

# THE BLUE BOOK

A REFERENCE MANUAL OF NEVADA LAW  
GOVERNING  
DESIGN FOR THE CONSTRUCTION INDUSTRY

FOR:

Building Officials, Design Professionals, Contractors and Public

DEVELOPED BY:

Nevada State Board of Architecture, Interior Design and Residential  
Design

Nevada State Contractor's Board

Nevada State Board of Landscape Architecture

Nevada State Board of Professional Engineers and Land Surveyors

Nevada State Building Officials



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# INTRODUCTION

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This manual has been jointly published by the State Board of Architecture, State Board of Professional Engineers and Land Surveyors, State Board of Landscape Architecture, State Contractor's Board and the Nevada Building Officials to assist building officials, registrants, licensees and the public in understanding the laws governing design and construction in the State of Nevada.

This manual is a guideline intended as a source of basic information and does not attempt to address all the questions concerning design and construction. While some items are taken from Nevada Revised Statutes, other items are recommended minimum practices or board policies.

The last section of this manual addresses the questions most often asked about the subject matter contained in this publication. Since requirements may vary from jurisdiction to jurisdiction, it is recommended that the local building official be contacted with specific questions.

## **PURPOSE**

The purpose of this manual is to provide building officials, design and construction professionals and the general public with a summary and guide to key elements of the statutes, regulations and policies governing the construction industry in the State of Nevada.

The four regulatory boards responsible for assembling this manual protect the public by assuring their registrants and licensees are qualified to competently provide professional design or construction services in their respective disciplines. The principal focus of these boards is the protection of public health, safety and welfare as mandated by the Legislature of the State of Nevada.

The boards have a further responsibility to halt nonexempt, unregistered or unlicensed practice. The boards possess the authority to investigate violations of their respective statutes and regulations and either discipline or prosecute violators accordingly.

Building officials protect the public by enforcing building code requirements. Throughout their plan check and inspection process, building officials ensure compliance with building codes, local codes and ordinances. Building officials have the authority to reject documents as submitted and to withhold permits. Building officials rely on the state boards to assure their registrants and licensees are competent to practice.

In turn, the state boards rely on building officials to assure only properly registered professionals and licensed contractors engage in practice, that exempt individuals limit their work to that specifically allowed by statute and that unregistered or unlicensed individuals are not allowed to engage in illegal practice.

## **DEFINITIONS:**

The Nevada Revised Statutes define the practice of Architecture, Residential Design, Professional Engineering and Land Surveying, Landscape Architecture and Contractor's as follows:

### **NRS 623 ARCHITECTURE**

#### **623.023 Definitions:**

The “practice of architecture” consists of holding out to the public and rendering or offering to render, services embracing the scientific, aesthetic and orderly coordination of processes which enter into the production of a completed structure which has as its principal purpose human habitation or occupancy, and the utilization of space within and surrounding the structure, performed through the medium of plans, specifications, administration of construction, preliminary studies, consultations, evaluations, investigations, contract documents and advice and direction.

### **NRS 623 INTERIOR DESIGN**

#### **623.024 Definitions:**

“Practice of interior design” means the rendering of services to enhance the quality and function of an interior area of a structure designed for human habitation or occupancy. The term includes:

1. An analysis of:
  - (A) A client’s need and goals for an interior area of a structure designed for human habitation or occupancy; and
  - (b) The requirements for safety relating to that area;
2. The formulation of preliminary designs for an interior design area designed for human habitation or occupancy that are appropriate, functional and esthetic;

3. That development and presentation of final designs that are appropriate for the alteration or construction of an interior area of a structure designed for human habitation or occupancy;
4. The preparation of contract documents for the alteration or construction of an interior area of a structure designed for human habitation or occupancy, including specifications for partitions, materials, finishes, furniture, fixtures and equipment;
5. The collaboration in the completion of a project for the alteration or construction of an interior area of a structure designed for human habitation or occupancy with professional engineers or architects registered pursuant to the provisions of Title 54 of NRS;
6. The preparation and administration of bids or contracts as the agent of a client; and
7. The review and evaluation of problems relating to the design of a project for the alteration or construction of an area designed for human habitation or occupancy during the alteration or construction and upon completion of the alteration or construction.

**NRS 623  
RESIDENTIAL DESIGN**

**623.025 Definitions:**

The “practice of residential design” consists of holding out to the public, or rendering or offering to render, services embracing the scientific, esthetic or orderly coordination of processes which enter into the production of completed single-family dwelling units and multifamily dwelling units not exceeding two stories in height, composed of not more than four units in each structure, and the utilization of space within and surrounding such units or structures, performed through the medium of plans, specifications, administration of construction, preliminary studies, consultations, evaluations, investigations, contract documents and advice and direction.

**NRS 625  
PROFESSIONAL ENGINEERING**

**625.050 “Practice of professional engineering” defined.**

1. “The practice of professional engineering” includes, but is not limited to:
  - a. Any professional service which involves the application of engineering principles and data, such as surveying, consultation, investigation, evaluation, planning and design, or responsible supervision of construction or operation in connection with any public or private utility, structure, building, machine, equipment, process, work or project, wherein the public welfare or the safeguarding of life, health or property is concerned or involved.

