



Clark County Department of Building & Fire Prevention

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Division:	Building Division	Policy & Procedure	BD-PP-155
Subject:	RESIDENTIAL STANDARD PLAN SUBMITTALS	Effective Date:	10/01/2014
Code:	N/A	Revised Date:	New

A. POLICY:

Residential standard plans shall be submitted in accordance with [Clark County Department of Building Standard Plan Process for Residential Development Building Permit Guide](#) and the additional requirements listed within this policy. Residential standard plans may be re-sited for use at a new location. A re-site is defined as using a previously approved residential standard plan at a new location.

Re-sites of an existing residential standard plan to a new location shall only be allowed when the new location has a grading permit application or permit and the land use is identical. No changes to the previously approved plans are allowed on a re-site.

1. When a re-site is on an adjacent parcel the fee structure must be identical to the original approval and the following documents are required.
 - a. The tentative map for the new area.
 - b. A geotechnical report update letter, if more than 12 months old, or an addendum for new areas.
 - c. A wet sealed letter from each registered design professional stating the previously approved plans can be used at the new location. The registered design professional in responsible charge of the structural design must state in their letter that the geotechnical report update letter was reviewed for applicability at the new location and no modifications to the design is required.
 - d. Re-sites on adjacent parcels shall be processed as a revision to the original residential standard plan and shall use the same model number (53 number).
 - e. Footprints.
2. When a re-site is not on an adjacent parcel the following documents are required.
 - a. The tentative map for the new area.
 - b. The geotechnical report for the new area.
 - c. A wet sealed letter from each registered design professional stating the previously approved plans can be used at the new location. The registered design professional in responsible charge of the structural design must state in their letter that the geotechnical report update letter, wind exposure, and seismic design criteria was reviewed for applicability at the new location and no modifications to the design is required.
 - d. The geotechnical engineer of record must review the previously approved foundation plan for compliance to new geotechnical report.
 - e. A new cover page/general note sheet stating new location name and current design criteria for the new location.

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- f. Two copies of the previously approved residential standard plans.
- g. Re-sites on non-adjacent parcels shall require a new standard plan number (43 number) and new model numbers (53 number).
- h. Footprints.

B. PROCEDURE:

1. The permit application center shall verify that all new residential standard plan submittals have all documentation required by the Clark County Department of Building Standard Plan Process for Residential Development Building Permit Guide submitted at the time of application.
2. Engineering Plans Examination shall verify that the area covered by the tentative maps submitted is within the area covered in the grading permit(s) scope of work and that the geotechnical report associated with the grading permit(s) was used for the foundation design. This shall be done as a part of the Subdivision Plan Review process (step 2). Plan review timelines shall be based on residential standard plans in accordance with BD-PP-106. The geotechnical review may require revisions to the previously approved foundation plans.
3. If the applicant requests a re-site, then the applicant will be required to set-up a presubmittal meeting. The following groups will be required to have a representative at the presubmittal meeting: Building Plans Examination, Zoning Plans Examination, Permitting, and Engineering Plans Examination. The applicant should contact the Plans Examination Manager to set-up the presubmittal meeting. Acceptability of the residential standard plan for re-site shall be determined on a case by case basis.

Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
BD-PP-155	Residential Standard Plan Submittals	10/01/2014	New	

Developed by:	Reviewed by:
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