



## City of Elko

**Building Department**  
1753 College Avenue  
Elko, Nevada 89801  
(775) 777-7220

# Multi-Family, Commercial and Industrial Submittal Requirement Checklist

TWO COMPLETE SETS OF PLANS ARE REQUIRED FOR A PLAN SUBMITTAL. PLANS STAMPED "PRELIMINARY", "FOR REVIEW ONLY" AND/OR "NOT FOR CONSTRUCTION" ARE UNACCEPTABLE. PLANS DRAWN IN PENCIL, INK OR COLORED HIGHLIGHTING ARE NOT ACCEPTABLE. SETS OF PLANS SHALL INCLUDE THE FOLLOWING ITEMS:

**The City of Elko on occasion uses an outside consultant for Plan Check services. After an initial submittal to the Building Department, applicants and designers deal directly with the plan check consultant until construction plans have been approved. The consultant then returns the approved plans to the City Building Department for processing of the permit.**

1. Letter of Approval is required from the Nevada Health Department when food preparation is involved before permits are issued, 775-753-1138.
2. Two Sets of Civil Drawings (All sets need to be properly stamped & signed):
  - Two Civil Drawings included in Two Originally Stamped & Signed Complete Sets listed above.
3. Plat/Site/Grading plans need the following (Also See Residential Site Plan Requirements List):
  - Legal description of plat or lot.
  - Property lines or boundaries with dimensions shall be clearly identified.
  - All public or private easements and right-of-ways to be identified and shown. Width and location of utility easements to be shown.
  - Location of all proposed and existing buildings, dimensions, setbacks, proposed use shall be shown including fences and type of construction.
  - Plan for drainage and grading stamped by a registered Engineer/Architect.
  - Plan for traffic ingress, egress and parking lot layout with total number of parking spaces provided listed. (Show typical space, driveway widths and locations, handicapped parking and accessible route of travel to building).
  - Landscaping plan showing size, type and location of plant material and total square footage of all landscaped area.
  - Service Areas including:
    - Loading/delivery, ramps and machinery locations.
    - Location of trash facilities and method of screening.
    - Location of roof mounted mechanical equipment and method of screening.
  - Existing and proposed utility locations.
  - Location of Mail Gang Box
  - Projects 6,000 sq ft to one (1) acre:

- City of Elko Storm Water Quality Management Program-Construction Permit Submittal Checklist
  - City of Elko Storm Water Quality Management Program-Performance Standards Compliance Checklist for 6,000 sq ft to one (1) acre
  - City of Elko Storm Water Pollution Prevention Plan (SWPPP), link to SWPPP: [ndep.nv.gov/bwpc/storm\\_ind03\\_plan.htm](http://ndep.nv.gov/bwpc/storm_ind03_plan.htm)
  - Plan View showing storm water BMP's
  - Projects one (1) acre or more:
    - City of Elko Storm Water Quality Management Program-Construction Permit Submittal Checklist
    - City of Elko Storm Water Quality Management Program-Performance Standards Compliance Checklist for one (1) acre or more
    - Copy of Notice of intent (NOI)
    - Copy of Storm Water Pollution Prevention Plan, link to SWPPP: [ndep.nv.gov/bwpc/storm\\_ind03\\_plan.htm](http://ndep.nv.gov/bwpc/storm_ind03_plan.htm)
    - Plan View showing storm water BMP's
  - Other permits that may or will be required include the following:
    - Grading Permit
    - Street Cut Permit
    - Air Quality Permit
    - Storm Water General Permit, link to: [ndep.nv.gov/bwpc/storm\\_ind03\\_plan.htm](http://ndep.nv.gov/bwpc/storm_ind03_plan.htm)
    - Will Serve Letter
  - Other studies or issues
    - Other Agencies – E.G.NDOT, Utilities
    - Pretreatment Issues
    - FEMA
    - Soil Reports
    - Traffic Studies
    - Offsite Improvements
4. Building plans need the following:
- Plans shall be submitted to Building Department for plan check and only a licensed contractor of the State of Nevada can be issued a permit for construction.
  - Plans must be drawn by a Nevada State Registered Architect or Engineer. The architect and/or engineer are responsible for the designs and shall date, stamp, and sign each sheet submitted per NRS.
  - A Nevada State Licensed Contractor where used for his own work, but not a client may draw their own plans. If a licensed Contractor draws the plans, the plans shall be so identified with the following information on the front sheet of each principle's drawings on each set of plans:
    - The Contractor Company Name
    - State Contractors License Number
    - State Contractor Classification (C-1, C-2b, B, B-2, etc)
    - State License Limit
    - Printed Name of Person who prepared drawings
    - Original Signature of Person who prepared drawings