**NRS 625  
PROFESSIONAL LAND SURVEYOR**

**625.040 “Practice of professional land surveyor” defined:**

1. A person who, in a private or public capacity, does or offers to do any one or more of the following practices land surveying:
  - a. Locates, relocates, establishes, reestablishes or retraces any property line or boundary of any tract of land or any road, right of way, easement, alignment, or elevation of any of the fixed works embraced within the practice of professional engineering as described in NRS 625.050.
  - b. Makes any survey for the subdivision or resubdivision of any tract of land.
  - c. Determines, by the use of the principles of land surveying, the position for any monument or reference point which marks a property line, boundary or corner, or sets, resets or replaces any such monument or reference point.
  - d. Determines the configuration or contour of the earth’s surface or the position of fixed objects thereon by measuring lines and angles and applying the principles of trigonometry.



- e. Geodetic or cadastral surveying.
- f. Municipal and topographic surveying.
- g. Determines the information shown or to be shown on any map or document prepared or furnished in connection with any one or more of the functions described in paragraphs (a) to (f), inclusive, in this subsection.

**NRS 623A  
LANDSCAPE ARCHITECTURE**

**623A.060 “Practice of landscape architecture” defined.**

The “practice of landscape architecture” consists of holding out to the public, and rendering services for consultation, investigation, reconnaissance, research, design, preparation of drawings and specifications and supervision where the dominant purpose of the services is for the:

1. Preservation, enhancement or determination of proper land uses, natural land features, ground cover and planting, naturalistic and esthetic values, natural drainage and the settings and approaches to buildings, structures, facilities and other improvements; and
2. Consideration and determination of inherent problems of the land relating to erosion, wear and tear, lighting characteristics, and design of landscape irrigations, lighting and grading.

“Practice of landscape architecture” includes the location and arrangement of such tangible objects and features as are incidental and necessary to this dominant purpose, but does not include the design of structures or facilities with separate and self-contained purposes for habitation or industry, whose design is normally included in the practice of architecture or professional engineering.

**NRS 624  
CONTRACTORS**

**624.020(2,3,4) “Contractor” defined, synonymous with “builder”**

2. A contractor is any person, except a registered architect or a registered professional engineer, acting solely in his professional capacity, who in any capacity other than as the employee of another with wages as the sole compensation, undertakes to , or offers to undertake to, or purports to have the capacity to undertake to, or submits a bid to, or does himself or by or through others, construct, alter, repair, add to, subtract from, improve, move, wreck or demolish any building, highway, road, railroad, excavation or other structure, project, development or improvement, or to do any part thereof, including the erection of scaffolding or other structures, or works in connection therewith. Evidence of the securing of any permit from a governmental agency or the employment of any person on a construction project shall be accepted by the board or any court of this state as prima facie evidence that the person securing such permit or employing any person on a construction project is acting in this capacity of a contractor under this chapter.

3. A contractor within the meaning of this chapter includes a subcontractor or specialty contractor, but does not include any one who merely furnishes materials or supplies without fabricating them into, or consuming them in the performance of the work of a contractor.

4. A contractor within the meaning of this chapter includes a construction manager who performs management and counseling services on a construction project for a professional fee.

## PRINCIPAL DESIGN PROFESSIONAL

A principal design professional will be required for any project submitted to the building official which requires multiple disciplines (e.g., architectural, landscape architectural, civil, structural, mechanical, electrical, etc.). The principal design professional is charged with the responsibility of coordination of each and every aspect of the design package. The principal design professional must be a Nevada registered architect, engineer, landscape architect, registered interior designer or residential designer and must have contractual responsibility and authority for coordination of all required design disciplines. In addition, the principal design professional must have the appropriate registration to serve in this capacity based on specific project requirements and must perform the role of Principal Design Professional in strict accordance with the statutory provision governing his discipline. The principal design professional's role includes the following:

1. Acts as point of contact for the project team during the design phase to ensure dialogue among all participants, including owners, contractors, developers, engineers, architects, interior designers, landscape architects, government bodies and building officials.
2. Ensures that all elements of the submittal to the building official are compatible, coordinated and provide a logistical and comprehensive document.
3. Verifies that all elements of the design submitted are complete, and that all requirements for calculations and specifications are complete and accurately delineated on plans and related documents.
4. Acts as point of contact during the governmental review process with the building official. Responsible for filing proper applications for plans and permit approval, provides for timely response to questions, corrections, or requests for additional information on any element of the design package.
5. Acts as point of contact for the design team following permit issuance, responds to any changes, clarifications, or additional information that may be required from members of the design team to owners, developers, contractors or building officials.

## **ROLES OF DESIGN AND CONSTRUCTION PROFESSIONALS**

The licensees and registrants represented in this manual are qualified by their respective regulatory boards to have mastered a specific body of knowledge, skills and abilities necessary to serve the public and to protect its health, safety and welfare.

The following descriptions of roles are not exclusive and are not intended to unduly restrict the practice of the professional who is properly registered or licensed in the State of Nevada and is practicing within the laws and regulations governing his profession.

The Nevada Revised Statutes (NRS) recognize that certain areas of expertise are common to registrants of more than one of the four Boards which participated in the drafting of this manual. That recognition takes the form of the following specific exemptions:

1. Architects registered under the laws of the State of Nevada are exempt from the provisions of NRS 623A, the Landscape Architects law, and NRS 625, the Professional Engineers & Land Surveyors law. [Refer to NRS 623A.070(2) and 625.500]
2. Contractors licensed under the laws of the State of Nevada are exempt from the provisions of NRS 623, the Architect's law, and NRS 623A, the Landscape Architect's law, if they provide their own drawings for their own construction. [Refer to NRS 623.330(1)(d) and 623A.070(3)]
3. Professional Engineers registered under the laws of the State of Nevada are exempt from the provisions of NRS 623A, the Landscape Architect's law, and NRS 623, the Architect's law, if they are licensed to design buildings under the provisions of NRS 625. [Refer to NRS 623.330(1)(c) and 623A.070(4)]

Registered individuals practicing under any of the above exemptions must provide professional services at the same level of competence as a professional specifically licensed to practice in that area of expertise.

