



Clark County Building Department

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

Single Family Residence & Accessory Buildings or Structures Permit Guide

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Part I. General Information

This guide is provided for the convenience of our customers and is intended to provide only general information. Please contact Plan Submittal for additional information on your specific project. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for corrections by County staff.

This guide outlines the requirements for applying a building permit to construct a single-family residence, accessory building, or structures and the inspection process required to ensure your safety. **All plan submittals must be complete and processed electronically through the Citizens Access Portal.**

Part II. Review Process

Plan reviews will be conducted by the following departments/divisions to ensure compliance with applicable requirements:

- Comprehensive Planning Zoning Plans Check reviews plans for compliance with adopted Clark County Zoning Codes and applicable Nevada Revised Statutes.
Plan review includes, but is not limited to:
 - Land use
 - Legality of lot(s)
 - Setbacks
 - Heights
 - Parking
 - Landscaping
 - Walls and fences
 - Lot coverage
 - Recorded easements

- **Public Works Development Review** reviews plans for compliance with adopted Clark County codes that include:
 - Title 30 Development Code
 - RTC Uniform Standard Drawings
 - Hydrologic Criteria and Drainage Design Manual
 - Clark County Supplement to Uniform Standard Drawings and Specifications
 - Non-Urban Road Design

- **Plans are reviewed for:**
 - Right-of-way dedication
 - Drainage improvement compliance
 - Off-site improvement requirements
 - Grading

- **Building Plans Examination** reviews building plans for compliance to Clark County’s current adopted building codes and local code amendments, and applicable Nevada Revised Statutes. This review includes the following codes and components:
 - International Residential Code – Architectural, Structural, Geotechnical
 - National Electrical Code
 - Uniform Plumbing Code - gas piping and domestic sewer lateral line size/material and point of connection
 - International Energy Conservation Code
 - Uniform Mechanical Code
 - International Building Code - Structural and Geotechnical
 - International Existing Building Code
 - International Swimming Pool and Spa Code

Part III. Plan Preparation

Plans for single family residences submitted to the Clark County Building Department must be prepared by one of the following:

- Nevada Registered Design Professional, **OR**
- Nevada licensed Contractor **OR**
- Owner/builders may prepare and submit plans for their private residential use as allowed under N.R.S 624.031 (Contractors – Exemptions, listed above). In order to utilize this exemption, the applicant will be required to title the plans without reference to being prepared by a party other than the property owner who is building or overseeing the building activities.

NOTE: Cover sheets must contain the name, address, digital signature, stamp, and date of design from the Nevada-licensed design professional who prepared the documents or as provided for in the most current edition of The Blue Book – a reference guide for the Nevada Design and Construction Industry.

Part IV. Application

- Completed Building Permit Application. **All** required fields must be filled out.
- Completed Sub-Permit Applications are required for the following:
 - Electrical
 - Plumbing
 - Mechanical

Additional Permit Application(s) and plans are required for the following:

- Pool/Spa
- Type A Fence/Block Wall: Fencing that is over 6 feet high, or that is part of a pool barrier
- Type B Fence/Block Wall: Fencing and retaining walls that are over 24 inches in height.
- Grading
- Detached structures
- Fire sprinklers

Part V. Ownership/Legal Description

- Documentation to show ownership and legal description of the property of **ONE** of the following documents:
(If application is submitted by an owner/builder, a copy of the recorded deed showing correct ownership will be required prior to permit issue):
 - Recorded Deed

- Deed of Trust
- Escrow Instructions indicating transfer of ownership

Part VI. Plan Content & Supporting Documentation

- 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 plans. Rather, it is provided to give an overview of the basic plan contents needed for the review of plan sets. Certain items may not be applicable to your specific project. See the current State of Nevada Blue Book for more information. All drawing sheets for all disciplines shall have the same paper size, be legible, and drawn to scale.

COVER SHEET:

- Code/year designed to; Energy Conservation option designed to; Occupancy Classification: Fire Sprinklers provided or not; Fire flow available gpm/required gpm
 - Square footage breakdown for living area, patios, porches, and garages, detached buildings, etc.
 - Vicinity Map
 - Sheet Index
 - Names of the design professional, owner builder, or contractor
- **GRADING PLAN:** Refer to Southern Nevada amendment section 1803.6
 - One of the following must be submitted:
 - Site specific grading plan prepared by a Nevada registered [design](#) professional, OR
 - Parcel map grading plan, if available, from Public Works Development Review Records, OR
 - Recorded subdivision grading plan, if available, from Public Works Development Review Records https://www.clarkcountynv.gov/government/departments/public_works_department/development/online_records_research.php

NOTE: If the property is in a designated flood zone, additional requirements may be imposed by Public Works. For information on the status of your property, please call (702) 455-4600.

