

City of Las Vegas

Commercial Development Process

Process Flow:

Entitlements

Pre-Application Meeting

(Preliminary review of plans with City Departments)
(SP-DRC will act as Pre-App for Symphony Park)



Planning Commission Meeting

(Public Hearing - Recommendation)



City Council Meeting

(Public Hearing - Final Action, Project Entitled)



Regulatory Review

Civil Improvement Plan Review Submittal

(Off-Sites - Public Works)



Construction Document Submittal

(Architectural, Structural, MP&E, Fire, Planning - Building & Safety)



Civil Improvement Plan Approval

(Signatures by City Engineer, Planning, Utilities and Fire)



Construction Document Approval

(Signatures by Planning, Land Dev., Building, Fire, Traffic)



Construction

Ongoing Inspections/Plan Revisions

(Building & Safety, Public Works, Utilities, Fire and Planning)



Certificate of Completion

(Building & Safety, Public Works, Fire, Planning)



Occupancy

Certificate of Occupancy

(Construction Complete)



Business License

(Approval by Business Services, Planning, and Fire)

Notes/Timing:

Entitlements

The Entitlement phase of the Development Process requires approximately 90 to 120 days to accomplish from start to finish.

Do not delay the Business License submittal. Background checks require up to 180 days.

You can request a Temporary Business License when you submit your liquor license application.

Regulatory Review

The Regulatory Review phase may include civil plan review and building permit reviews.

For large projects you should expect the Regulatory Review to require 4 to 6 months.

For small projects which do not require civil plans the process will be shorter; less than 3 months.

Please note civil improvement plans must be approved and submitted with your building plans.

Construction

Field changes identified during construction will require the submittal of revised plans for approval.

The issuance of a Certificate of Completion will require the submittal of a tenant improvement plan for before a business can occupy the space.

Occupancy

Prior to obtaining a Certificate of Occupancy (C of O) the inspection card must be signed by Planning, Fire, Public Works, and the Building Department.

Please notify Business Licensing when you are within two weeks of requesting your C of O. Your business license must be sent to Fire and Planning for approval.