## **ARCHITECTS:**

Architects must be concerned with the basic concepts of the full spectrum of design considerations when developing a building project. Architects must develop a comprehensive package of design documents for submittal to the building department, taking all aspects of the project into account and coordinating various elements prepared by other individual design team members.

1. Perform site layout services (e.g.: parking, zoning, setbacks, landscaping, building layout, site evaluation, layout and development, curb, gutter, sidewalks, streets, grading, utilities, access layouts, traffic and parking plans, etc).
2. Are concerned with aesthetics and building design including structural, mechanical, electrical and fire protection systems.
3. Determine Building classification (e.g.: code analysis, occupancy, type of construction).
4. Are concerned with building exiting and life safety considerations (e.g.: stairway, exit width, travel distances, corridors, requirements for sprinklers, fire ratings, fire walls, separations, fire alarms, smoke control, etc.).
5. Perform interior space planning and design.
6. Select finish materials, interior and exterior (e.g.: durability, colors, fire ratings, aesthetics, etc.)
7. Prepare construction documents.
8. Provide overall project coordination.
9. Analyze environmental impacts (e.g.: sound attenuation, quality of living, impact on natural surroundings, pedestrian and automobile circulations, etc.)
10. Are concerned with barrier free design and Americans with Disabilities Act requirements.

## **REGISTERED INTERIOR DESIGNERS:**

The role of the registered interior designer is to evaluate interior space utilization needs, prepare conceptual drawings and prepare construction documents for interior spaces provided such drawings include only non-load bearing partitions, and to specify finishes, furniture, fixtures and equipment that are subject to uniform building codes.

1. Render services to enhance the quality and function of an interior area of a structure designed for human habitation or occupancy.
2. Analyze needs and safety requirements, formulate preliminary designs, develop presentation of final designs and prepare contract documents for alteration or construction of an interior area of a structure designed for human habitation or occupancy including specifications for partitions, materials, finishes, furniture, fixtures and equipment.
3. Collaborate in the completion of alterations or construction of an interior area designed for human habitation or occupancy with professional engineers or architects registered pursuant to provisions of Title 54 of NRS.
4. Prepare and administer bids or contracts as agent of clients.
5. Review and evaluate problems relating to the design for alteration or construction during or upon completion of alteration or construction for interior areas designed for human habitation.

## **RESIDENTIAL DESIGNERS:**

The role of the residential designer is identical to that of an architect, restricted to single-family dwelling units and multifamily dwelling structures not exceeding two stories in height, composed of not more than four units in each structure.

## **ENGINEERS:**

Engineers must be concerned with the planning and analysis of a wide variety of project functions.

1. Perform structural systems design (e.g.: framing systems, foundations systems, lateral design, etc.)
2. Perform electrical systems design (e.g.: power distribution servicing, sizing and design, standby power system, audio/visual communication system, facility security/fire alarm system, smoke detection, indoor/outdoor illumination system, etc.)
3. Perform mechanical systems design and plumbing (e.g.: drain, waste and venting, water distribution systems, HVAC, smoke removal, boilers, process equipment, energy analysis, control systems, fire protection systems).
4. Perform fire protection system and analysis (e.g.: water supply, building systems, building exit analysis, suppression, detection and alarms, municipal protection, fire protection management, hazard and risk analysis, etc.).
5. Perform soil analysis (e.g.: soils reports, foundation systems recommendations, soil stabilization, geotechnical investigations, etc.).
6. Perform civil works improvements (e.g.: site evaluation, layout and development, curb, gutter, sidewalks, storm drainage, streets, grading plans, utilities, access layouts, traffic and parking plans, etc.).
7. Perform construction administration services (e.g.: cost estimates, value engineering studies, contract administration, etc.).
8. Prepare studies and reports such as Environmental Impact Analysis.

## **PROFESSIONAL LAND SURVEYORS:**

Land Surveyors must be concerned with providing property line and horizontal control, topographic data and construction layout of projects.

1. Perform boundary surveys, subdivision plats, parcel maps and boundary line adjustment maps.
2. Perform topographic surveys of existing ground, structures, drainage ways, etc., used as a basis for engineering design.
3. Perform alignment surveys and right of way maps, such as those for road and drainage facility projects.
4. Perform layout of locations, lines and grades for construction of roadways, utilities, buildings, and any of the fixed works embraced within the practice of engineering.
5. Perform final monumentation of streets and property lines.
6. Perform geodetic surveys.
7. Perform grading and drainage plans for residential subdivisions containing four lots or less (parcel maps).
8. Provide legal descriptions of property boundaries, easements, rights of way, grants, etc.

## **LANDSCAPE ARCHITECTS:**

Landscape Architects must be concerned with all aspects of site design when planning and developing a project site.

1. Perform site layout services (e.g.: pedestrian and automobile circulation, site access, zoning setbacks, parking lot plans, zoning requirements for landscaping, building placement on a project site, site evaluation, site layout and development, curb, gutter, sidewalks, streets, grading plans, landscaping and irrigation plans, etc.)