- **BUILDING SITE PLAN:**
 - All existing property line locations, with dimensions.
 - North directional arrow
 - Street names and width of dedication to centerline
 - Building footprint and all ground mounted condensing unit locations
 - Identify and show all public or private easements and rights-of-way
 - Locations of all proposed or existing structures and their uses (fences, walls, storage buildings, etc.)
 - All setback dimensions/fire separation distances from property lines to the proposed dwelling, and projections from the dwelling and to all other new or existing structures
 - Septic tank size and location, if applicable
 - Sewer line size and tap location
 - Private or shared water well location, if applicable
 - Water meter size and tap location
 - Electric utility transformer location
 - Location, size, and type of all required or proposed landscaping
- **GEOTECHNICAL (SOILS) REPORT:** Required for all projects with new foundation and all new SFR and additions of 600 SF or greater. Reports shall be prepared by a Nevada registered engineer in accordance with the current Southern Nevada Building Code Amendments. Reports must comply with International Building Code Section 1803.6 and Southern Nevada Amendments.

- **STRUCTURAL PLANS and CALCULATIONS:** Shall be prepared by a Nevada registered design professional. The construction documents must contain the name, address, digital signature, stamp, and date of design from the Nevada-licensed design professional who prepared the documents or as provided for in the most current edition of The Blue Book – a reference guide for the Nevada Design and Construction Industry.

- **STRUCTURAL FOUNDATION PLANS/DETAILS:**
 - Indicate concrete compressive strength and dimensional size and depth for all continuous and isolated spread footings and stem walls for the entire structure, including basement and window wells, if applicable
 - Minimum size, grade and number of reinforcing steel bars required for all continuous and isolated spread footings and stem walls for entire structure, including basement, if applicable
 - Concrete embedded anchors, bolts, hold downs, post base anchors, etc. and spacing, with adequate detailing
 - Thickness, reinforcing and vapor barrier requirements for all concrete slabs on grade
 - Material, strength, thickness and reinforcing for all masonry or concrete basement walls, if applicable.
 - Minimum foundation design specification as specified from the soils report (when applicable) or by prescriptive method.

- **STRUCTURAL FLOOR FRAMING PLANS/DETAILS:**
 - Size, grade and spacing of posts, columns, beams, girders, ledgers and all connection details
 - Size, grade, spacing of floor joists, or engineered floor truss package, per our Engineered Wood Truss Guide (Truss calculations can be deferred until framing inspection).
 - Specify shear wall locations, lengths, hold-downs, material, grade and specialty design shear wall such as Simpson Strong walls products.
 - Indicate material, grade, span index and anchorage of structural floor sheathing
 - Floor opening details for stairs, shafts, etc.
 - Exterior & interior stud wall framing members, grade, height and spacing
 - Window and door header sizes
 - Specify all metal framing hangers and anchors used
 - Specify all structural steel framing member, bolting and welding connections.
 - Where applicable, provide current Evaluation Report numbers for all prefabricated framing components, and proprietary products.

- **STRUCTURAL ROOF FRAMING PLANS/DETAILS:**
 - Size, grade and spacing of posts, columns, beams, girders, ledgers and all connection details
 - Size, grade, spacing of roof and ceiling joists or engineered roof truss package, per our Engineered Wood Truss Guide (Truss calculations can be deferred until framing inspection).
 - Exterior & interior stud wall framing members, grade, height and spacing
 - Attic access openings, including walkways to attic furnaces and air handlers
 - Indicate material, grade, span index and anchorage of structural roof sheathing
 - Window and door header sizes
 - Specify all metal framing hangers and anchors used.
 - Provide current Evaluation Report numbers for all prefabricated framing components

- **ARCHITECTURAL FLOOR PLAN:**
 - Dimensioned floor plan for each floor level of the residence, or accessory structure, with names and uses of rooms and spaces
 - Dimensions of all exterior and interior walls and finishes

