



**CITY OF BOULDER CITY  
BUILDING DEPARTMENT**

**PERMIT APPLICATION CHECKLIST**

DATE SUBMITTED:	_____	DESIGN CODE:	_____
ADDRESS:	_____		
OWNER:	_____		
OWNER'S ADDRESS:	_____		
OWNER'S PHONE:	(H) _____	DAY PHONE:	_____

CONTRACTOR:	_____	STATE CONTRACTOR LIC:	_____
ADDRESS:	_____		
CONTRACTOR PH:	(W) _____	(FAX) _____	(EMAIL) _____
CONTACT NAME:	(CELL) _____		

**PLANS PREPARED BY:**

- NEVADA REGISTERED ARCHITECT
- NEVADA REGISTERED RESIDENTIAL DESIGNER
- LICENSED GENERAL CONTRACTOR
- OTHER

**REQUIRED DOCUMENTS:**

- STRUCTURAL CALCULATIONS: STAMPED AND SIGNED BY NEVADA REGISTERED ENGINEER (2 ORIGINALS)
- MANUFACTURED TRUSS CALCULATIONS APPROVED BY PROJECT ENGINEER OF RECORD (2 ORIGINALS)
- GEOTECHNICAL REPORT BY REGISTERED GEOTECHNICAL ENGINEER/WITH LETTER OF UPDATE IF NEEDED (2 ORIGINALS)
- OWNERSHIP/LEGAL DESCRIPTION - RECORDED DEED, COUNTY ASSESSOR DECLARATION or ESCROW INSTRUCTIONS (1 COPY)

**BUILDING PLANS - THREE COMPLETE SETS REQUIRED**

***ALL DOCUMENTS SHALL COMPLY WITH THE NEVADA BLUE BOOK GUIDELINES***

- COVER SHEET (Address, location map, identification of designer & design criteria)
- SITE PLAN (North arrow, all structures, property lines, setbacks, easements, utilities, drainage and all significant dimensions)
- FOUNDATION PLAN (Indicate dimensions, materials, reinforcement, imbedded items and reference soils report)
- FLOOR PLAN (Indicate all floors, all rooms, overall dimensions, openings with schedules and occupancy separations)
- FRAMING AND ROOFING PLANS (Indicate all structural members, size and method of attachment)
- EXTERIOR ELEVATIONS (Indicate all views, openings, vertical dimensions and materials)
- BUILDING AND WALL SECTIONS (Indicate all height dimensions, materials, fire rated assemblies and penetrations)
- MECHANICAL SYSTEM (Indicate all units, mounting details, ductwork type and size, equipment schedule and reference energy code)
- PLUMBING SYSTEM (Indicate points of connection to utilities, fixtures, piping sizes and materials and slopes)
- ELECTRICAL SYSTEM (Indicate point of connection, fixtures, devices, grounding, panel schedules, diagrams and load calculations)
- ENERGY CALCULATIONS (Energy Star analysis is acceptable for residential)
- LANDSCAPING-IRRIGATION PLAN (Identify all materials and species, irrigation valves and devices)
- STRUCTURAL CALCULATIONS (Must be prepared by a licensed engineer or alternate code prescriptive means for residential)

**NOTE: SUBMITTAL WILL EXPIRE IF PERMIT IS NOT ISSUED WITHIN 180 DAYS OF APPROVAL, OR IF APPLICANT FAILS TO RESPOND TO PLAN REVIEW COMMENTS WITHIN 30 DAYS OF NOTIFICATION**

RECEIVED DATE:	_____	RECEIVED BY:	_____
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