PLANNING & DEVELOPMENT
CITY OF LAS VEGAS
DEVELOPMENT SERVICES CENTER

PLANNING & DEVELOPMENT DEPARTMENT

TEMPORARY COMMERCIAL PERMIT SUBMITTAL REQUIREMENTS

APPLICATION/PETITION FORM: A completed Application/Petition Form is required. The owner(s) of the real property must sign this form, or submit a Power of Attorney authorizing an agent to sign. A Notary Public must notarize the signature. When the property owner(s) reside outside of Nevada, the signature may be notarized in another state.

JUSTIFICATION LETTER: A detailed letter that explains the request, proposed dates, and other detailed information to enable the Director to determine the appropriateness of issuing a permit. The Director may approve a Temporary Commercial Permit if the Director determines that:

1. The proposed use is compatible with existing land uses on the same property and on surrounding properties;
2. The subject site is physically suitable for the type and intensity of the use being proposed;
3. There will be adequate public access to the site and adequate provision for on-site parking;
4. The application is not a continuation of consecutive applications or otherwise an attempt to circumvent the limitations of Title 19.

FEES: $65

ASSESSOR'S PARCEL MAP: A copy of the Clark County Assessor's Office Parcel Number Map that is used to verify the parcel number(s) and location(s) of the subject property(ies) is required. These maps may be obtained from the Clark County Assessor's Office located at 500 S. Grand Central Parkway or through the Clark County website at (www.co.clark.nv.us).

ALL PLANS SUBMITTED MUST BE NO SMALLER THAN 11x17 AND NO LARGER THAN 24x36.

SITE PLAN: (2 folded) Draw to scale and make legible: the entire subject parcel(s), all proposed and existing structures, utility easements and locations, signage, and adjacent streets. Site Plans must include:

- □ PROPERTY LINES CALLED OUT
- □ ADJACENT LAND USES/STREETS
- □ VICINITY MAP
- □ DIMENSIONS (ACTUAL)/SCALE
- □ LANDSCAPE AREAS
- □ NORTH ARROW
- □ STREET NAMES
- □ SCALE
- □ INGRESS/EGRESS
- □ PARKING SPACES

BUILDING ELEVATIONS (IF APPLICABLE): (1 folded) Draw and make legible: all sides of all buildings on site. **Photographs may be submitted in lieu of detailed drawings.** Building Elevations must include:

- □ DIRECTION OF ELEVATION
- □ BUILDING MATERIALS & COLORS CALLED OUT
- □ ELEVATION DIMENSIONS/SCALE

FLOOR PLAN (IF APPLICABLE): (1 folded) Draw and make legible: all rooms and/or spaces contained within the building(s) on the site. Floor Plans must include:

- □ ENTRANCES/EXITS
- □ MAXIMUM OCCUPANCY (PER U.B.C.)
- □ ROOM DIMENSIONS/SCALE
- □ USE OF ROOMS
- □ SEATING CAPACITY (WHEN APPLICABLE)
- □ NORTH ARROW