**In order to utilize this exemption, the Contractor will be required to title the plans without references to being prepared by a party other than the Contractor who is completing the work.**

- Plans shall be complete and shall consist of architectural, structural, electrical, plumbing and mechanical drawings, and supportive data which include the following:

**CODE ANALYSIS SHEET:**

- Occupancy Group
- Type of Construction
- Occupant Load
- Location of Property/Address/APN
- Land use zone
- Allowable Floor Area
- Total Sq Ft of living area
- Total Sq Ft of nonliving area
- Code editions used to design plans
- Seismic Design Category
- Wind loads
- Snow loads
- Fire sprinklers (if required)
- Fire alarm systems (if required)
- Height and number of stories
- Exit Analysis

**FOUNDATION PLAN AND DETAILS:**

- Size and depth of all footings
- Stem wall and slab
- Reinforcing steel-sizing and spacing
- Soils reports. Grading reports and pad certifications before pouring of concrete

**STRUCTURAL:**

- Calculations to include vertical and lateral analysis
- Plans to detail load path elements
- List structural material specifications
- Plans shall be compatible with engineering calculations and shall be wet stamped and signed by the Engineer of Record

**FLOOR PLANS:**

- Names and use of rooms and spaces
- Complete dimensions
- Sizes of doors and windows and hardware specifications
- Wall and ceiling finish materials and specifications

**FRAMING PLANS AND DETAILS:**

- Plans, sections, details and schedules showing:
  - All beams, supports and structural details
  - Roof, construction, venting, openings and materials
  - Exterior walls and bearing partitions
  - Joist and rafter size, spacing and layout
  - Type and thickness of floors
  - Truss layouts and wet stamped calculations
- Roofing type, class and manufacturer

**ELEVATIONS AND SECTIONS:**

- Exterior elevations to include all weather resistive construction

- Cross sections sufficient to reflect structural systems
- Occupancy and area separation walls including hourly ratings
- Rated corridors
- Interior wall lateral support

#### FIRE RESISTIVE CONSTRUCTION:

- All fire resistive construction is to be shown in section view
- Openings or penetrations of fire resistive construction are to be detailed in section view with applied references
- Closure construction between fire resistive floors and walls and structural or exterior wall components shall be detailed in section view
- Fire resistive assemblies shall be identified by their listings

#### ENERGY CODE COMPLIANCE:

- Prescriptive Method
- COMCheck Method
- ASHRAE Method

#### MISCELLANEOUS DETAILS AND MATERIALS:

- Gypsum type, size and nailing schedule
- Insulation location and R-values
- Details of construction features such as stairs, balconies, retaining walls, ramps, etc., including specifications of all materials

#### ELECTRICAL PLANS:

- Single line diagram
- Service and load calculations to include all short circuit and fault current calculations
- Panel schedules and descriptions of circuits with connected loads, panel ratings and feeder size
- All outlets, smoke detectors, equipment and feeders shown on plan with appropriate panel and circuit numbers on devices
- Show emergency power system, type and model
- Show voltage drop calculations for all feeders to sub-panels, panels, area lighting, free standing signs and air conditioning units

#### MECHANICAL PLANS:

- Show model and type of equipment
- Energy demand, input and BTU
- Location, access and working space for mechanical equipment
- Combustion air, flue sizes and material
- Dampers-Type, size, detail and location
- Sizes of supply/return air ducts and grilles shown in plan view. CFM capacity of ducts, grilles and diffusers
- Location, material and insulation of mechanical pipes and ducts
- Size, location and piping material of all air conditioning condensate drains
- Size, location and ducting of all smoke control systems