2. Are concerned with project aesthetics and visual analysis of project sites.
3. Prepare environmental impact analysis and reports (e.g.: EIR/EIS/ EIA).
4. Performs soil sampling and analysis (e.g.: soil fertility, soil texture composition and Ph levels, etc.).
5. Designs civil works improvements (e.g.: site evaluation, site layout and development, sidewalks, curb, gutter, grading and parking lot plans, site access, etc.).
6. Perform construction document preparation (e.g.: lighting plans, landscape and irrigation plans, retaining walls, grading plans, outdoor fountains, site amenities, and outdoor structures such as trellises, gazebos and decks) that are incidental and necessary to a project's dominant purpose.
7. Perform construction observation for landscape work (e.g.: cost estimates, value engineering studies, contract administration and site inspections, etc.).
8. Perform project coordination of landscape work (e.g.: contract document and preparation, coordination of project consultants, etc.).
9. Are concerned with environmental impacts (e.g.: quality of living and integration of buildings into project sites, etc.)

10. Are concerned with barrier free site design and Americans with Disabilities Act requirements.

11. Perform construction administration when the landscape architect is the principal design professional and uses other registrants as consultants to the overall benefit of the project.

## **CONTRACTORS:**

Contractors are concerned with the building or improving of structures, roads, utilities, or other works. Contractors may also design work within certain limitations, for which they are the legal contractor or subcontractor.

1. Obtains building permits and arranges for inspections of the work as required by governmental agencies.
2. Constructs the work within project specifications and industry recognized standards and is responsible for the quality of the work.
3. Directs all job-site safety programs, methods of construction and the orderly coordination of subcontractors and suppliers.
4. May provide plans, drawings and specifications for their own clients provided the necessary engineering is done by a Nevada registered engineer or architect.
5. May perform or supervise any or all parts of a project. He may also hire licensed subcontractors to perform individual categories of the work.

6. Is licensed to perform in general building or general engineering categories depending on their license classification within specified single job dollar limits.

7. Is responsible for his own activities and those of his subcontractors and material suppliers. Subcontractors are licensed in one or more work categories, each having a specific single job dollar limit.

### **BUILDING OFFICIALS:**

A building official is authorized and directed to enforce provisions of adopted codes and ordinances by regulating and controlling the design, construction, use, location and maintenance of all buildings, structures and other improvements within his jurisdiction. Each city and county adopts various technical construction codes and ordinances to safeguard life, health, property and public welfare. In this role, the building official provides a balance between the necessities of the owner-designer-builder team as creators of buildings and the protection of the public as users of the buildings. The building official:

1. Renders interpretations of the codes, and adopts and enforces procedures and supplemental regulations in order to clarify the application of code provisions.
2. Provides a general review of proposed projects at a conceptual stage, and makes recommendations to assist in design development which complies with the current codes and regulations.

3. Reviews plans, specifications, calculations and other related documents for compliance with the provisions of technical codes and relevant laws, ordinances, rules and regulations. Also determines the type and extent of information required to determine compliance.

4. Reviews alternate materials, methods of construction or modifications for approval which comply with the intent of the technical building codes. Maintains an objective perspective to ensure the designs and building meet the intent of codes while providing safe facilities for the users or occupants of the structures.

5. Ensures those documents which are not exempt from being prepared by a registered professional have the appropriate Nevada seal, signature and date affixed thereto. Submittals under the owner/builder or contractor exemption shall be attested to accordingly on the drawings or in the permit application.

6. In the role of protecting the public, advises the appropriate State Board of suspected improper or illegal conduct of a registered professional, or of a nonregistrant performing professional services. The building official also reports apparent professional incompetency manifested by excessive errors in submitted documents, obviously incomplete submittals, or an unreasonable number of resubmittals.

7. Issues permits for construction based upon approval of application information and/or construction documents. Issuance of a permit shall not prevent the building official from thereafter requiring correction of errors in the documents, or from preventing building operations being carried on when in violation of codes or ordinances.

8. Performs inspections of all construction or work for which a permit is required. Each portion of such work shall remain accessible and exposed for inspection purposes until approved by the building official for the work to proceed.

9. Requires special inspections for certain structural elements of a project in addition to standard construction inspections, and for work which is deemed to involve unusual hazards or conditions.

10. Issues notices of violation requiring correction of work being done contrary to the provisions of the codes, or being done without a valid permit. If the circumstances warrant, the building official may order work to be stopped by notice in writing.

11. Issues Certificates of Occupancy for buildings or structures which have been inspected and found to have no violations of the codes or other laws which are enforced by the building department. This includes new or remodelled buildings or structures, additions or existing buildings which have changed the occupancy classification.

12. Orders discontinuance of the use of any building or structure which is being used contrary to the provisions of the codes, or which is structurally unsafe or otherwise dangerous to human life. May initiate abatement proceedings to cause unsafe structures to be repaired, rehabilitated, demolished or otherwise removed.

## STAMPING AND SIGNING OF PLANS

Technical documents submitted to building officials for review are stamped in order to certify that the registrant has discharged his responsibility to prepare complete construction documents which comply with all applicable laws governing the construction of the intended improvement. Architects, residential designers, engineers, landscape architects and contractors are responsible for limiting their design services to their specific area of registration or licensure.

Architects, residential designers and landscape architects are prohibited by law from stamping any work that has not been prepared under their direct supervision. It is unlawful for a professional engineer to sign or stamp any plans, specifications, plats or reports that were not prepared by him or for which he did not have responsible charge of the work.

