

# One and Two Family Dwelling

## Plan Submittal Guidelines

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### General Requirements for Building Plans

- Plans, calculations and specifications submitted for review must adequately support and be consistent with the scope of work being proposed for each given project.
- Required drawings will vary depending on the type of project or scope of work being permitted.
- Permit applications must be filled out completely and accurately.
- The fillable [Residential Building Permit Application](#) is online or at the Community Development Department on the 2<sup>nd</sup> Floor.
- Building Plans, structural calculations and all accompanying documents must be presented in a clear, legible and organized manner conducive for plan review.
- Where more than one sheet is being submitted, pages must be numbered and each page should be identified on the cover page under a Sheet Index or similar method.
- All plan sheets, calculations and specifications shall be wet stamped, signed and dated in accordance with NRS.
- Plans shall be black on white, or in color, with 36"x 24" being the preferred size.
- Plans not drawn by a design professional are the responsibility of the contractor or owner-builder.
- Contractors of each trade specialty will need to sign and assume design responsibility within the scope of their license.
- Owners assuming design responsibility for their project must sign their building plans and must complete the online form [Owner Builder Affidavit](#).
- Once plans have been accepted by the Building and Safety Division, you can make payments, check the status, and review comments on a permit online at [Accela Citizen Access](#).

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## Plan Submittal Checklist

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A typical plan submittal will include, but not be limited to, the following:

- Cover Page- To include all climatic and geographic design criteria as established by the Northern Nevada Amendments, table of contents/index listing all pages, code analysis with all codes used for design, vicinity map and project information.
- Site Plan- To include property lines, public and private ways, easements, all existing and/or proposed structures and area of work. All utilities, proposed service routes, drainage and grading information. [Site Plan Checklist](#)
- Foundation Plan- To include footing schedule as well as size, location, thickness, materials and reinforcing. All footings must have a minimum depth of 24”.
- Floor Plan- All floors including basements must be shown; all rooms must be identified with their use and overall dimensions including ceiling heights. All rated assemblies, separations and permanent openings must be shown on plans.
- Floor and Roofing Plan-All structural members must be identified and must match accompanying calculations. Truss calculations with a truss layout must include a truss verification letter from project engineer. Roof pitch and materials must be identified.
- Building and Wall Sections Plan- Multiple sections may be required in order to show multiple portions of the structure. Footings, insulation, floor covering, wall construction, interior walls (either bearing or non-bearing), framing to include top and bottom plates, blocking, rim joist, ceiling joist, roof rafters, roof sheathing and any attached decks or other similar elements.
- Building Elevations-All building elevations must be shown and must include vertical dimensions, and all openings.
- Energy Compliance- All insulation values should be shown on Building Section plan sheet. If non-prescriptive route is chosen, energy compliance documentation must be included.
- Mechanical System Plan – Provide size of equipment in accordance with Manuals J, D and S, and/or include engineered plan with venting detail and duct layout.
- Manufacturer’s product listing data for specialty materials and equipment.
- Electrical Plan with electrical load calculations, service panel, outlet and receptacle details.
- Isometric Plan–To include all plumbing and gas lines.
- Structural Calculations-All structural calculations must include all required design criteria as established by the Northern Nevada Amendments. Structural Calculations are to be wet stamped by the project Engineer or Architect.
- Truss Calculations- To include truss layout are to be verified and certified by project Engineer or Architect.
- Geotechnical Report-To include soil classification with all plans.
- Special Inspections Application- If required, application must be completed in full and signed by owner/contractor, Engineer/Architect, and Special Inspector (see web for [Special Inspection Application](#))