#### PLUMBING PLANS:

- A plan view of all water, drainage, waste and vent piping with location, size and material

- Drainage, waste, vent and water supply plans. Indicate types of fixtures with symbols
- Location and size of gas, fuel, oil or LPG piping with appliance demands
- Size, location and materials of P/T water relief valve
- Size, type and location of all water heaters and/or boiler combustion air and flues
- Show location of cleanouts, backwater valves and water shutoff valves
- Show location of required backflow prevention devices

**FIRE PROTECTION SYSTEMS:**

- Location of fire hydrants, fire department access roads, fire departments hook-ups, etc.
- Fire flow calculations (in civil engineer package)
- State if building will include fire protection systems (and any relevant design details) including, but not limited to the following:
  - Fire alarm diagrams
  - Layout, size, location, material and calculations of fire sprinkler systems
  - Halon system
  - Kitchen protection
  - Specialized system
  - Smoke control design and operation
  - Standpipe systems
  - Flammable/combustible liquid tanks/lines
  - Medical gas system design
  - Cut sheets for above systems
- Smoke control operation/design description
- Please reference 2018 International Fire Code for more information on the following issues:
  - Fire rating of fire pump rooms
  - Automatic sprinkler requirements for stages
  - Sprinkler requirements for E Occupancies
  - Restrictions for equipment in fire pump rooms
  - Requirements for firefighters' smoke control panel
  - Smoke control systems response time
  - Requirements for Fire Command Center
  - Fire sprinkler requirements in existing buildings
  - Size of buildings requiring sprinklers

Revised 03/18

Multi-Family, Commercial & Industrial Submittal Requirement Checklist

**CITY OF ELKO**  
**RESIDENTIAL SITE PLAN REQUIREMENTS**

The City of Elko Engineering Department requires two (2) site plans.  
The following information is required for review:

