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www.carsoncity.gov/building

COMMERCIAL TI 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):*

- Digital Plans shall be on **36” x 24” or larger** paper sizes and all design sheets within the plan set should be the same size.
- 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.
- Commercial Tenant Improvement plan submittal shall include the following:
 - **Water Usage form**
 - **Digital Project “Spec” Book** – required for projects that require Health Dept. approval.
 - **COMcheck** -this shall be embedded within plan set.
 - **Carson City Health and Human Services (CCHHS)** will need to review plans for the following commercial projects:
 - Food and Drink Establishments
 - Commercial Pools and Spas
 - Hotels
 - Motels
 - Recreational Vehicle Parks
 - Mobile Home Parks
 - Childcare facilities
 - Invasive Body Decoration
 - Public and Private Schools
- **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.

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

- **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.
 - **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 tenant space – For remodels within a tenant space, indicate the overall square footage and the square footage of the area affected by the remodel.
 - **Occupancy Type(s)**
 - Total **Occupant Load** (If applicable, broken down between the existing portion of the building and the addition)
 - Sheet Index
- **Key Plan** – identify the location of the unit or suite to be improved within a larger complex.
- **Existing Floor Plan**
- **Egress Floor Plan**
- **Architectural Floor Plan**
- **Reflected Ceiling Plan** - When applicable
- **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/Framing Detail(s)**
- **Special Inspection Packet- Completely Filled out and Embedded within Plan Set (if applicable)**
- **Structural Observation Form (if applicable)**
- **Materials Testing Agreement**
- **Copy of Approved Special Use Permit to be embedded within Plan Set**
- **Copy of MPR Conditions to be embedded within Plan Set.**