The following policy is presented as the minimum acceptable standards for the sealing and submittal of plans and other technical documents. Where seals and/or stamps are required, signature stamps are prohibited.

1. Plans: The front sheet of each separate element or professional discipline (e.g.: architectural, landscape architectural, structural, mechanical, electrical, etc.) of every set of plans submitted must contain an original impression seal or wet stamp with an original signature and date over the seal or stamp. Subsequent sheets within the element or professional discipline may be a reproduction.
2. Specifications: When required and submitted, each document must contain an original impression seal or wet stamp bearing an original signature and date over the seal or stamp.
3. Calculations: The front page only of each set of calculations submitted must contain an original impression seal or wet stamp with an original signature and date over the seal or stamp.
4. Soils and other required reports or analyses: An original impression seal or wet stamp with an original signature and date must be placed on the front page or within the body of the report.

5. At times a professional document contains the product of more than one professional. In this instance each must seal, sign and date the document and add a notation clearly specifying what his seal denotes.

6. Technical reports shall be sealed and signed by a registrant.

7. For plans provided by a contractor: List contractor's name, license number, and name of person who prepared plans in a prominent location on the front sheet of each set of plans. This information shall be accompanied by the original signature of the contractor. In the case of electrical or plumbing work, the signature must be that of the Master or Qualified Employee.

8. For plans prepared by an owner/builder: List owner's name who prepared plans in a prominent location on the front sheet of each set of plans. This information should be accompanied by the original signature of the owner/builder.

9. Electronic media:

a. Details, shop drawings, product descriptions and other product information prepared by manufacturers, suppliers or installers of a specific product or system may be integrated into documents prepared and sealed by registered design professionals. Architects may do so providing they are incidental in relationship to the overall scope of the project and do not, in themselves, describe spaces, elements or systems directly effecting public health, safety and welfare; engineers are not limited to an incidental relationship or by spaces, elements, etc. However, in any case, the design professional must accept full responsibility for all information contained which becomes a part of the design documents.

b. Computer generated stamps: Computer generated stamps may be used on final original drawings providing a handwritten signature is placed across the stamp and the date is written below the stamp. Computer generated signatures and dates are not permitted. Drawings that are transmitted electronically to a client or regulatory agency should have the computer generated stamp removed from the original file. It is recommended that a different or contrasting color be used for the stamp and handwritten signature to prevent duplication efforts by unauthorized individuals.

## STANDARDS FOR BUILDING PLANS

Each construction project approved by a building official must be represented by complete plans and specifications which clearly show all components necessary to comply with code requirements and/or protect the public health and safety. The “approved” permit set of drawings serves as official evidence that the state, county or city responsible for protecting public safety has reviewed and approved building plans prior to the initiation of construction activities.

Plans and specifications submitted to the building official must be of sufficient nature to clearly show the project in its entirety with emphasis on the following:

1. Structural integrity
2. Life safety assurance
3. Architectural barriers
4. Building codes compliance
5. Definition of scope of work

**DRAWINGS:** The minimum required drawings will depend greatly upon the size, nature and complexity of the project, however, the following is the minimum recommended standard required before the building official shall begin the plans check review. Each sheet shall have a title block with the firm name, address, and phone number (with a space for the design professional(s) seal(s) or contractor data as applicable). Additions and applicable projects submitted by registered interior designers may not require all of the following components for plan submittal and review for permit.

### **COVER SHEET:**

1. Project identification
2. Project address and a location map
3. All design professionals shall be identified
4. The principal design professional (that is the professional who is responsible for project coordination) shall be identified.  
All communications shall be directed through this individual.



5. Design criteria list:

- a) occupancy group
- b) type construction
- c) location of property
- d) seismic zone
- e) square footage/allowable area
- f) fire sprinklers
- g) height and number of stories
- h) occupant load
- i) land use zone
- j) code editions used
- k) wind loads

**SITE PLAN:**

Show proposed new structure and any existing buildings, or structures, all property lines with dimensions, all streets, easements and set-backs. Show all water, sewer, electrical points of connection, proposed service routes and existing utilities on the site. Show all required parking, drainage and grading information (with reference to finish floor and adjacent streets). Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes. Show north arrow.

**FOUNDATION PLAN:**

Show all foundations and footings. Indicate size, locations, thicknesses, materials and strengths and reinforcing. Show all imbedded anchoring such as anchor bolts, hold-downs, post bases, etc. Provide soils report for the proposed structure at that site.

**FLOOR PLAN:**

Show all floors including basements. Show all rooms, with their use, overall dimensions and locations of all structural elements and openings. Show all doors and windows. Provide door and window schedules. All fire assemblies, area and occupancy separations, and draft stops shall be shown.

**FRAMING PLANS AND ROOF FRAMING PLANS:**

Show all structural members, their size, methods of attachment, location and materials for floors and roofs.

**EXTERIOR ELEVATIONS:**

Show all views. Show all vertical dimensions and heights. Show all openings and identify all materials.

**BUILDING SECTIONS AND WALL SECTIONS:**

Show materials of construction, non-rated and fire-rated assemblies and fire-rated penetrations. Show dimension of all heights.

**MECHANICAL SYSTEM:**

Show the entire mechanical system. Include all units, their sizes, mounting details, all duct work and duct sizes. Indicate all fire dampers where required. Provide equipment schedules. Submit energy conservation calculations per State of Nevada requirements.

