



DEPARTMENT OF BUILDING & SAFETY

## COMMERCIAL CARPORT SUBMITTAL REQUIREMENTS AND CHECKLIST

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### GENERAL:

Two (2) complete sets and a 3<sup>rd</sup> set of structural plans are required for a permit submittal. All plans must be in accurate coordination. Property lines must agree between Civil and Architectural site plan. Plans stamped "Preliminary" and/or "Not for Construction" are unacceptable. Sets of plans shall include the following items:

Plans shall be complete and shall consist of architectural, electrical, plumbing, and mechanical drawings, and supportive data that include the following:

**Note:** Plans that have revisions (deltas or clouds) will not be accepted on original submittals.

**Note:** Information on plans and specifications shall be drawn to scale upon substantial paper whose sheets shall be of uniform size not to exceed 42x30 inches in size. The plans and specifications shall be of sufficient clarity to indicate the location, nature, and extent of work proposed and to show in detail that the work will conform to the provisions of the technical codes and all relevant laws, ordinances, rules, and regulations Electronic Submittals will be accepted per State of Nevada approved guidelines and technological capabilities of the Department (The City of Las Vegas Administrative Code Ordinance No. 302.3)

The following items are required regardless of the size or scope of the work:

### PLOT/SITE/GRADING PLAN:

- A. Legal description of plot or lot.
- B. Property lines or boundaries with dimensions shall be clearly identified.
- C. All public or private easements and right-of-ways to be identified and shown. Width and location of utility easements are to be shown.
- D. Location of all proposed and existing buildings, dimensions, setbacks, proposed use shall be shown including fences and type of construction.
- E. Plan for traffic ingress, egress, and parking lot layout. (Show typical space, driveway widths and locations, handicapped parking and accessible route of travel to building.)
- F. Landscaping plan showing size, type, and location of plant material.

### BUILDING PLANS:

- A. Plans shall be submitted to Building and Safety for Plan check and review. Only a licensed contractor of the State of Nevada with an active City of Las Vegas business license can be issued a permit for construction.
- B. Plans must be drawn by a Nevada State Registered Architect or Engineer, or Nevada State Licensed Contractor where used for his own work. The architect and/or engineer is responsible for the design and shall stamp and sign each sheet submitted. If plans are performed by a licensed contractor, the plans shall be so identified and signed. The State of Nevada Contractors Board Owner/Builder exemption is not permitted for commercial projects
- C. Plans shall be complete and shall consist of architectural & structural drawings, and supportive data which include the following:

### CODE ANALYSIS: (See Code Analysis Handout)

### FOUNDATION PLAN AND DETAILS:

- A. Size and depth of all footings.
- B. Stem wall and slab.
- C. Reinforcing steel - sizing and spacing.
- D. Soils reports. Grading reports and pad certifications before pouring of concrete.

### STRUCTURAL:

- A. Calculations to include vertical and lateral analysis.
- B. Plans to detail load path elements.
- C. List structural material specifications.
- D. Plans shall be compatible with engineering calculations and shall be wet stamped and signed by the Engineer of Record. Special Inspection is not required unless the Engineer of Record specifies this in his calculations. If there is welding in the field a CWI (Certified Welding Inspection) report will be required and given to the inspector before the final 140 is signed off.

### Electrical:

- A. Electrical bonding and grounding method/details for carports intended to support photovoltaic systems as required by the 2011 National Electrical Code NFPA 70

**\*Plans drawn in pencil or ink or with colored highlighting are not acceptable**

mt: Commercial Carport Submittal Requirements and checklist