- Locate and specify all braced wall frames (shear walls) and the specific material anchorage requirements
 - Specify the types of all fire-resistance-rated walls; doors; window openings, or any plumbing, electrical or mechanical devices located in any fire-resistance-rated wall
 - Indicate ceiling heights and uses for each room (bedroom, kitchen, wet bar, etc.)
 - Indicate the locations of all window and doors along with size
 - Indicate insulating U-Values, Solar Heat Gain Coefficients (SHGC) and all safety glazing
 - Stair details
 - Provide attic access details, indicating all clearances for working space, platform, and clearances between the trusses and webs
- **ELEVATION PLANS:**
 - Front, rear and all side elevation plans are required
 - Indicate exterior wall finishes, with current Evaluation Reports for all stucco systems
 - Show finished grade elevation
 - Indicate roof pitch and roof projection or overhang lengths.
 - Dimension building height from grade
 - Show all windows, doors, eaves and projections (foam projections are limited to 4" in thickness)
 - Show locations and net area of all louvered attic vents
 - Provide attic ventilation calculations
 - Indicate roofing materials and the current Evaluation Reports for all materials
 - Flat roof details for roof rain fall drainage and overflow scuppers.
- **CROSS SECTION PLANS:**
 - Exterior wall construction details, including stud size, stud heights, R-values for roof and wall cavity insulation (must match energy calculations), and interior and exterior wall finishes
 - Exterior wall to foundation details, including wall anchorage and weathering/flashing/weep screed details
 - Exterior wall and roof details for all projections, including wall anchorage and weathering/flashing/weep screed details
 - Roof construction and connection details exterior walls for rafters, ceiling joists or trusses and bracing details at gable end walls
 - Roof eave and parapet wall connection details
 - Roofing materials with current Report Number(s)
- **ENERGY CODE COMPLIANCE REPORT:**
 - Submit a RESCheck Compliance Report, including all input and output data. This report is available from the Department of Energy at: <http://www.energycodes.gov/>.
 - All requirements, indicated on the Energy Compliance Report must also be shown on all drawings.
 - Manual J and Manual S
- **MECHANICAL PLANS:**
 - Show model and type of equipment
 - Show AFUE/SEER rating
 - Energy demand, input and BTU
 - Location, access and working space for mechanical equipment
 - Combustion air, flue sizes and material
 - Provide method of support and engineering calculations for roof or attic mounted equipment

- **ELECTRICAL PLANS:**
 - All outlets, smoke detectors, carbon monoxide detectors, lights, switches, equipment and feeders shown on plan with appropriate panel and circuit numbers at devices, panel schedules.
 - Point of connection and single-line diagram. Wiring sizes.
 - Electrical service(s) size, AIC Rating (Indicate if fully rated or series rated) and location
 - Service and load calculations, for all panels
 - NV Licensed Engineered prepared plans will be required for services exceeding 600 amps

- **PLUMBING PLANS:**
 - Point of connection to utilities
 - Septic tanks
 - Water wells
 - All fixtures
 - Piping along with materials and sizes
 - Slopes

- **GAS PIPING PLANS:**
 - Isometrics for gas piping. Indicate the total developed length, the length of each branch, the demand for each appliance and the total demand; Indicate vertical pipe runs.
 - Location and size of gas, fuel oil, or LPG piping appliance demands
 - Indicate gas meter location and type of gas supplied to dwelling (natural or LPG)
 - Engineering will be required for services exceeding 600 amps

- **VENTED FACTORY BUILT FIREPLACES:**
 - Indicate factory-built fireplace locations, the name of the manufacturer, the model number and provide a copy of the current Evaluation Services Report. (ICC or IAPMO)
 - Provide copy of the Manufacturer's installation and venting instructions/requirements.
 - **WOOD BURNING FIREPLACES** are allowed only at elevations greater than 4,000 feet above sea level; OR the fireplace must meet Federal EPA Standards.

- **FIRE SPRINKLERS:**
 - Fire flow available and required along with a letter/email from Fire Prevention stating whether fire sprinklers are or are not required, OR
 - Fire Department approved civil utility plans indicating fire flow along with building size and stories allowed.

Part VII. Submittal Requirements & Fees

- Submit entire sets of plans and calculations, as outlined in items III, IV, and V above through the Citizens Access Portal.
 - The building permit fee will be calculated based upon the estimated valuation declared on application per the Clark County Administrative Code Section. (See *Permit and Plan Review Fees* guide).
 - The building plan review fee will be sixty-five (65%) percent of the building permit fee.
 - Payment of the building plan review fee will be required at time of submittal.
 - Plans will then be routed the required departments/divisions for review.

Part VIII. Agency Approvals

- Agency approvals are not required at initial submittal; however, they must be completed and presented to the Department of Building prior to permit issuance.

