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www.carsoncity.gov/building

NEW CONSTRUCTION AND ADDITIONS COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

How to Apply for a Building Permit:

- Visit our online portal at www.carsoncity.gov/building
- Click on the link called "Online Portal – Submit Your Building Permit Application Online."
- Click on the box called "Login or Register" to either create an online account or log into your account to start the permit process.

Plan Submittal:

- Upload one complete set of digital plans with supporting documents in PDF format, ensure pages are accurately named/labeled, and that the pages face the same way and are fully legible. Minimum Plan size is 36"X24", landscape format, all pages to be uniform in size. Embed all supporting documents.
- Documents submitted for review are required to be stamped or sealed, pursuant to the legal requirements for that specific design professional.

General Plan Submittal Requirements: *(As dictated by the scope of the project):*

- Plans shall be fully dimensioned and drawn to a minimum 1/4"-1'-0" scale or greater. Interior elevations or details shall be drawn to a minimum 1/2"-1'-0" or greater scale. The scale shall be indicated on each page and on each separate detail or elevation.
- Water Usage form
- Truss calculations and truss design letter – WE NO LONGER ACCEPT DEFERRED TRUSS SUBMITTALS
- Project "Spec" Book – required for projects that require Health Dept. approval.
- Technical Drainage Study
- Structural Calculations
- Geotechnical Report with seismic analysis.
- Cover Sheet
 - Indicate the design professionals involved with the project, with address and contact number.
 - Indicate all contractors involved with the project, with address, and project manager's name and contact numbers.
 - Index of Plan Sheets
 - Clearly show the location of all buildings, septic system components, wells, water lines, other existing utilities, a North arrow, and a vicinity map.
- Design Criteria
 - Construction Codes
 - Building Construction Type
 - Indicate if the building is equipped with an Automatic Fire Extinguishing System
 - Indicate if the building is equipped with an approved Fire Alarm System
 - Total square footage of proposed construction – For additions; provide a square footage breakdown of existing area versus proposed area.
 - Occupancy Type(s)
 - Total Occupant Load (If applicable, broken down between the existing portion of the building and the addition)
 - Indicate the project Roof Snow Load, with site elevation.
 - Indicate the Seismic designation.
 - Indicate the Wind Load

- Civil Plans
 - Utility plan
 - Drainage Plan
 - Landscaping Plan
 - Materials Testing Agreement
- Architectural Site Plan
- Accessible Route/Exit Discharge Plan
- Egress Floor Plan
- Architectural Floor Plan
- Reflected Ceiling Plan - When applicable
- Architectural Elevations
- Building Sections
- Electrical Plan(s)
- Mechanical Plan(s)
 - Mechanical Floor Plan
 - Duct Layout Plan
- Plumbing Plan(s)
 - Plumbing Floor Plan
 - Drain, Waste & Vent (DWV) Isometric
 - Water Supply Isometric
 - Gas Piping One-Line Diagram
- Structural Plan(s) & Structural Detail Sheet(s)
- Special Inspection Packet- Complete with all required Signatures
- Structural Observation Form

Plans prepared by a Nevada licensed Registered Design Professional (Architect or Engineer) shall bear an original licensing seal (“wet stamp”), in compliance with Nevada Administrative Code (NAC)

Architectural plans prepared by a Nevada licensed General Contractor shall have the following information on the Cover Sheet of the plan set:

- Business Name
- Business Address
- Bid Limit
- License Classification Type
- License Number
- License Expiration Date
- Name of Qualified Employee, with an original signature

Sub-contractors when acting in the capacity of a “Design / Builder” shall assume responsibility for their portion of the project. Each individual plan sheet shall have the following information within a block labeled “Designer”:

- Business Name
- Business Address
- Bid Limit
- License Classification Type
- License Number
- License Expiration Date
- Name of Qualified Employee, with an original signature
- Provide a Title Block on each sheet of the plans with the following minimum information: Project Address with unit or suite designation, Assessor’s Parcel Number (APN), and name of the commercial subdivision or plaza identified.