



City of Boulder City
Community Development Department
Building and Safety Division
401 California Avenue
Boulder City, Nevada 89005
702-293-9282 (Main Line)
702-293-9392 (Fax)

Permit Plan Submittal Checklist

CHECKLIST MUST BE COMPLETED BY YOU & SUBMITTED WITH YOUR APPLICATION & PLANS

Submittal documents shall comply with the Nevada Blue Book standards for building plans. A copy of the Nevada Blue Book is available online at the Nevada State Board of Architecture website www.nsbaird.state.nv.us or in the office of the Building and Safety Division.

Applicant Must Check All That Apply for Each Section; Write N/A if it Does Not Apply

Minimum Requirements

- Completed permit application in blue or black ink only. **Application must have a state-licensed contractor or Owner/Builder listed and must be signed by a representative of the company or the Owner/Builder. Applications submitted by design professionals or with "TBD" listed for the general contractor will not be accepted.**
- Plan review deposit (*new construction only*). Make check payable to "City of Boulder City"
The deposit for new residential units is \$500.00
The deposit for new commercial units is \$1,000.00
- Three (3) sets of **BOUND** plans (accepted sizes: 8 ½ x 11, 8 ½ x 14, 11 x 17 and all architectural sizes)
- Two (2) sets of backup documents submitted on standard 8 ½ x 11, 8 ½ x 14 or 11 x 17 size paper only
(NOTE: Structural calculations, truss calculations, geotechnical report and energy compliance report shall be prepared by properly registered and/or licensed professionals. These may be deferred with approval by the Building Official)

Documents Prepared By

- Owner / Builder (all documents signed as "Owner / Builder")
- Nevada Licensed Contractor (all documents signed by contractor performing the work)
- Nevada Registered Design Professional (all documents signed and sealed by designer)

Cover Sheet

- Project identification, address and site map
- Indicate square footage of area involved
- Indicate code editions used (for current editions, visit <http://www.bcnv.org/163/Building-Division>)
- Identification of all responsible design persons/firms
- Indicate type of construction
- Indicate any deferred submittal documents (such as truss calculations etc.)
- Indicate building height and number of stories
- Indicate occupant load (commercial)
- Indicate seismic design category and wind speed & exposure design
- Indicate occupancy group
- Indicate special inspection program (if applicable – commercial only)
- Indicate fire alarm system and fire sprinkler system (if applicable)

Applicant Must Check All That Apply For Each Section

Site Plan

- Indicate North arrow
- Indicate all property lines and their dimensions
- Indicate all new and existing structures
- Indicate all set backs
- Indicate all streets and easements
- Indicate all existing utility locations, proposed service routes and points of connection
- Indicate finished floor and pad elevations with reference to adjacent streets
- Indicate drainage and grading information
- Indicate vehicle parking locations

Foundation Plan

- Indicate all footings and foundations with dimensions and reinforcing
- Indicate all imbedded items such as anchor bolts and hold downs
- Reference soils report

Floor Plan

- Indicate all levels, all rooms, all dimensions and location of openings
- Provide window and door schedule
- Indicate all occupancy separations and fire assemblies

Exterior Elevations

- Indicate all vertical dimensions and heights
- Show all views openings and identify finish materials

Building & Wall Sections

- Indicate all vertical dimensions, materials of construction and fire-rated assemblies

Framing & Roofing Plans

- Indicate all structural components with sizes and materials

Mechanical System

- Indicate all equipment, ducts with dimensions and equipment schedules

Plumbing System

- Indicate all piping sizes, slopes and materials
- Indicate all fixtures
- Indicate point of connection to sewer and water

Electrical System

- Indicate all components, fixtures, outlets, receptacles, switches, size of service equipment and conductors
- Indicate point of connection to source
- Indicate UFER, if applicable
- Indicate AFCI outlets, GFCI outlets, smoke alarms and carbon monoxide alarms
- Provide load calculations

Landscaping-Irrigation

- Indicate and identify all materials and species, quantities and irrigation devices

For Use by COBC Staff Only

Checklist reviewed by: _____

Checklist reviewed on: _____

Application Number: _____



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>Boulder City</i>	<i>NV</i>	<i>89005</i>	
<i>Project Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>	<i>Parcel Number</i>
				\$ <i>Project Valuation</i>
<i>Property Owner Name</i>				
<i>Use Zone</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>Phone Number</i>	
	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Street Address</i>			<i>Email Address</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>Phone Number</i>	
	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Street Address</i>			<i>Email Address</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>

Existing Sign Information

Indicate type, location, and size of signs presently located on the property / building. **Do not include signs that are being removed** as part of this section.

Section 6

	Sign Type	Sign Location	Size (in S.F.)	Height of Sign <small>(from grade to top of sign)</small>	Total Area	Staff Use Only
	Sign 1					
	Sign 2					
	Sign 3					
	Structure Sign					
Total Area of Existing Signs to Remain:						

Proposed Sign Information

Indicate type, location, and size of signs that are proposed for the property / building.

Section 7

	Sign Type	Sign Location	Size (in S.F.)	Height of Sign <small>(from grade to top of sign)</small>	Total Area	Staff Use Only
	Sign 1					
	Sign 2					
	Sign 3					
	Structure Sign					
Total Area of Proposed Signs:						
Total Area of Existing & Proposed Signs:						

Wall Face Dimensions

Section 8

	Indicate which sign will be on this wall	Width of Wall	Height of Wall	Total Wall Area	Staff Use Only
	Wall 1				
	Wall 2				
	Wall 3				
Total Area of Walls on Which Signs Will be Posted:					

INFORMATION BELOW TO BE COMPLETED BY COBC STAFF ONLY

Application Number: _____ Date of Application: _____ Routed by: _____

Permit Number: _____ Date of Issuance: _____

Staff Approval

Section 9

Reviewed and/or Approved by:

Staff Member Name Date

Occupancy Type Construction Type

Fees

Fee Breakdown

Code	Fee Type	Fee Amount
BLDPER	Issuance	\$ _____
BLDPER	Sign Permit	\$ _____
PLNCK	Plan Review	\$ _____
ELEPER	Electrical Permit	\$ _____
MISBLD	Miscellaneous	\$ _____
Total Fees		\$ _____

Conditions of Approval

Section 10
