Industry Advisory from the
Department of Community Development
Building and Safety Division

Re-sites for Residential Tracts

October 3, 2022

City of Las Vegas is pleased to announce changes to our re-site process. Effective immediately, there will only be two conditions for processing a re-site.

Condition 1:

If the new subdivision is within the boundary of the original tentative map area, transfer of models can be done administratively through a Permit Technician.

Please note, condition 1 requires new fire sprinkler designs unless the original design included the worst case pressure scenario for the entire subdivision.

Condition 2:

If the new subdivision is outside the original tentative map boundaries transfer of models can be completed through a Permit Technician. Plans and documents can be transferred between the new subdivision and existing subdivision as long as they are in the current code cycle.

A new tract submittal application with instructions is included with this announcement.

If you have any questions or concerns, please feel free to contact me at (702) 229-2002, or email me, at mcunningham@lasvegasnevada.gov.

Sincerely,

Michael Cunningham, P.E., C.B.O.
Deputy Building and Safety Director/Building Official
City of Las Vegas
Building and Safety Division

BUILDING & SAFETY

TRACT SUBMITTAL APPLICATION

www.LasVegasNevada.gov/BuildingPermits

Phone: (702) 229-6251

Project #: _____ (CLV USE ONLY) Parent Project #: _____
Overall Project Valuation: $_____ Civil Application #: _____
Project Scope of Work: _____
Project Name (Tentative Map Name): _____ Marketing Name: _____

Building #1: Scope of Work: _____ Building Valuation: $_____
OCCUPANCY GROUP(S): _____ USE: _____ CONSTRUCTION TYPE: _____
TOTAL SQUARE FOOTAGE: _____
SQUARE FOOT OF FLOOR AREAS: 1ST: _____ 2ND: _____ 3RD: _____
Garage: _____ Patio: _____ Balcony: _____ Number of Units: _____ Number of Stories: _____

CONDITION 1 – RE-SITE WITHIN ORIGINAL TENTATIVE MAP BOUNDARIES

Final Map Name: _____ Final Map Recording Info: Book: _____ Page: _____
Civil Application #: _____
Are new Fire Sprinkler Drawings and Calculations Needed? Yes ☐ No ☐

CONDITION 2 – RE-SITE OUTSIDE ORIGINAL TENTATIVE MAP BOUNDARIES

Original Tract Application #: _____ New Tentative Map Name: _____

Marketing Name: _____

Final Map Name: _____

Final Map Recording Info: Book: _____ Page: _____

Submittal Requirements:

- ☐ Cover Letter
- ☐ New Plan Cover Page (With Vicinity Map, map of the overall subdivision, and minimum lot size exhibit with setbacks)
- ☐ Soils Report for the New Subdivision
- ☐ Structural Engineer Letter
- ☐ Truss Calculations, if needed
- ☐ Design Professional Letters
- ☐ New Fire Sprinkler Drawings and Calculations
- ☐ Civil Improvement Plans for New Subdivision; Civil Application #: _____

Permit Expires 180 Days After Abandonment of Work

Permits expire when no inspection has been approved for any 180-day period after the permit has been issued.

Use our Online Permit Fee Estimator,
https://www.lasvegasnevada.gov/Business/Permits-Licenses/Building-Permits/Permit-Fee-Estimator.
Do not bring a pre-printed check as your final fees may be different from the estimate.*

Contractor's Information

Company Name: _____
Company Representative: _____
Phone: _____ Email: _____
State Contractor License #: _____
CLV Business License #: _____
If Contractor is not known at time of submittal type TBD

Purpose: To re-site existing approved model plans to a new subdivision located outside the tentative map boundaries of the original subdivision in order to process SFD Tract plot plan permits.

As part of the SFD Tract Plot plan submittals, we check Subdivision code and Project Plan number to see if a unique match exists in INFOR. Each INFOR Project/Planning number has only one subdivision linked to it.

The Plan Check Number at the top of the form and the Subdivision code must link with the correct information. If this information does not match with what was entered into the Project Plan Check, then it will not process new permits using Model Generation and the builder will need to bring in the plot plan and meet with the B & S Business Specialist to determine the problem.

If it is determined that the subdivision is different from the subdivision that the plans were approved for, then a Re-site of the plans to the new subdivision is necessary. There are two possible conditions for the Re-site.

Condition One: If the new subdivision is within the boundary of the original tentative map area, transfer of models can be done administratively through a Permit Technician.

1. Fill out (1) application
2. If new fire sprinkler drawings or calculations are needed upload at time of submittal. If sprinkler drawings and calculation were completed for the worst case scenario for the entire subdivision new drawings and calculations will not be needed.
3. There will be a fee due of $88.00 (.5 hours per plan) and (1) Admin fee, $55.00 for each model when the re-site is complete. Ex. (4) models would be: (4) x ($88.00 + $55.00 = $143.00) = $572.00.
4. Once the Re-site is approved the contractor will add the new subdivision information to the existing plans in the field for the inspector.

Condition Two: If the new subdivision is outside the original tentative map boundaries transfer of models can be completed through a Permit Technician. Plans and documents can be transferred between the new subdivision and existing subdivision as long as they are in the current code cycle.

The information presented here is for (1) model. If there is more than (1) model then this information is for *each* model.

1. Fill out (1) application
2. Cover letter with all the original plan check numbers and the recorded subdivision, FMP number from the subdivision where the models were originally created. Tell us which subdivision(s) you want to have the re-site go to, include the FMP number.
3. A new plan cover page with the “Recorded” subdivision name for the subdivision you want to re-site to. You can leave the marketing name on this plan but we must have the recorded subdivision on it. This cover plan sheet should be the one that shows your plan or model number and code analysis model information on it. Please provide a vicinity map and a map of the overall subdivision on this cover plan sheet. Provide a minimum lot size exhibit with all setback dimensions for the proposed model for the proposed subdivision
4. Soils reports for the new subdivision, not more than one year old.
5. Structural engineer’s letter attesting the structural design is acceptable with the new soils conditions, a new wind exposure and a new location as it pertains to the seismic design. This letter must also state that the structural plans and documents can be used in the new location. If the new soils conditions warrant plan and calculation changes then new structural plans with calculations must be submitted for review for each model.
6. QAA: Special Inspection will be required on a case by case basis. We will verify based on previously approved plans and the new soils, seismic and wind conditions.
7. Truss Calculations: If the truss calculations are the same as previously submitted and if they were approved under the current code, no new truss calculations are required to be submitted with the re-site submittal. Under any other condition new truss calculations will need to be submitted for review and approval. The new truss calculations will have to be approved for use by the structural engineer of record prior to submittal to the building department.
8. Letters from each design professional or contractor for Architectural, Mechanical, Plumbing and Electrical stating it is ok to re-site their plans to the new subdivision.
9. Letters from engineer/contractor stating water pressure is the same as original site or new plumbing plans/calculations are required.
10. Fees: Standard Revision Fees apply $250.00 for each Model. We will charge additional fees after the second review for each model when the re-site is complete.
11. Once the Re-site is approved the contractor will be contacted, the new plans, truss, and calculations should be available for the inspector at the new site.
12. New Fire Sprinkler Drawings and Calculations.