



# Demolition Permit Submittal Checklist

02/16/2021 V1

## City of Boulder City Community Development Dept Building and Safety Division

401 California Avenue  
Boulder City, NV 89005  
Main Line: (702) 293-9282  
Email: [buildingpermits@bcnv.org](mailto:buildingpermits@bcnv.org)

This checklist is provided for the convenience of our customers. Complete and accurate plan submittals help speed the plan review process. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for revisions by City staff. Please use the checklist to ensure your application includes all information necessary for a timely review of your plans.

The timeframe for permit issuance will be affected by how well and quickly an applicant responds to any corrections required as a result of the first review. The timeframe for permit issuance may also be affected if review or approval is required by the Historic Preservation Committee, Planning Commission or other City entity.

**The plan review timeframe for a first review of this project type is  
1 – 2 weeks**

### Part. 1 Applicant's Responsibility

#### **Applicants are responsible for submitting complete applications.**

Incomplete applications will not be reviewed until all plans/documents have been submitted.

Checklists are required to be filled out prior to submittal. A blank checklist will be considered an incomplete submittal and will not be reviewed.

### Part. 2 Applicable Codes

The project must meet the requirements of the City's adopted codes, ordinances, and regulations, as follows:

2018 International Building Code, with Southern Nevada Building Code Amendments

2018 International Residential Code, with Southern Nevada Building Code Amendments

2018 Uniform Mechanical Code, with Southern Nevada Building Code Amendments

2018 Uniform Plumbing Code, with Southern Nevada Building Code Amendments

2017 National Electrical Code, with Southern Nevada Building Code Amendments

2018 International Fire Code, with Southern Nevada Building Code Amendments

Title 11, Zoning and Subdivisions (view at [municode.com](http://municode.com))

### Part. 3 Submittal Package

#### **All submittals are to be emailed to [buildingpermits@bcnv.org](mailto:buildingpermits@bcnv.org)**

**Including key words in the subject line such as "Initial Submittal – [provide address]"; "Revision – [provide application #]", etc., will assist in faster processing**

We have a 20MB per email limit, so you may need to submit multiple emails or share your documents via Dropbox, OneDrive or other file-sharing site.

#### **All documents must be digitally stamped/signed**

Please provide the following items in your permit application package:

**Completed Building Permit Application**

*Must include the property owner's email address*

**Completed Owner Builder Affidavit of Exemption** (when permit is pulled by Owner/Builder) (this does not apply to commercial properties)

**Plans**

*Include a page index*

*Include a dimensioned site plan*

*Indicate North arrow*

*Show existing structures to be removed with square footages and related setbacks to structures and property lines*

*Indicate all streets and easements*

*Indicate all utility locations and the points of origin to which they shall be terminated, if applicable*

*Indicate any interior demolition if the scope is interior only*

*Indicate all mechanical, plumbing and electrical components to be removed, if applicable*

*Provide dust pollution management plan with approved sealant of lot (water is not an approved sealant)*

**Backup Documentation**

*Report of Hazardous Materials Assessment*

*Structural Calculations if interior load-bearing walls are being removed or modified*

**Photos**

*Digital, color exterior photographs (all sides) are required for all buildings and structures located in the historic district proposed for demolition*

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**Part. 4**

**Other Information**

**Boulder City Historic District**

- The historic district map and address registry can be found on the city website ([bcnv.org](http://bcnv.org)), Community Development Department, Historic Preservation / Documents. Delay of a demolition permit may be required for review by the Historic Preservation Committee; reference Title 11, Chapter 27 of the City Code. City staff may need to access the property for further documentation.*

**HOA Approval**

- Not required for a permit, unless per exception herein.** *As a general rule, the City of Boulder City does not enforce private CC&R's associated with Homeowners Associations (HOA's). However, applicants are advised to seek approval of any applicable HOA in advance of submitting plans to the City. **EXCEPTION: Any construction on land or airspace owned by the HOA requires submission of approval from the HOA***

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**Part. 5**

**Utility Terminations**

**Gas (if applicable)**

*Property owner shall contact SW Gas at 877-860-6020*

**Water**

*Applicant shall request meter removal via email to [buildinginspections@bcnv.org](mailto:buildinginspections@bcnv.org). Staff will submit a Service Request internally.*

**Electric**

*Applicant shall request disconnection via email to [buildinginspections@bcnv.org](mailto:buildinginspections@bcnv.org). Staff will submit a Service Request internally.*

