

FENCE/BLOCK WALL PERMIT GUIDE

**CLARK COUNTY
DEPARTMENT OF BUILDING
500 S. Grand Central Parkway
P.O. Box 553530
Las Vegas, NV 89155-3530
702-455-3000**



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GENERAL INFORMATION

This guide outlines the requirements for obtaining a permit to construct a *fence or block wall* in Clark County, Nevada.

In order to acquire a *fence/block wall* permit, the following steps are required:

- 1) Complete a "Fence Permit Application" which is available at the Permit Application Center. For details on application and supporting documentation requirements, refer to page 2 of this handout. **IN ORDER TO ENSURE THAT YOUR APPLICATION IS PROCESSED IN A TIMELY MANNER, YOUR SUBMITTAL PACKAGE SHOULD BE COMPLETE.**
- 2) Proceed to the APPLICATION SET-UP/INFORMATION DESK in the Permit Application Center to obtain an application number.
- 3) Once you have been assigned your application number, you will be directed to the Zoning Permit Sign-Off counter to have your plan package reviewed for conformance and compliance to all applicable zoning codes. For information relating to zoning requirements, contact:

**Current Planning
(Zoning Codes-Height & Location of Fence)
(702) 455-4314**

- 4) Upon approval from the Zoning Permit Sign-Off counter, you will be directed to Public Works-Community Development for a review of the site's drainage and rights of way. **NO PERMITS WILL BE ISSUED FOR ANY FENCES OR RETAINING WALLS WHICH BLOCK ANY NATURAL DRAINAGE CHANNEL.** For drainage/right of way information, contact:

**Public Works (Community Development)
(Drainage Review-Rights of Way)
(702) 455-4600**

- 5) Once your plans are approved by both the Zoning Permit Sign-Off counter and Public Works (in that order), you may progress to the Building Department's plancheck counter for a review of your plans for conformance and compliance with all applicable building codes. For building code information, contact:

**Building Department (Plancheck Counter)
(Building Codes)
(702) 455-3004**

- 6) After your plans receive the appropriate approvals from the Zoning Permit Sign-Off counter, Public Works, and the Building Department, you may proceed to the "Permit Issue" counter to pay your fees and obtain your permit.

PLAN SUBMITTALS

Plan submittals for a *fence/block wall* permit must include the following items:

I. APPLICATION

_____ **Completed Fence Permit Application***
[Assessor's parcel number for site MUST be included on application]

*Permits are issued only to owner/builders or the appropriately licensed C-18 contractor (with a Clark County business license). If the fence is constructed in conjunction with a building or project, the general contractor can obtain the permit.

II. PLANS (2 sets) DRAWN TO SCALE (in ink or reproduction)

_____ **Site plan** showing location of fence/block wall to be constructed with respect to lot lines, streets, other rights-of-way, existing buildings, landscaping, driveways, and existing drainage courses. Show the location of all light standards, gas and water meters, and fire hydrants. Show length, height, thickness, and square footage of the fence or retaining wall. If walls are retaining, show depth of earth retained.

_____ **Type of material** to be used in construction (i.e. wood, masonry, chainlink)

III. ADDITIONAL PLAN REQUIREMENTS (2 sets) (as applicable)

A. _____ **If fence/wall is over 8' in height or if it is a retaining wall with a sloping surcharge**, provide **structural drawings, specifications, and analysis** prepared by a Nevada-registered professional civil or structural engineer. (All sets must be stamped and signed by the licensed engineer).

If structural drawings, specifications, and analysis are not required, Clark County standards must be used. **A copy of Clark County Standards may be obtained from the Building Department's plancheck front-counter.**

B. _____ **If fence/block wall is to be located on property line**, provide a **notarized letter from adjacent property owner(s)*** authorizing construction of fence/block wall.

*Note: If a contractor is obtaining the permit, a contract showing the signatures of both property owners is acceptable.

C. _____ **If fence/block wall is to be constructed on a commercial or subdivision project**, provide a copy of an approved **grading plan** and **detail sheet** which must be one of the following:

- 1) grading plan from Public Works map room (\$3/page)
- 2) approved grading plan from developer

NORMAL PROCESSING TIME FROM APPLICATION TO PERMIT ISSUANCE

A permit to construct a *fence/block wall* may be issued on a same day basis provided that the plans are complete and there are no Current Planning, Public Works, or Building Department issues to be further addressed.

Once your plans are approved and your fee(s) paid, the permit and inspection record form (job card) will be issued. In addition, one set of approved plans will be returned to the permittee, and one set of plans will be retained by the Building Department.

INSPECTION REQUIREMENTS

When you begin construction, you will be REQUIRED to call the Building Department (455-3000) for inspections as each phase is completed. The inspection record form received at permit issuance lists the required inspections for your project. These inspections must be done in sequence as shown on the inspection record form. Concrete foundations for fences or retaining walls shall NOT BE POURED until footings have received an APPROVED inspection. Masonry fences or retaining walls shall NOT BE GROUTED until the required reinforcing has received an APPROVED inspection. In addition, the permit, inspection record form, and approved plans must be kept on-site for convenient access by the Inspection staff.

Each permit must have an approved required inspection within 180 days from the permit issue date or from the last approved inspection; otherwise, the permit becomes null & void. (Note: Permits issued for structures located at Mt. Charleston have 365 days to receive an approved required inspection from the permit issue date or from the last approved inspection.)

After passing all of the required inspections, the *fence/wall* is approved for use. If you have any questions regarding this information, contact 455-3000.