- **Fire Prevention**- fire sprinkler and/or fire alarm permits
- **Water Verification** (*one of the following*):
 - Las Vegas Valley Water District commitment (Applications are available at the Las Vegas Valley Water District and Clark County Department of Building).
 - Water commitment from another applicable water purveyor agency.
 - Well Driller's Report (if a private well)
 - State Division of Water Resources Well Permit and Well Driller's Report (if a community well)
 - Private water source (if applicable)

NOTE: Secondary habitable structures, guest houses, or any detached accessory structures require their own source of water.

- **Sanitation** (Septic/Sewer) Verification (*one of the following*):
 - Clark County Water Reclamation District Connection Fee Receipt for Sewer (or other applicable sanitation agency)
 - Septic System Permit from the Southern Nevada Health District

NOTE: Secondary detached structures containing plumbing require their own sanitation verification.

- **Desert Conservation Plan Land Disturbance/Mitigation Fee Form**
- **Clark County Department of Air Quality & Environmental Management Dust Permit**
(*Required if area to be disturbed exceeds .25 acres.*)

Part IX. Inspection Agreement Requirements

- Certain types of work may require inspection in accordance with International Building Code, Section 1704 and the Clark County Building Department policies & procedures, and technical guidelines. When special inspections are required, the Owner must select a Clark County approved quality assurance agency to perform these inspections and sign a Quality Assurance Agency (QAA) Agreement stating that they will employ the quality assurance agency to perform required special inspections during construction. Types of residential work typically requiring special inspection include:
 - Concrete greater than 2,500 psi design strength
 - Bolts installed in concrete
 - Special moment resisting concrete frame
 - Reinforcing pre-stressing and post-tensioning steel
 - Welding
 - Structural masonry
 - Reinforced gypsum concrete
 - Insulating concrete fill
 - Piling, drilled piers and caissons
 - Shotcrete
 - G excavation and filling
 - Light gauge steel trusses
 - Epoxy set bolts
 - Built-up light gauge steel members
 - Structural steel and high strength bolts

Part X. Processing & Permit Issue

▪ Processing Time

The first building plan review goal is 21 calendar days for SFR's and 14 calendar days for accessory structures or buildings. Additional review goals are 10 calendar days.

NOTE: Citizens Access Portal using your permit application number.

▪ Plan Correction/Communication

Code compliance issues may be discovered during the review process and will be documented as such.

- Minor issues may be resolved via telephone or email. If multiple issues are noted during the review, a computer-generated email will be sent to the contact. All issues must be addressed prior to uploading corrected plans. Corrected plans cannot be submitted until all divisions/departments have completed their review.

▪ Permit Issue

- When all plan review approvals have been received from Zoning Plans Examination, Public Works, and Building Plans Examination, you will be notified that your permit is ready to issue pending:
 - Receipt of all departmental/agency approvals.
 - Payment of remaining fees which may include:
 - ❖ Permit fee(s)
 - ❖ Building plan review fees (less payment made at time of plan submittal)
 - ❖ Current Planning Zoning Plans Check plan review fees
 - ❖ Desert Conservation Mitigation and Administrative Fee
 - ❖ Transportation Tax
 - ❖ Residential (park fee) Construction Tax
 - ❖ Any other applicable Development Impact Fee. Refer to Fee Estimator on website or Citizens Access Portal for more detail on these fees.
 - Signing of Landscape Certificate by Property Owner or Landscape Architect.
 - Signing of Inspection Agreement (if applicable).
- An Inspection Record (job card) will be issued with the permit.
- Plans, permit and inspection record will be available in the ACA portal.

Part XI. Inspection & Clearance Requirements

▪ Inspection Requirements

- Required inspections may be scheduled via the ACA portal or through the Automated Telephone Inspection Scheduling System by calling (702) 455-3000.
 - Required inspections for your project are listed on the Inspection Record (job card) received at permit issuance.
 - Required inspections must be done in sequence as shown on the Inspection Record (job card).
 - **NO WORK** should be covered before an approved inspection has been received.
 - Reports, certifications and clearances will be required within specific time frames (**Note:** See Clearance requirements (below) for details).
 - The permit, Inspection Record (job card), and approved plans must be kept on site for convenient access by the Inspection staff.
 - An approved required inspection must be obtained for each permit within **180 days** from date of issue or from the last approved inspection; otherwise, the permit becomes expired and must be renewed before another inspection can be scheduled.

NOTE: Permits issued for structures located at Mt. Charleston have 365 days to receive an approved required inspection from date of issue or from the last approved inspection.

