## **FLOOR PLAN**

The floor plan shall show:

1. All floors including basements.
2. All rooms, with their use, overall dimensions and locations of all structural elements and openings.
3. All doors and windows and provide door and window schedules, or other required information.
4. All fire assemblies, draft stops and area and occupancy separations.

## **FRAMING AND ROOFING PLANS**

1. Framing and roofing plans shall show all structural members, their size, methods of attachment, location and materials for floors and roofs.

## **EXTERIOR ELEVATIONS**

1. Exterior elevations shall show all views, openings, vertical dimensions and heights and identify all materials.

## **BUILDING AND WALL SECTIONS**

1. Building and wall sections shall show dimension of all heights, materials of construction, non-rated and fire-rated assemblies and fire-rated penetrations.

## **MECHANICAL SYSTEM**

The entire mechanical system must be shown. It shall:

1. Include all units, their sizes, mounting details, and all ductwork and duct sizes.
2. Indicate all fire dampers where required.
3. Provide equipment schedules.
4. Include energy conservation calculations per state of Nevada requirements.

## **PLUMBING SYSTEM**

1. The plumbing system shall show points of connection to utilities, septic tanks, pretreatment sewer systems and water wells, as well as all fixtures, piping, slopes, materials and sizes.

## **ELECTRICAL SYSTEM**

1. The electrical system shall show points of connection to utilities, as well as all electrical fixtures (interior, exterior and site), wiring sizes and circuiting, grounding, panel schedules, single line diagrams, load calculations and fixture schedules.

## **OTHER SUBMITTALS**

### **Structural Calculations**

Structural calculations for the entire structural system of the project must be provided.

### **Specifications**

Either on the drawings or in booklet form, construction components covering materials and methods of construction, wall finishes or all pertinent equipment must be further defined. Schedules may be incorporated in the project manual in lieu of drawings.

### **Addenda and Changes**

It shall be the responsibility of the individual identified on the cover sheet as the principal design professional to notify the building official of any and all changes throughout the project and provide revised plans, calculations or other appropriate documents prior to actual construction.

### **Revisions**

For clarity, all revisions shall be identified with a Delta symbol, date of change and the name or initials of the person making the change. Revisions of the same date shall have the same Delta symbol, letter or number. The revised areas shall be clouded on the drawings and tagged with the corresponding Delta symbol. Otherwise, revisions shall be resubmitted as a new project.

## **DEFICIENT SUBMITTAL**

It is the responsibility of the principal design professional to verify the work is complete, consistent and competent. If the plans do not meet these criteria, the building official may take any of the following actions:

1. Provide a list of deficiencies.
2. Increase the plan check fee for additional plan review time required due to deficiencies.
3. Return plans unchecked.
4. Refer the principal design professional to the appropriate state board for possible disciplinary action.