**GENERAL**

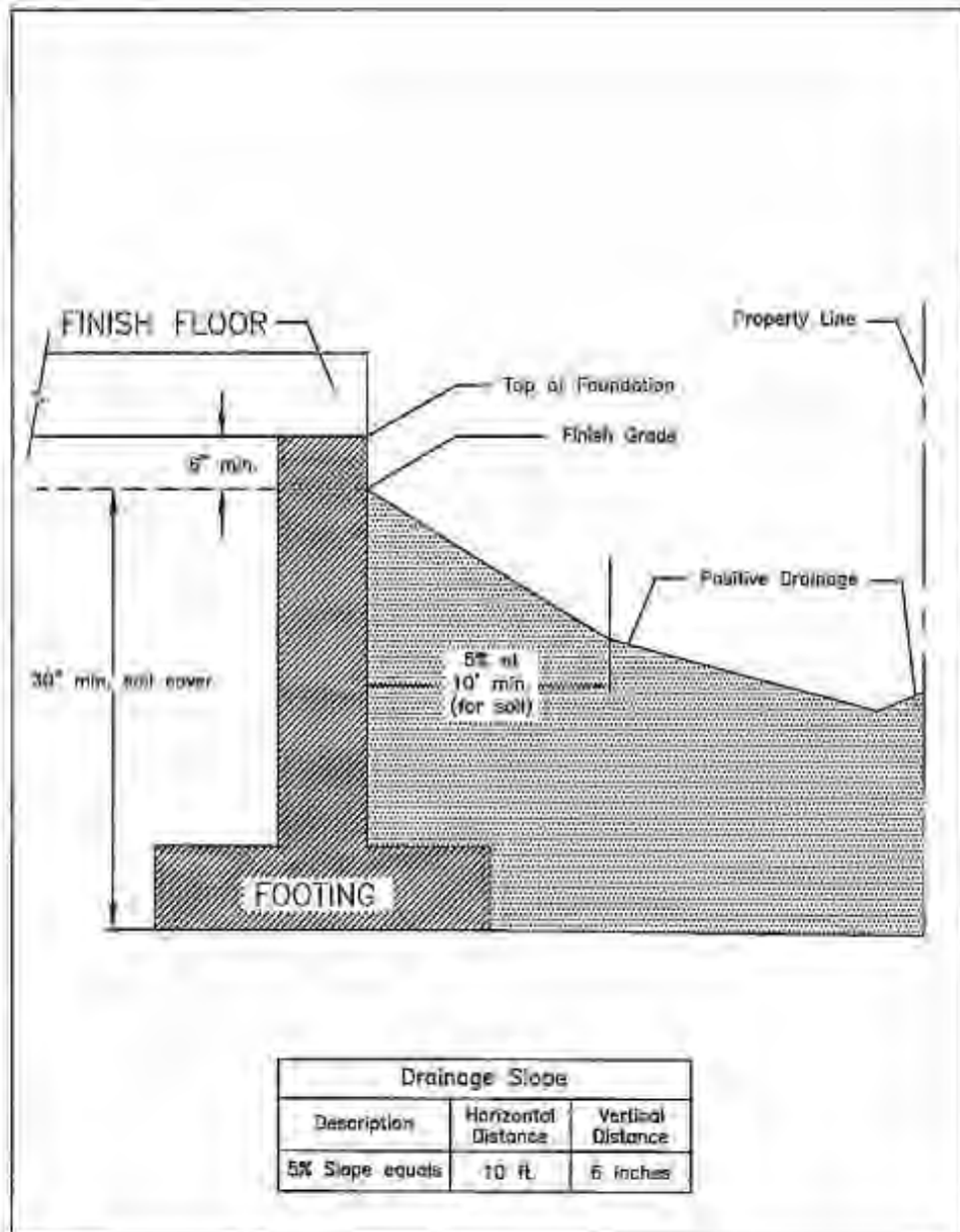
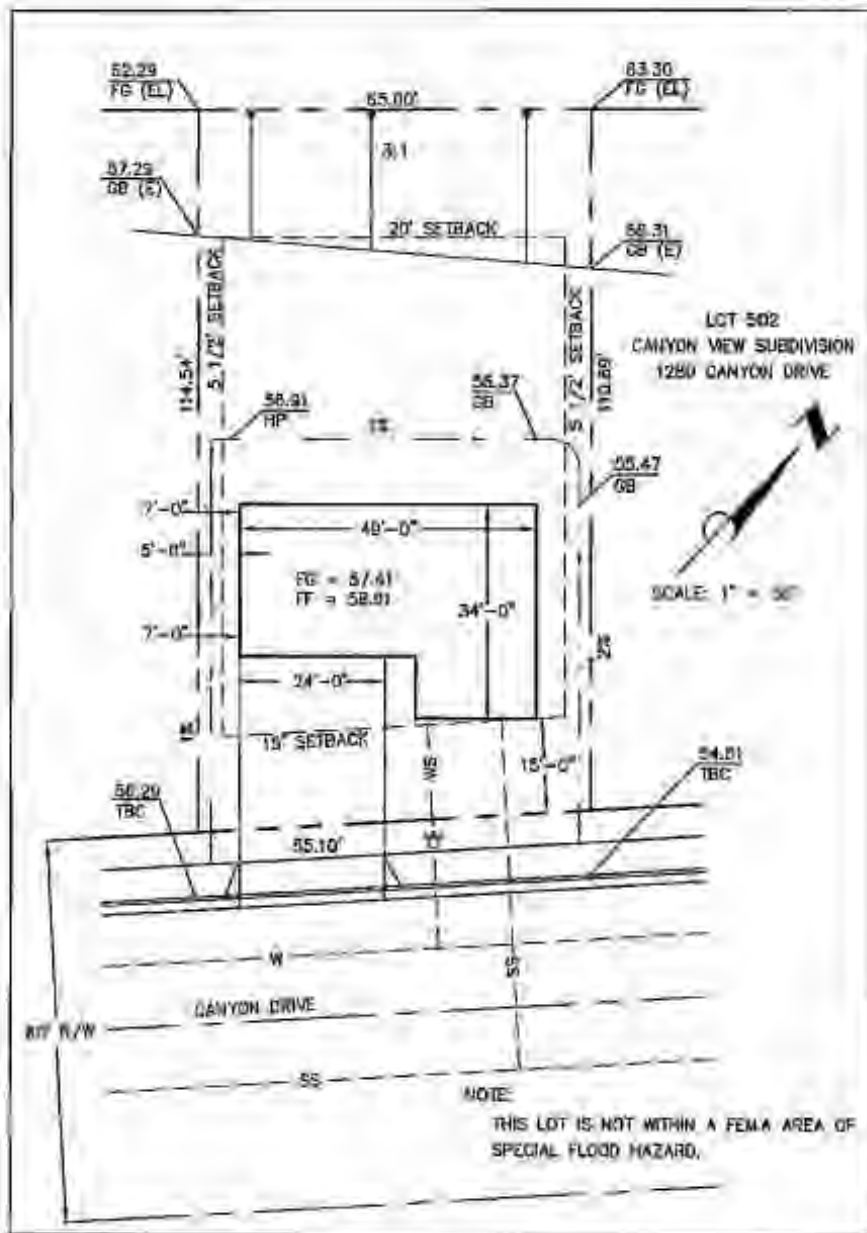
- Recorded lot number and subdivision name.
- Street address and APN (Parcel Number)
- North arrow and scale of drawing.
- FEMA rate zone with base flood elevation or a note indicating the project is not within a special flood hazard area (SFHA). (Engineering Department will verify.) **If construction is within a SFHA**, then the following documentation shall be provided prior to any building permit being granted:
  1. A "Floodplain Development Permit" application shall be filled out and submitted to the Engineering Dept. for review and approval, and
  2. Submit to the Engineering Dept. any additional information the "Floodplain Development Permit" application requires, and
  3. An Elevation Certificate shall be completed & must be certified by a state licensed Architect, Engineer, or Land Surveyor and submitted to the Engineering Dept. for review.
- Property boundary dimensions.
- Street right-of-way line. (Note: back of sidewalk is not the right-of-way line.)
- Utility and drainage easements.
- Curb, gutter, sidewalk and driveway location.
- Off-street parking (2 spaces within setbacks per residence).
- Setback lines. (Check with Planning Department for current zoning and setback information).
- Dimensions to building from property lines.
- Overall dimensions of building.