▪ **Clearance Requirements**

- **Pad Certification Report** – must be submitted prior to the foundation inspection:
 - Must be prepared, signed and sealed by a Nevada registered engineer.
 - Must be submitted to the Building Inspection Division for approval/clearance.
 - A pad certification inspection must be requested after submittal.
- **Finished Floor Elevation Certificate** – must be submitted after the foundation and slab inspections and prior to requesting the framing inspection:
 - Must be completed, signed and sealed by a Nevada registered land surveyor.
 - Must be submitted to Building Inspection Scheduling, Permit Application Center, for clearance.
- **Drainage Compliance Report** – must be submitted prior to requesting final inspection:
 - Section 1 (if applicable) must be completed by the developer or signed and sealed by a Nevada registered engineer.
 - Section 2 (if applicable) must be completed by a Nevada registered civil engineer.
 - Must be submitted to Building Inspection Scheduling, Permit Application Center, for clearance.
- **FEMA Elevation Certificate** – must be submitted prior to requesting final inspection:
 - Required only if located in a flood zone.
 - Must be completed, signed and sealed by a Nevada registered land surveyor or engineer.
 - Must be submitted to Public Works Development Review, Drainage Team for clearance.
- **Utilities** – must be cleared prior to requesting final inspection. Applicant must contact serving utility for inspection and clearance:
 - **Water**
 - **Sanitation** (sewer system)
 - **Health District** (septic system)
- **QAA Final Report** (if applicable) – must be submitted prior to requesting final inspection:
 - Must be prepared by QAA responsible for original contract signed prior to permit issuance.
 - Must be submitted to the Building Division Field Services Office for approval / clearance.

NOTE: For your convenience and to help expedite your **inspection requests**, the Building Department offers both an automated **Telephone Inspection Scheduling System and Inspection Scheduling via the Internet**.

To use the automated telephone system, call (702) 455-3000, press “6” to select inspections, and follow the prompts. You will need the phone system number and 4-digit inspection type codes which are located on both the permit and inspection record (job card).

To schedule an inspection online, visit our website and click on the “Inspections” button. Then click on “Schedule an Inspection”. Access requires permit and Internet P.I.N. numbers which are printed at the top of the permit.

After passing the final inspection, a Certificate of Occupancy and an electrical tag will be issued so that you may order your utility services and move into your new home.

Building Department Locations & Services

<p>MAIN OFFICE 4701 W Russell Road Las Vegas, NV 89118 (702)455-3000</p>	<p>In Lobby Services:</p> <ul style="list-style-type: none"> - Assistance with electronic permitting - In-person communications & meetings - Records research
<p>LAUGHLIN OFFICE Regional Government Center 101 Civic Way Laughlin, NV 89029 (702)298-2436</p>	<p>Services:</p> <ul style="list-style-type: none"> - Building Inspection Services - Fire Prevention Inspection Services

Other Clark County Departments/Divisions/Districts

Fire Prevention	4701 W Russell Road, Las Vegas, NV 89118	(702) 455-7100
Public Response Office	4701 W Russell Road, Las Vegas, NV 89118	(702) 455-4191
Animal Control	4701 W Russell Road, Las Vegas, NV 89118	(702) 455-7710
Environment & Sustainability	4701 W Russell Road, Las Vegas, NV 89118	(702) 455-5942
Public Works, Development Review	500 S Grand Central Pkwy, Las Vegas, NV 89155	(702) 455-4600
Comprehensive Planning	500 S Grand Central Pkwy, Las Vegas, NV 89155	(702) 455-4314
Las Vegas Valley Water District	1001 S Valley View Blvd, Las Vegas, NV 89153	(702) 870-2011
Southern Nevada Health District	280 S Decatur Blvd, Las Vegas, NV 89107	(702) 759-1000
Water Reclamation District	5857 E Flamingo Rd, Las Vegas, NV 89122	(702) 668-8888

State of Nevada

Division of Water Resources	400 Shadow Lane, Suite 201, Las Vegas, NV 89106	(702) 486-2770
Nevada State Contractors Board	8400 W Sunset Rd, Suite 150, Las Vegas, NV 89113	(702) 486-1100

Utilities

Nevada Energy	6226 W Sahara Ave, Las Vegas, NV 89146	(702) 402-5555
Southwest Gas	8360 S Durango Dr, Las Vegas, NV 89113	(877) 860-6020

<http://www.clarkcountynv.gov/building>