**PLUMBING SYSTEM:**

Show all fixtures, piping, slopes, materials and sizes. Show point of connections to utilities, septic tanks, pretreatment sewer systems and water wells.

**ELECTRICAL SYSTEM:**

Show all electrical fixtures, (interior, exterior and site) wiring sizes and circuiting, grounding, panel schedules, single line diagrams, load calculations and fixture schedules. Show point of connection to utility.

## **LANDSCAPING SYSTEM:**

Show locations and quantities of all landscape materials (e.g.: plant species, mulch, turf areas, earth mounding, edging, etc.) required for construction of the project.

## **IRRIGATION SYSTEM:**

Show location and provide product type of backflow prevention device, controller, valves, main line, lateral line and sprinkler heads for the entire system. Indicate on plans point of connection, pipe sizing, flow in g.p.m. for each valve in spray and drip irrigation zones.

## **OTHER SUBMITTALS:**

**STRUCTURAL CALCULATIONS:** Provide structural calculations for the entire structural system of the project.

**SPECIFICATIONS:** Either on the drawings or in booklet form, further define construction components covering materials and methods of construction, wall finishes and all pertinent equipment. Schedules may be incorporated in the project manual in lieu of on drawings.

**ADDENDA AND CHANGES:** It shall be the responsibility of the individual identified on the cover sheet as the principal design professional to notify the building official of any and all changes throughout the project and provide revised plans, calculations or other appropriate documents prior to actual construction.

**REVISIONS:** For clarity, all revisions shall be identified with a Delta symbol, date of change, and the name or initials of the person making the change. Revisions of the same date shall have the same Delta symbol letter or number. The revised areas shall be clouded on the drawings and tagged with the corresponding Delta symbol. Otherwise, revisions shall be resubmitted as a new project.

**DEFICIENT SUBMITTAL:**

It is the responsibility of the principal design professional to verify the work is complete, consistent and competent. If the plans do not meet this criteria, the building official may take any of the following actions:

1. Provide a complete list of required corrections.
2. Increase the plan check fee for additional plan review time required due to lack of completeness.
3. Return plans unchecked.
4. Refer the principal design professional to the appropriate state board for possible disciplinary action.

## COMMON QUESTIONS AND ANSWERS

**1. Can an unregistered individual, (interior designer, space planner or kitchen equipment designer etc.) submit plans for a building permit?**

No. Unregistered individuals are prohibited by law from engaging in professional practice.

**2. May an unregistered individual provide design services for the selection of interior furnishings, fixtures and equipment (FFF&E).**

Yes: Provided the furnishings, fixtures and equipment selected are not controlled by building codes or the work does not require building permits (see NAC 623.020).

**3. Does a set of plans stamped and signed by an engineer, architect, registered interior designer or landscape architect registered in a state other than Nevada meet the requirements for a design professional in Nevada?**

No. Only design professionals currently registered in Nevada may submit plans to a building department.

**4. May a Nevada registered architect/residential designer, registered interior designer or landscape architect overstamp documents prepared and stamped by an out-of-state architect, interior designer or landscape architect for submittal in Nevada?**

No. A Nevada registered architect/residential designer, registered interior designer or landscape architect may only stamp design documents prepared by him or under his direct supervision.

**5. May an owner or contractor make changes to plans prepared by an architect, registered interior designer, engineer, residential designer or landscape architect?**

No. Changes or modifications to technical documents prepared by a registered professional may only be made by that professional or a professional meeting the criteria set forth in Question #6.

**6. May a Nevada registered professional make changes to plans prepared by another Nevada registered professional?**

Yes, with conditions. A Nevada registered professional may revise or change plans prepared by another Nevada registrant under the following conditions:

- a) Every effort must be taken to notify and obtain concurrence from the original design professional with respect to changes to the original plans.
- b) The work must be within the scope of their practice.
- c) The registered professional initiating changes to the plans assumes full responsibility for those changes and their effects upon the remainder of the project.
- d) Changes to the plans must comply with applicable state and local laws.

**7. May a Nevada registered civil or structural engineer prepare and stamp documents customarily prepared by an architect?**

Yes. As long as the work is performed in a competent manner, a professional engineer registered under the provisions of Chapter 625 of NRS (Professional Engineers and Surveyors) who designs buildings as permitted by Chapter 625 is exempted from the provisions of NRS 623 Architects.

**8. May a Nevada registered architect prepare and stamp documents customarily prepared by an engineer?**

Yes. As long as the work is performed in a competent manner, an architect registered under the provisions of Chapter 623 of NRS (Architects) and who practices as permitted by Chapter 623 of NRS is exempted from the provisions of NRS 625 Professional Engineers and Land Surveyors.

**9. May a civil engineer structurally design a building more than three stories in height?**

No. Only engineers registered as structural engineers may structurally design a building more than three stories in height, or more than 45 feet in height from the bottom of the lowest footing, or a sign or radio tower over 100 feet.

**10. May a Nevada licensed contractor prepare and submit his own plans to a building department without engaging a design professional?**

Yes, with conditions. A Nevada licensed contractor (building, plumbing, mechanical, etc.) may prepare and submit plans within his license discipline to a building department when all of the following are met:

- a) The project is of a generally small and simple nature and designed within the prescriptive standards of the applicable codes.
- b) The plans cover only that area for which he is licensed (e.g., plumbers may not prepare electrical plans, etc.).
- c) The plans are prepared only for that project upon which he is the sole legal contractor for the area of work for which the plans are intended.
- d) The plans demonstrate a level of technical competence expected from a registered design professional.
- e) The plans are signed by the contractor (i.e. owner or qualifier).

