HENDERSON

Commercial Coach for Use as a Temporary Real Estate Sales Trailer

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 miscellaneous Building Permit Application.***

Prerequisites:

- ☐ **Final Map or Parcel Map is recorded.**
  - If the final map has not been recorded, applicants are directed to Community Development to complete the early addressing process. With early addressing and Mylars submitted for approval, Sales Trailer Permit applications are authorized for submittal.
- ☐ **Appropriate zoning is currently in place for this proposed use.**
  - Contact Community Development Entitlement Division at (702) 267-1500 for more information.
- ☐ **Permanent address assigned.**
  - Early addressing may be requested through Community Development. Please call (702) 267-3640.
- ☐ **Associated Civil Improvement Plans for the Subdivision Containing the Trailer**
  - The lot where the sales trailer will be placed shall be designed on the Civil Improvement Plans in the final configuration after the sales trailer is removed.
  - Must have previously approved plans or plans must be in the review process. Sales Trailer permit cannot be issued until the accompanying civil improvement plans are approved. Delays in getting civil improvement plans approved will delay the issuance of the building permit. The associated Mylars must be approved, and any Southern Nevada Water Authority fees must be paid before the building permit is approved by Utility Services.
- ☐ **An approved temporary use permit for the Sales Trailer <u>if located off-site</u>.**
  ~ OR ~
  A Design Review for the Sales Trailer <u>if located on-site</u>.

Submittal Package:

The following documentation must be included when submitting your Sales Trailer for review.

- ☐ **Completed Building Permit application.**
- ☐ **Site Plan**
- ☐ **Plans of the Structure**
- ☐ **Electrical Load Calculations of Serving Panel [**when required**]**
- ☐ **Plans for Ramps and Decks more than 30" above grade at any point, stairs, and any other structures.**

- **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 Sales Trailer plans. 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 Sales Trailer. Also include a complete code analysis of the proposed Sales Trailer. 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 – Plans of the Structure

- **Structural plans shall be digitally stamped and signed.**
- **Show all exit doors and plumbing fixtures.**

Plan Contents – Site Plan

- **Site plan must include:**
  - Must be signed by the designer.
  - Site plan must be drawn to scale, showing layout of site including:
    - Location of building with dimensions
    - Utility information
    - Layout of parking with dimensions
      - When all the 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.
    - 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
  - Show all plumbing fixtures.

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.
  - Required when utilizing three or more pump motors or one 5 horsepower or greater pump.
- ☐ **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 (exterior and site), and special outlets. Identify the locations of all required GFCI and AFCI protected outlets and light fixtures. This should be shown on the plans if applicable.

Plan Contents - Plumbing

- ☐ **Plumbing drawings if completed by a Nevada Licensed Engineer shall be digitally stamped and signed.**
- ☐ **Water and Wastewater Plumbing Plans** [if applicable]
  - Show all points of connection to water and sewer lines, with call outs identifying each plumbing fixture.
- ☐ **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 piping including BTUs of appliances served – show location, size, and type of material and total developed length of gas line. If connecting to an existing gas line, a complete gas plan for the entire gas system shall be required.
- ☐ **Gas Calculations [**if applicable]
  If medium pressure gas is used, a letter from Southwest Gas indicating availability is required.

Removal

- ☐ Immediately following the end of the time granted for operation, all sales office facilities must be removed from the site, and the site returned to a safe and clean condition and be graded in a manner consistent with requirements for drainage and dust controls established by the Public Works Department.