**GRADING AND DRAINAGE-PER APPROVED SUBDIVISION PLANS**

- Finish floor or top of footing elevation for all ground floor levels.
- Finish grade elevation. Must be at least 6" below top of footing. Use a single elevation if level or spot elevations if grade varies around the building.
- Elevation of existing property corners, curb or sidewalk, and grade breaks along lot lines. In new subdivisions use grade elevations as shown on an approved subdivision grading plan.
- Toe and top of slope locations with setbacks per final approved grading plan.
- Flow line elevations with distance from structures (a minimum of 5% for 10' away from building is required for soil surfaces, 2% for concrete & asphalt).
- Flow line grades (a minimum of 1 % is required for soil, %%% for concrete).
- Other elevations and grade breaks sufficient to establish finish grade conditions.
- Storm Water Pollution Prevention Plan-Requirements dependent on project (lot) size (See Multi-Family, Commercial and Industrial Submittal Requirements Checklist).

**UTILITIES**

- Water and sewer main line locations.
- Water service and meter box location (1-foot in back of sidewalk).
- Sewer service location.
- Septic Tank Location & Size (If Applicable)
- State Health Approval Certificate for Septic Tank (If Applicable)



NOTE: These Drawings  
 are for Reference Only.  
 W:\ELKO 5th DRAWINGS\SITE-PLAN.dwg

CITY OF ELKO  
 ENGINEERING DEPARTMENT  
 Typical Site Plan

SCALE: 1" = 20'  
 (Typical)