HENDERSON

Model Home Garage Conversion to a Temporary Sales Office

City of Henderson

Development Services Center

Submittal Checklist

Please use this checklist and the supporting detail to assure that your permit submittal includes all the information necessary for a timely review of your plans. All applications for permits **must** be submitted electronically through the DSC Online Portal (**dsconline.cityofhenderson.com**). ***Please apply through DSC Online as a Residential Building Permit Application (it will be processed as a remodel permit).***

Prerequisites:

- ☐ **An active-issued model Permit**

Submittal Package:

The following documentation must be included when submitting your Garage Conversion project.

- ☐ **Completed Building Permit application.**
- ☐ **Complete set of building plans (see Plan Contents section below for more detail)**

Plan Contents – General Information

Plans must contain the following minimum content requirements. This list is not intended to be all inclusive of every detail required on a set of Remodel plans for a Model Home Garage for Conversion to a Temporary Sales Office. Rather, it is provided to give an overview of the basic plan contents needed for the review of plan sets.

- ☐ **Cover Sheet**

  Include general project information, such as: address, location map, and square footage of the area to be remodeled. Also include a complete code analysis of the proposed remodel. All applicable building codes must be included on the plans. Cover sheet must have a legend of symbols and abbreviations used throughout the plan set.

- ☐ **The plan set must be signed and sealed by the registered design professional.**

Plan Contents – Site Plan

- ☐ **Site plan must include:**
  - Must be drawn to scale, showing layout of site including:
    - Location of building with dimensions.
    - Utility information.
    - Layout of parking with dimensions [Title 19 HMC].
      - If all parking is provided on a public street accessible parking is not required.
      - When parking is provided on a private street accessible parking is required.
      - If any on-site parking is provided, accessible parking is required.
    - Provide accessible route from public way or accessible parking to entrance.
    - An accessible restroom shall be provided. Accessible portable restroom is acceptable and shall be screened per Community Development requirements.
    - Threshold into the office is required to be at a maximum ½" height.

- 18" is required at pull side of doors.
- Show all other structures including walls, fences, sidewalks, stairs, ramps, signs, fire hydrants, etc.
- Accessible route into the office by a minimum of 2" of stable, firm, and slip-resistant surface material, such as:
  - Stabilized (additives added), compacted soils.
  - Compacted, decomposed granite.
  - Individual pavers and/or a paved surface such as plywood, concrete, asphalt, brick, etc., complying with elevation change and opening requirements.
- Plans of the structure.
- Show all exit doors and plumbing fixtures.
- Include fire lanes, landscaped areas, fences, and mailboxes, if applicable.
- Show patios, balconies, and accessory structures, if applicable.

Plan Contents – Structural (If new or existing is being modified)

- **Structural Notes**
  - Material specifications and requirements for all structural elements and assemblies, including design requirements, special inspection requirements, and structural observation.
- **Structural Details**
  - Show all details of connection, interfaces, assemblies, fabrication units, etc.
- **Foundation Plans**
  - Show all foundations and footings. Indicate size, locations, thicknesses, materials, strengths, and reinforcing. Show all imbedded anchoring such as anchor bolts, hold-downs, and post bases. Reference soil report for the proposed structure at that site as required.
- **Floor and Roof Framing Plans**
  - Show all structural members, their size, methods of attachment, location, and materials for roof.

Plan Contents - Electrical

- **Electrical drawings if completed by a Nevada Licensed Engineer shall be digitally stamped and signed.**

- **Electrical load calculations**
  - Must be signed by preparer using the City of Henderson form or designer's form with the current codes listed on the report.
- **Electrical Plans**
  - Show the size and location of the main electrical service equipment and all sub-panels. Show the location of all outlets, switches, light fixtures, and special outlets in the area to be remodeled. Identify the locations of all required GFCI and AFCI protected outlets and light fixtures. This should be shown on the plans if applicable.
  - Provide One Line Diagram of all major wiring and design.
- **Energy Code Analysis**
  - Must be signed by preparer using the City of Henderson for or designer's form.
    - Documents prepared using COM*check* or RES*check* must be signed and included in the submittal package (either included on the Mechanical plans or the Electrical plans as applicable). They may be submitted as a separate set of documents and must be signed.

- Must have current codes listed on the document (listed on documents generated from COM*check* or RES*check)*
- COMcheck-Web: Home Page (pnl.gov)
- REScheck-Web - Login (pnl.gov)

Plan Contents – Mechanical

- ☐ **Mechanical Plans**
  - Provide dimensioned mechanical plans showing duct layouts and sizes, fire, smoke, and combination fire/smoke dampers.
  - **Mechanical – Residential Energy Code Analysis**
    - Envelope
      - Document generated through RES*check* Software
      - Provides Energy Code used (i.e., 2018 IECC)
      - Includes Envelope Assemblies List
      - Includes an Envelope Compliance Statement

Plan Contents – Plumbing (If new or existing is being modified)

- ☐ **Water and Wastewater Plumbing Plans**
  - Show all points of connection to water and sewer lines, with call outs identifying each plumbing fixture.
- ☐ **Plumbing Fixture Schedule** [may not apply to shell applications]
  - List each individual fixture and indicate whether each fixture is connected to water, direct waste, and/or indirect waste in a fixture table.
- ☐ **Gas Plan** [if applicable]
  - Provide gas demand schedule showing individual and total appliance BTU/CFH demands. Provide plan view or isometric drawing showing gas pipe type, size, and length.
- ☐ **Gas Calculations [**if applicable]
  - If medium pressure gas is used, a letter from Southwest Gas indicating availability is required.

Landscape and Irrigation Plans

- ☐ Show locations, quantities, and sizes of all landscape material used, such as plant species, mulch types, boulders, turf (if allowed) and planter areas, earth contouring, detention facilities, fencing, hardscape, and edging.
- ☐ Include an irrigation layout plan showing point of connection and location of backflow prevention device and emitter schedule. Include backflow prevention detail and emitter placement.

Fire Sprinkler and Alarm Plans

- ☐ See fire protection systems checklist. Fire protection system plans, and calculations are typically submitted after the main set of building plans are accepted for review. [if applicable].

Note: When converting the temporary sales office back to a garage, the final inspection is to be scheduled and completed using the Model permit number which will generate the Certificate of Occupancy for the Model building.