**11. May engineers' calculations be used as plans for construction work?**

- a) Yes, but only when the document provides a clear description of work acceptable to the building official for the work intended.

- b) No, when the document presents only engineering analysis and does not provide a satisfactory description of the work for construction purposes.
- c) No, when amended submittals conflict with the original approved description of work.

**12. Do shop drawings have to be stamped by an engineer or architect and submitted to the building official for approval?**

No. However, there are some instances where shop drawings could be used as a part of the construction documents, requiring an engineer's stamp. For example, a truss or space frame could be dimensionally shown on the construction document and specified by performance. In this example, the trusses or space frame must be submitted to the building department (which could be in the form of a shop drawing) bearing the stamp of a Nevada registered engineer.

**13. What component or supplemental designs are required to be stamped or sealed by a design professional when submitted to the building official for approval?**

Examples include:

- a) Prefabricated metal buildings
- b) Roof trusses systems (complete systems)
- c) Post tension or prestress designs
- d) An alternate to the original submittal
- e) Component or system substitutions which substantially change the scope of work or code application.
- f) Precast concrete building components.



**14. May a land surveyor prepare and submit plot plans?**

Yes, with conditions. Land Surveyors may only prepare plot plans which provide topographical and related measurement data. Plans which include design features for construction must comply with the standards of a registered professional.

**15. May a contractor or home owner/builder submit mail order plans or plans prepared by others and comply with Nevada law?**

No, unless they are prepared and stamped by an appropriate Nevada registered professional.

**16. May a contractor sign the cover sheet of a set of plans prepared by an out-of-state architect, interior designer, landscape architect, or engineer without violating NRS 623, 623A, 624 & 625?**

No, and plans may not be submitted to the building department in this manner.

**17. May individuals calling themselves landscape designers prepare and sell landscape and irrigation plans?**

No. It is illegal to prepare and sell landscape documents if one is not licensed to practice landscape architecture, architecture or engineering in Nevada.

**18. May a licensed contractor prepare and submit both landscape and irrigation plans to a building department for a permit?**

Yes. If the contractor is providing these construction documents for his own construction activities.

**19. Who can prepare or stamp site grading and drainage plans as part of a submittal for a permit?**

Such plans may be prepared or stamped by architects, landscape architects, residential designers or civil engineers. Land surveyors may prepare or stamp site grading and drainage plans as long as they are for residential subdivisions containing four lots or less.

**20. May a landscape architect prepare and stamp site plans that incorporate a variety of site amenities and features?**

Yes. The landscape architect can prepare and stamp plans or details that include: garden pools, outdoor fountains, waterfalls, retaining walls, decorative walls, raised planters, fences, handicapped ramps, outdoor stairs/steps, play structures, pedestrian bridges, decks, gazebos, picnic shelters, trellises, patio covers and other similar non-dwelling structures as are incidental and necessary to a project's dominant purpose.

**21. Who can serve as the principal design professional on a multi-disciplined project?**

Nevada registered architects, registered interior designers, landscape architects, residential designers and engineers as long as they are providing services in conformance with their practice as defined in NRS and to the role described in the "Principal Design Professional" section of this manual.

**22. Can a Nevada registered landscape architect design 12 volt (low voltage) outdoor lighting systems and small scale outdoor 120 volt electrical systems?**

Yes, with conditions. A landscape architect may prepare and stamp outdoor electrical lighting systems plans as long as these plans are incidental and necessary to a project's dominant purpose.

**23. Can a Nevada registered landscape architect develop a conceptual site plan which locates the buildings on a project site?**

Yes. A Nevada registered landscape architect can establish the relationship between the site and its structures for an overall site and landscape theme.

**24. Who can stamp landscaping plans and irrigation plans in the State of Nevada?**

Landscape architects, architects, residential designers and civil engineers.

**25. If a contractor's license is suspended for lack of qualifier, lack of bond or by board action, may he finish a job that is in progress or a contract that was signed previous to the suspension?**

Yes. A licensee may finish any work in progress, but cannot sign new contracts during the suspension.

**26. May any general building contractor or owner hire unlicensed individuals to do subcontractual work?**

No. All subcontractors must be licensed contractors with the State of Nevada at the time the work is bid.

**27. May a general building contractor perform any or all parts of a project?**

Yes. Under the contractors law the general contractor, may perform or supervise any or all parts of the project.

**28. If a contractor wants to bid a multi-phase project that exceeds his license limit, may he bid each phase individually?**

No. A contractor may only bid each phase individually if the owner/lender is requesting bids for the phases as separate contracts.

**29. If a homeowner obtains a building permit under the owner-builder exemption, can he then hire a contractor to perform the construction activity?**

Yes, if the contractor is properly licensed in Nevada to perform work. Hiring a nonlicensed contractor would be considered aiding the contractor to circumvent state licensing laws.

**30. May a contractor prepare plans and then have the owner obtain the building permit under the owner-builder's exemption?**

No. The contractor must apply for a permit under his own exemption, thereby attesting that he is properly licensed for the work.

**31. If a licensed contractor prepares plans under the NRS 623.330(1)(d) and 623A.070(3) exemption, would he then be able to sell those plans to another client for which he is not the contractor?**

No. The contractor may only prepare plans for his own construction activities which he is duly licensed to perform.

