



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
- Show building address per Section 11-44-8 of the Boulder City Municipal Code

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: _____