

**Recommendations / Guidelines
For Commercial Plan Submittal**

**City Of Lovelock
Engineering and Building Department**

**400 14th Street
Lovelock, NV 89419**

**Mailing Address:
P.O. Box 238
Lovelock, NV 89419**

Important Information

Projects to be reviewed by the Engineering & Building Department may undergo a special review process. These special review may consist of any one of the following:

- *Major Project Review
- *Special Use Permit
- *Site Plan Review
- *Variance

To determine if your project requires such a review, please contact the Lovelock Engineering & Building Department.

City of Lovelock Engineering & Building Department

775/273-2356

Commercial Plan Submittal Checklist

For commercial structures, such as Groups A, B, E, H, I, and large Group R-1 Occupancies.

Minimum Standards for Building Plans

Plans, specifications and calculations 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 Code compliance
5. Definition and assignment

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 plan review process.

Additions and remodels may not require all of the following components for plan submittal and for a permit.

General Requirements

A permit application, which is available at the Lovelock Building Department, must be filled out. A minimum of two (2) complete sets of plans and calculations must be submitted. An additional (3rd) set of plans and calculations are required for all plans that are required to be reviewed by the Health Department. All plans, specifications, and calculations prepared by a licensed professional shall be wet stamped, signed, and dated in accordance with NRS 623 and 625. Plans that are the responsibility of the contractor or the owner-builder shall be stamped by the Building Department and signed by the responsible party assuming the design responsibility. All plans must be submitted in person. No mail in plans will be accepted. Plans shall be black or blue line and contain no added "changes" in ink or pencil. If pre-engineered trusses are to be used engineering calculations must be included with each set of plans submitted to the Building Department. Energy calculations must be included with each set of plans. When there is any demolition involving a building, an asbestos assessment survey must be approved by the Health Department. Also with each project that has plumbing fixtures, a water rights letter must be obtained through the serving utility and approved by the City.

1. Cover Sheet

- A. Project identification
- B. Project address and a location map

- C. All design professionals shall be identified
- D. 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.
- E. Design Criteria List:
 - I. Occupancy group
 - II. Type construction
 - III. Location of property
 - IV. Seismic zone
 - V. Square footage allowable area
 - VI. Fire sprinklers
 - VII. Height and number of stories
 - VIII. Occupant load
 - IX. Land use zone

2. 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.

3. Foundation Plan

Show all foundation and footings, Indicate size, location, thickness, materials and strengths and reinforcing. Show all embedded anchoring, such as anchor bolts, hold-downs and post bases, etc. Provide solids report for the proposed structure at that site.

4. Floor Plan

Show all floors including basements. Show all rooms with their use, overall dimensions, and locations of all structure elements and openings. Show all doors and windows. Provide door and window schedule or sizes. Indicate all fire assemblies, occupancy separations, fire and draft stops.

5. Floor Framing Plan

Show all structural members, and their sizes, method of attachment, location and materials for floor and roofs.

6. Exterior Elevations

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

7. Building Sections and Wall Sections

Show material of construction, non-rated and fire-rated assemblies and fire-rated penetrations. Show dimensions of all heights.

8. Mechanical System

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

9. Plumbing System

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

10. 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.

11. Structural Calculations

Provide structural calculations for the entire structural system of the project, stamped, date and signed by a Nevada registered architect or engineer.

12. Specifications

Either on the drawing or in booklet form, further define construction components, covering materials and methods of construction, wall finishes and all pertinent equipment.

13. 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.

14. Revisions

For clarity all revision should be identified with a delta symbol and clouded on the drawing or resubmitted as a new project.

15. Standards

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:

- A. Provide a complete list of corrections
- B. Increase the plan check fee for additional plan review tim required due to lack of completeness.
- C. Return plans unchecked.
- D. Refer the principal design professional to the appropriate state board for possible disciplinary action.
- E. If construction has not been completed within 12 months of the original issue of the building permit, then it will be necessary to reapply for a building permit. Refunds will be awarded less expenses incurred by the City.
- F. Building permits shall expire when an inspection has not been completed in the preceding 180 days of the previous inspection.

This information is not to be construed as a final and/or complete list of requirements, but as a preliminary checklist for submittal of plans.