**32. Can an owner-builder prepare plans under the NRS 623.330(1)(e) and 623A.070(1) exemption for a duplex residential occupancy structure?**

No. He may only prepare plans for a single-family dwelling which he himself plans to own and occupy for at least one year. A duplex clearly implies that at least one unit will be a rental or sales property.

**33. Can a Nevada registered architect stamp and sign documents prepared by his consultants?**

Yes, as long as the documents are prepared under his direct supervision.

**34. May a drafting firm or other unregistered person prepare plans to be submitted for a building permit?**

No, unless the nonregistrant is working under the direct supervision of an appropriate registered professional, or unless he meets the specific requirement for exemption as an owner/builder or contractor. Merely refraining from calling oneself an architect, engineer, landscape architect or residential designer does not allow a nonregistrant to perform professional services in violation of state law.

**35. If a registered interior designer and an architect are both employed on a project, must the architect have control of the entire project?**

No. The provision of NRS 623 allows for registered interior designer to contract directly with a client as long as the contemplated work does not require the services of more than two additional professional disciplines (structural, mechanical, electrical, architectural, etc.).

**36. When a registered interior designer contracts with an owner to perform interior design services and other professional disciplines are involved in the design of the work, with whom do these additional disciplines contract?**

Interior designers are not authorized to offer specific architectural or engineering services to the public, however, NRS 623 allows an interior designer to coordinate and collaborate with not more than two additional professional disciplines as long as each consultant is contracted directly to the owner.

**37. What happens when a registered interior designer undertakes a project that requires more than two professional disciplines?**

An architect who is qualified to offer all design services to the public must be hired by the owner to provide and coordinate all disciplines other than interior design.

**38. May a registered interior designer be a shareholder in a professional organization composed of architects, landscape architects and professional engineers?**

Yes.

**39. Is it legal for the owner of a commercial building or his representative to perform the services of an architect, registered interior designer, engineer, landscape architect or contractor for work on that building without the benefit of licensure under NRS 623, 623A, 624 or 625?**

No.

# BUILDING PERMIT APPLICATION

*This form is an example of information that may be required when you apply for a building permit. Check with your local building department for actual requirements.*

APPLICATION NO.
APPLICATION DATE
BY

ADDRESS PARCEL NUMBER					
BUILDING ADDRESS					
SUBDIVISION	UNIT NO.	LOT NO.	BLOCK NO.	MODEL NO.	PERMIT TYPE
(TENANT NO/NAME)					<input type="checkbox"/> BUILDING
PROJECT NAME					<input type="checkbox"/> FOUNDATION
CONCRETE TYPE					<input type="checkbox"/> GRADING
MAILING ADDRESS					<input type="checkbox"/> PUBLIC WORKS
CITY					<input type="checkbox"/> SIGN
PERSONAL DESIGN PROFESSIONAL					<input type="checkbox"/> NEW <input type="checkbox"/> REPAIR
DESCRIPTION OF WORK: (check to be covered by this permit)					<input type="checkbox"/> ADDITION <input type="checkbox"/> MOVE
TYPE OF CONSTRUCTION					<input type="checkbox"/> ALTERATION <input type="checkbox"/> DEMOLISH
OCCUPANCY					<input type="checkbox"/> REMODEL <input type="checkbox"/> INSTALL
SPRINKLER SYSTEM					<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> JOB
NO STORAGE					<input type="checkbox"/> APARTMENTS <input type="checkbox"/> JOB
# UNITS					<input type="checkbox"/> CONDOMINIUMS <input type="checkbox"/> JOB
REPOSED					<input type="checkbox"/> TRANSPORTER <input type="checkbox"/> JOB
OCCUPANT LOAD					<input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL
OCCUPANT LOAD					<input type="checkbox"/> MULTIFAMILY <input type="checkbox"/> JOB
OCCUPANT LOAD					<input type="checkbox"/> SINGULAR COMMER. <input type="checkbox"/> JOB
SAWTOOTH NO.					SHEET NO.
WATER (GALL) LY					SEWER (GALL) LY

CONTRACTOR'S DECLARATION			
<b>CONTRACTOR INFORMATION</b>	I hereby certify that I am licensed under the provisions of HRS 624-206.		
LICENSE LIC. NO.	CLASS	OC BUS. LIC. NO.	
CONTRACTOR'S NAME			
MAILING ADDRESS		PHONE	
CITY		STATE ZIP	
CONTRACTOR'S SIGNATURE		DATE	

I certify that I have read this Application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of the city to enter upon the above mentioned property for inspection purposes.

Signature of Applicant or Agent \_\_\_\_\_ Date \_\_\_\_\_

**COMMENTS:**

Standard Plan # \_\_\_\_\_

Plans Attached

Plans On File

No Plans

Issued by _____	DATE _____	Reviewed by _____	DATE _____	Checked by _____	DATE _____
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— FOR OFFICE USE ONLY —

VALUATION ..... \$ \_\_\_\_\_

PERMIT FEE ..... \$ \_\_\_\_\_

DATE \_\_\_\_\_

PLANS/FEELER FEE ..... \$ \_\_\_\_\_

TRANSPORTATION FEE ..... \$ \_\_\_\_\_

PARK FEE ..... \$ \_\_\_\_\_

WATER FEE ..... \$ \_\_\_\_\_

MITIGATION FEE ..... \$ \_\_\_\_\_

**TOTAL \$ \_\_\_\_\_**

Cash  Check # \_\_\_\_\_