



# Clark County Department of Building & Fire Prevention

4701 West Russell Road, Las Vegas, NV 89118 ~ (702) 455-3000

## Conversion of Single Family Residence to Professional Office Building Building Permit Guide

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### Part I. General Information

This guide outlines the major requirements for the conversion of a single family residence to a professional office building. Additional code requirements may be applicable.

### Part II. Applicant's Responsibility

Completed Building Permit Application.

Application forms are available in the Permit Application Center and online.

### Part III. Prerequisites

Proof of compliance with any Commission imposed conditions as part of land use item will be required at time of submittal.

### Part IV. Applicable Codes

Currently adopted:

- International Building Code
- International Energy Conservation Code
- Uniform Mechanical Code
- Uniform Plumbing Code
- National Electrical Code
- Southern Nevada Code Amendments
- ICC/ANSI A117.1
- Title 30 Clark County Development code

### Part V. Submittal Package

- Submit three (3) copies each of plot and grading plan showing property lines, building locations, parking spaces, walls, topography and other applicable data, such as required offsite information, drainage or traffic requirement. This requirement is on a case by case basis depending on the proposed site design.
- Submit three (3) copies each of elevation, floor, and design plans.
- Submit three (3) copies each of building and associated sub-permit applications as applicable for construction.

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## Part VI. Plan Contents

- Submit three (3) copies each of plot and grading plan showing property lines, building locations, parking spaces, walls, topography, and other applicable data, such as required offsite information, drainage or traffic requirement. This requirement is on a case by case basis depending on the proposed site design.
- Submit three (3) copies each of elevation, floor, and design plans.
- Building fire rating versus setback requirements:
  - Exterior wall construction will be determined by IBC Table 602.
  - Fire-resistance ratings for building elements will be determined by IBC Table 601
  - Openings in an exterior wall shall comply with IBC section 704.12 or 704.12.1 as applicable.
  - If required, occupancy separation shall comply with IBC Table 508.3.3.
- Accessibility of the physically handicapped; IBC Chapter 11:
  - Accessibility shall be required to the main building entry from a public way.
  - Accessible parking spaces shall be provided.
  - Accessible bathroom(s) shall be provided with an accessible interior route.
- Wood floors, first or second floor, must be designed for 70 lbs. per sq. ft. for office loading.
- A second stairway will be required from the second floor if the occupant load is 10 or more.
- For conversions from R-3 to B occupancy as defined by the Building Code, type NM and NMC cables may remain, provided the equipment grounding conductors are sized in accordance with Table 250.122 and meet the requirements of 406.3(D) of the NEC.

### **Zoning Code Requirements (Title 30):**

Design Review required per 30.16-9

- Location of buildings, fences, parking areas, signs, lighting and landscaping shall conform to the plans approved at the time of design review. New buildings must conform to the following:
  - For CRT and C-P within 200 feet of single family residential development, architectural style (materials and colors), including height and bulk, to be consistent with the traditional residential character of surrounding existing residences including elements of roof pitch or roof design. An alternative design may also be approved in a public hearing.
  - Accessory buildings subject to R-1 standards and rear yard shall be fenced or screen from adjacent residential development.
- For property located within the Transition Corridor Overlay, see Chapter 30.48, PART G, for special development standards.

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## **Part VII. Permitting**

- Permits are issued only to Nevada licensed contractors.
- A receipt from sanitation is required by permit issue at time of permit pickup.
- A new Certificate of Occupancy will be issued after all final inspections are complete and applicable fees have been paid.

## **Part VIII. Business License**

Completion of all conversion requirements is mandatory prior to business license application approval.

## Department of Building & Fire Prevention Locations & Services

<b>MAIN OFFICE</b> 4701 W. Russell Road Las Vegas, NV 89118 (702)455-3000	On-Site Plan Submittals All "Walk-Through" Plan Review / Permitting Functions Residential Tract Submittal / Permitting All Sub-Trade (Electrical, Plumbing & Mechanical) Permitting Building Inspection Scheduling Functions Fire Prevention Inspection Services Records	Temporary Certificate of Occupancy Submittals Building Inspections Building Inspector Inquiries Amusement / Transportation Systems Operation Certificates Approved Fabricators Quality Assurance Agency Listing
<b>LAUGHLIN OFFICE</b> Regional Government Center 101 Civic Way Laughlin, NV 89029 (702)298-2436	Building Inspection Services Fire Prevention Inspection Services	
<b>OVERTON OFFICE</b> 320 North Moapa Valley Blvd. Overton, NV 89040 (702)397-8089	Building Inspection Services Fire Prevention Inspection Services	

### Automated Phone System (702) 455-3000

- Option 1:** For all Inspection services or to report a building code violation.
- Option 2:** For information regarding on-site permits or new plan submittals.
- Option 3:** For the Building Plans Examination division or QAA information.
- Option 4:** For the Zoning Plans Examination division.
- Option 5:** For information or copies regarding land development, construction documents, plans or permits.
- Option 6:** To speak with Management staff.
- Option #:** For hours of operation, Office location and website information.

### Other Clark County Departments/Divisions/Districts

Air Quality & Environmental Management	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-5942
Public Works, Development Review Services	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-6000
Comprehensive Planning	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-4314
Fire Department	575 E. Flamingo Road, Las Vegas NV	(702) 455-7316
Las Vegas Valley Water District	1001 S. Valley View Boulevard, Las Vegas NV	(702) 870-2011
Southern Nevada Health District	625 Shadow Lane, Las Vegas NV	(702) 759-1000
Water Reclamation District	5857 E. Flamingo Road, Las Vegas NV	(702) 668-8888

### State of Nevada

Division of Water Resources	400 Shadow Lane, Suite 201, Las Vegas NV	(702) 486-2770
Nevada State Contractors Board	2310 Corporate Circle, Suite 200, Henderson NV	(702) 486-1100

### Utilities

Nevada Power	6226 W. Sahara Avenue, Las Vegas NV	(702) 402-5555
Southwest Gas	5241 Spring Mountain Road, Las Vegas NV	(877) 860-6020

[www.clarkcountynv.gov/building](http://www.clarkcountynv.gov/building)