**Sewer**

*Applicant shall terminate and cap at back of property line or City cleanout.*

**Fire Sprinkler (commercial only)**

*Applicant shall request disconnection of the street valve for the DCDA via email to [buildinginspections@bcnv.org](mailto:buildinginspections@bcnv.org). Staff will submit a Service Request internally.*



**City of Boulder City**  
 Community Development Department  
 Building and Safety Division  
 401 California Avenue  
 Boulder City, NV 89005

# Application For Building Permit

**Main Line:** (702) 293-9282

**Building and Safety Division Email:** buildingpermits@bcnv.org

**Inspection Scheduling Hotline:** (702) 293-9327

**Inspection Scheduling Email:** buildinginspections@bcnv.org

**Website:** www.bcnv.org/156/Community-Development

## Project and Property Ownership Information

Section 1

Project Address Boulder City NV 89005 Parcel Number  
City State Zip Code

Use Zone: \_\_\_\_\_ Project Type:  Residential  Commercial / Industrial Project Valuation: \$ \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Are you applying as an Owner / Builder? (Check one)  
 Yes  No

Property Owner Name

Address Where You Currently Reside ( Owner / Builder ONLY) City State Zip Code

Property Owner Phone Number Property Owner Email Address

## Permit Applicant Information

Section 2

Indicate Type of Contractor (Owner / Builder may select multiple)

General Contractor  Mechanical Contractor  
 Plumbing Contractor  Electrical Contractor

Company Name (if Owner / Builder, enter "O/B")

Street Address City State Zip Code

Company Email Address (required) Contact Person Phone Number

BC Business License No. State Contractor's License No. Additional State Contractor's License Nos. (if applicable)

## Subcontractor Information (applicable only to General Contractors)

Check all subs that apply to your project:  Mechanical  Plumbing  Electrical

<i>Staff Use Only</i>	
Subcontractor Registration Form received on	_____
Subcontractor Registration Form received on	_____
Subcontractor Registration Form received on	_____

## Signature of Applicant

Section 3

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.

Applicant Signature Applicant Name (please print) Date

**INFORMATION ON THIS PAGE TO BE COMPLETED BY COBC STAFF ONLY**

Application Number: \_\_\_\_\_ Date of Application: \_\_\_\_\_ Routed by: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_ Issued by: \_\_\_\_\_

<b>Section 4</b>	<b>Code Analysis</b>		
	Occupancy Type _____	Construction Type _____	Occupant Load _____
	Code Edition(s) _____		

<b>Section 5</b>	<b>Structure Details</b>	
	<b>Total Area (sq. ft.)</b> _____ Living _____ Accessory _____ Patio/Porch _____	Building Height _____ Number of Stories _____ Number of Exits _____ Fire Sprinklers _____

<b>Section 6</b>	<b>Valuation</b>	<b>Fees</b>		
	Project Valuation \$ _____	<b>Fee Breakdown</b>		
	Breakdown (if necessary) \$ _____	<b>Code</b>	<b>Fee Type</b>	<b>Fee Amount</b>
	\$ _____	BLDPER	Issuance	\$ _____
	\$ _____	BLDPER	Building Permit	\$ _____
		PLNCK	Plan Review	\$ _____
		PLUPER	Plumbing Permit	\$ _____
		MECPER	Mechanical Permit	\$ _____
		ELEPER	Electrical Permit	\$ _____
		BLDPER *	BC Land Disturbance Fee	\$ _____
	TORLND **	Tortoise (CC Land Disturbance)	\$ _____	
	TORTSE **	Tortoise (CC Land Dist. Admin)	\$ _____	
	PRIVTX **	Privilege Tax	\$ _____	
	RESTX	Residential Tax	\$ _____	
	WATRHK	Water Connection (Size_____)	\$ _____	
	SEWRHK	Sewer Connection (Size_____)	\$ _____	
	ELECHK	Electrical Connection (AMP_____)	\$ _____	
	UFPOOL	Swimming Pool Utility Fee	\$ _____	
	MISBLD	Miscellaneous - Building Permit	\$ _____	
		<b>Total Fees</b>	\$ _____	

\* Incidental grading only (< 100 CY); if grading activities are > 100 CY, a separate grading permit is required  
 \*\* Fees collected on behalf of Clark County

<b>Section 7</b>	<b>Staff Approval</b>	
	Reviewed and/or Approved by: _____	Date: _____

<b>Section 7</b>	<b>Conditions of Approval</b>